

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON NOVEMBER 20th, 2018
AT THE PRESCOTT PUBLIC LIBRARY**

ATTENDEES:

Joe Muise/Chair
Virginia Leonard/Vice Chair
Jean Burton-Fox/Treasurer
Dianne Gauthier/Secretary
Lee McConnell/Council Member
Jane McGuire/Chief Librarian/CEO
Darien Watson

REGRETS:

Nancy Brunton
Frances Gagnon

CALL TO ORDER:

The Chair/Joe Muise called the meeting to order at 6:00 p.m.

RESPECT AND ACKNOWLEDGEMENT DECLARATION:

It was **AGREED** that reading this declaration at each meeting was not a requirement, therefore would only be a mention and included in the minutes.

"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."

Lee McConnell wondered if this statement was necessary. He will investigate and let the Board know of his findings.

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 Joe Muise and **SECONDED** by Jean Burton-Fox that the **Agenda be approved as presented.**

MOTION CARRIED

PREVIOUS MEETING MINUTES OF OCTOBER 16th, 2018:

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of October 16th, 2018. As there were no changes to be made, it was **MOVED** by Virginia Leonard and **SECONDED** by Darien Watson to **approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF OCTOBER 16th, 2018:

LIBRARY LIFT AND ACCESSIBILITY

The Chair/Joe Muise spoke on this item reminding the members that it fell under 'Strategic Direction #2 – Facility'. He then welcomed Lee McConnell/Council Member to provide his investigative input:

- . ramp not practical as it would require 40 feet from beginning to end
- . lift not practical as it would require hammering floor for the base
- . according to building code rules and guidelines (provincial & federal), it is not mandatory
- . reading area should remain status quo, periodicals should be moved

The Chair suggested that we wait until 2019 and apply for grants to fund this endeavor.

The Board Members **AGREED**.

It was also **AGREED** should anyone file a complaint regarding this matter, we advise the complainant that we are looking for funding, as we continue to strive to be safe and accessible to everyone.

REVIEW OF THE STRATEGIC PLANNING DOCUMENT:

STRATEGIC DIRECTION #1

Goal 1 – Library Policies – “completed”

Goal 2 – Library Procedures – “completed”

Goal 3 – Municipal Alignment – “completed”

STRATEGIC DIRECTION #2

Goal 1 – Space – “completed and ongoing”

Goal 2 – Accessibility and Safety – “reviewed and ongoing”

STRATEGIC DIRECTION #3

Goal 1 – Technology – “completed and ongoing”

Goal 2 – Collections – “completed and ongoing”

STRATEGIC DIRECTION #4

Goal 1 – Marketing – “completed”

Goal 2 – Visual Identity – “signage completed”

Goal 3 – Partnerships – completed and ongoing”

It was **AGREED** that the new 2019 Board will develop a new Strategic Plan for the next four years beginning 2019.

NEW BUSINESS:

The Chair extended his thanks to Lee McConnell/Council Member for his commitment, contributions and support over the past four years. A new Council Representative has not been appointed as of this date.

Jane McGuire/CEO advised the members that the floor tiles in the workroom were lifting. It was **AGREED** that an inspection is warranted and Jane will proceed to investigate further.

CORRESPONDENCE:

There was no correspondence at this time.

TREASURER’S REPORT:

Jean Burton-Fox/Treasurer and Jane McGuire/CEO spoke on the receivables, bank account, financial statements **and the “Proposed Budget for 2019”**. **An increase of approximately \$3,300 will be requested from the Town of Prescott.**

A cheque in the amount of \$15, 009.06 will be given to the Town of Prescott leaving a balance of \$100 in the Library bank account. For the receivables, October/November period (item #121 to #131- \$2,203.86, **it was MOVED by Dianne Gauthier 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
- . Ontario Public Library Week
- . Statistics for Annual Survey
- . Storytime
- . Staff Holidays & Christmas closings
- . Meeting with homeschooling group
- . Installation of new screen TV
- . Three new applicants for Library Board/Elaine McCurdy, Mavis Jale, Tom Van Dusen

ANY OTHER BUSINESS:

The Chair and members then thanked Dianne Gauthier/Secretary for her contributions over the past five years, and wished her well in her future endeavors.

DATE AND TIME OF NEXT MEETING:

The Library Board Members will meet next on Monday, December 17th 2018.

ADJOURNMENT:

**It was MOVED by Jean Burton-Fox and SECONDED by Darien Watson to close the meeting at 7:09 pm
MOTION CARRIED**

**Respectfully Submitted
Dianne Gauthier/Secretary**