

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON DECEMBER 17, 2018
AT THE PRESCOTT PUBLIC LIBRARY**

ATTENDEES:

Joe Muise/Chair
Virginia Leonard/Vice Chair
Jean Burton-Fox/Treasurer
Lee McConnell/Council Member
Jane McGuire/Chief Librarian/CEO
Darien Watson
Frances Gagnon
Nancy Brunton
Leanne Burton/New Council Member
Elaine McCurdie – New Member

CALL TO ORDER:

The Chair/Joe Muise called the meeting to order at 6:01 p.m.

RESPECT AND ACKNOWLEDGEMENT DECLARATION:

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

DECLARATION OF CONFLICT OF INTEREST:

There was no conflict of interest from any of the Board Members.

APPROVAL OF AGENDA:

As there were no additions/changes, **it was MOVED by Darien Watson and SECONDED by Virginia Leonard that the Agenda be approved as presented.**

MOTION CARRIED

PREVIOUS MEETING MINUTES OF NOVEMBER 20th, 2018:

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of November 20th, 2018. As there were no changes to be made, **it was MOVED by Jean Burton-Fox and SECONDED by Frances Gagnon to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF NOVEMBER 20th, 2018:

FLOOR IN WORKROOM

An inspection of the floor has taken place and there are no problems. The glue on the tile has let go, it dried out. Jane McGuire showed some samples of new flooring to be put down in the workroom, book sale room and kitchen. The cost of materials will likely be \$2,000.00. This amount needs to be put in the Budget for next year.

LIFT

Lee McConnell has been looking for new LIFT for the Library. He has been writing emails back and forth with someone who has a LIFT to sell. He will continue to pursue this avenue even though he will not be our Council Rep anymore. The price of a new LIFT according to Dan Beattie, Operations Manager is \$12,000.00 not the \$25,000.00

NEW BUSINESS:

Orientation for the New Members. Jane McGuire has made up their binders with information from SOLS on the responsibilities of each Board Member, a copy of the Public Libraries Act and the Policy Manual. A List of Board Members from 2019 to 2022 was handed out. There are a few corrections to be made. A new copy will be handed out at the January 2019 meeting.

CORRESPONDENCE:

There was no correspondence at this time. As correspondence is little, Joe Muise/Chair suggested we call this line item **CORRESPONDENCE/COMMUNICATIONS** from now on. Everyone agreed.

TREASURER'S REPORT:

Jean Burton-Fox/Treasurer and Jane McGuire/CEO spoke on the receivables, bank account, and financial statements. We are looking good any line item that has gone over budget will be covered by the line items not over budget. We need to make a motion to move \$3,000.00 from Reserves, **it was MOVED by Jean Burton-Fox and SECONDED by Darien Watson that \$3,000.00 be transferred from Reserves to cover the Special Project – ILDS Grant. MOTION CARRIED.** For the receivables, November/December period (item #132 to #137 - \$916.37), **it was MOVED by Frances Gagnon and SECONDED by Virginia Leonard to pay the bills as presented. MOTION CARRIED.**

CHIEF EXECUTIVE OFFICER'S REPORT:

Jane McGuire highlighted the following in her report:

- . Displays
- . Storytime will start January 11, 2019. Partnered with Martina Libby to offer YOGA to the children at these sessions.
- . YOGA in the Library will be a service offered in the New Year.
- . The Staff would like to Wish you a Merry Christmas and a Happy New Year!!

ANY OTHER BUSINESS:

The Chair and members then thanked Virginia Leonard/Vice-Chair for her contributions over the past eight years, and wished her well in her future endeavors.

DATE AND TIME OF NEXT MEETING:

The Library Board Members will meet next on Tuesday January 15, 2019 at 6pm. The meetings will be held in the Ruth Evanson Room now that it is reopened.

ADJOURNMENT:

**It was MOVED by Jean Burton-Fox and SECONDED by Darien Watson to close the meeting at 6:37 pm
MOTION CARRIED**

**Respectfully Submitted
Jane McGuire, Chief Librarian/CEO**