

**Prescott Public Library
Library Board Meeting
September 24, 2019
At the Prescott Library
6:00 P.M.**

ATTENDEES:

Joe Muise/Chair
Darien Watson/Vice-Chair
Jean Burton-Fox/Treasurer
Mavis Jale/Secretary
Elaine McCurdie
Karen Hume
Jane McGuire/Chief Librarian/CEO
Lee McConnell/Council Rep

REGRETS:

Tom Van Dusen

CALL TO ORDER:

Meeting called to order at 6pm.

DECLARATION OF A CONFLICT OF INTEREST:

There was no conflict of interest from any of the board members.

RESPECT & ACKNOWLEDGE DECLARATION:

“We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Haudenosaunega (St. Lawrence Iroquois), Huron-Wendat, Onida, Anishaabe, and Mohawk People”.

APPROVAL OF BOARD MEETING AGENDA:

It was moved by Jean Burton-Fox and seconded by Karen Hume to approve the agenda of the meeting of September 24, 2019.

Motion Carried

APPROVAL OF PREVIOUS MEETING MINUTES OF June 25, 2019:

It was moved by Mavis Jale and seconded by Jean Burton-Fox to approve the minutes of the previous meeting of June 25, 2019.

Motion Carried

BUSINESS ARISING FROM THE MINUTES June 25, 2019

SOLS update as pertaining to our operations – Addition of libraries to Inter Library Loans.

NEW BUSINESS:

Strategic Planning – Ask SOLS representative to attend special meeting to assist with a strategic plan.

CORRESPONDENCE/COMMUNICATIONS:

None

POLICY MANUAL REVIEW:

No Changes to: PER-01, 03, 04, 05, 06, 08, 09.

Changes to PER-02- Staff Selection

1. Eligibility for employment.

(a)

The sentence that states: Such qualities and qualifications may include education, special training, basic skills, experience, personality and compatibility and may be determined....etc., will be changed to: Such qualities and qualifications may include education, special training, basic skills, experience and interpersonal skills and may be determined....etc.

Changes to PER-02-Staff Selection

5. Interviewing candidates

c) v. To ensure fairness, each candidate should be asked the same basic questions.

This will be changed to: To ensure fairness, each candidate will be asked the same basic questions.

Changes to PER-02 – Staff Selection

5. Interviewing candidates

c) viii. Categories by which candidates should be evaluated should include interpersonal skills, education and training, work experience, special skills, and fluency in both official languages.

This will be changed to: Categories by which candidates should be evaluated should include interpersonal skills, education and training, work experience, basic and special skills.

Changes to PER-02 – Staff Selection

5. Interviewing candidates

c) ix. Personal and professional references should be checked before a final decision is made.

This will be changed to: Personal and professional references must be checked before a final decision is made.

Changes to PER-02- Staff Selection

5. Interviewing candidates

c) x. Following the interviews and reference checks, a decision should be made promptly.

This sentence will be changed to: Following the interviews and reference checks, a decision will be made promptly.

Changes to PER-07- Vacation, Public Holidays and Leave

3.b) After three consecutive sick days, an employee may provide the Board with a doctor's certificate.

This will be changed to: After three consecutive days, an employee may be asked to provide the Board with a doctor's certificate.

Changes to PER-10 – Workplace Harassment and Discrimination

3.a) reviewed by the library board as often as necessary but at least once a year

This will be changed to: reviewed by the library once a year.

Moved by Jean Burton-Fox and seconded by Elaine McCurdie to approve all changes.

Motion carried.

TREASURER’S REPORT:

Moved by Darien Watson and seconded by Elaine McCurdie to pay invoices #77 to #100 in the amount of \$2,905.69.

Motion Carried

CHIEF EXECUTIVE OFFICER’S REPORT:

- **Displays:** South Grenville Guild of Fine Arts changed their artwork and put a display of their works on the walls in the Circulation Area.
- **Summer Reading Program:**
 - 18 children joined, 8 finished.
 - Preschool Storytime: 23 children signed up.
 - Tuesday afternoons art time with Jean Burton-Fox, 8 children signed up.
- **Magic by John Pert:** A successful windup to summer season. 65 people of all ages attended. Wonderful feedback to this event.
- **Preschool Storytime:** This runs Friday morning from 10:30 to 11:30am. September 13 and 27, October 11 and 18. The time change is due to the EarlyON Centre having gym time 9:30 to 10:30am. This enables children to participate in both activities.
- **Thanksgiving Day:** The Library will be closed Saturday, October 12 and Monday, October 14 to celebrate Thanksgiving.
- **Read to Every Kid Everyday:** After running this program for 10 years it was decided to take a break and not offer it this year.
- **Leeds & Grenville Small Libraries Meeting:** Wednesday, October 16 at the Smiths Falls Public Library. 10am to 4pm.
- **Public Library Week:** October 21 to 26. The reserve books will be Canadian Authors. This is the beginning of the fall reading season. The Board will be offering treats. Tuesday, October 22, will be “Meet the Artists” night with the South Grenville Guild of Fine Arts.

ANY OTHER BUSINESS:

Library Provincial Groups Meeting – Meeting to see if some communities would be interested in sharing resources such as; IT Tech support, Library Memberships, HR (succession planning), Library Programs.

NEXT MEETING

October 15, 2019 at 6PM.

ADJOURNMENT 7:42pm

Motion to adjourn Jean Burton-Fox and seconded by Darien Watson.

Motion Carried