

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON April 26th, 2016
AT THE PRESCOTT PUBLIC LIBRARY**

ATTENDEES:

Jean Burton-Fox/Treasurer
Lee McConnell/Council Rep
Jane McGuire/Chief Librarian/CEO
Nancy Brunton
Darien Watson
Peter Green

REGRETS:

Joe Muise, Chair
Virginia Leonard/Vice Chair
Dianne Gauthier, Secretary
Frances Gagnon

CALL TO ORDER:

Jean Burton-Fox, in the absence of the Chair, Vice-Chair and Secretary called the meeting to order at 6:25 p.m.

DECLARATION OF CONFLICT OF INTEREST:

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

APPROVAL OF AGENDA:

Jean drew attention to the Agenda and requested if there were additions or changes to be made to the document as presented.

As there were no additions/changes, **it was MOVED BY Darien Watson and seconded by Nancy Brunton that the Agenda be approved as presented.**

MOTION CARRIED

PREVIOUS MEETING MINUTES of MARCH 15TH, 2016:

Jean requested if there were any changes to be made to the Previous Meeting Minutes of March 15th, 2016. As there were no changes to be made, **it was MOVED by Darien Watson and SECONDED by Lee McConnell to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF MARCH 15th, 2016:

There were no matters arising from the minutes of the March 15th, 2016 meeting. The Networking/Information Day was cancelled. There wasn't enough interest. Small Libraries Meeting was good. There is a checklist of the Guidelines to help with accreditation. It is available online. We will look at this at the next meeting.

NEW BUSINESS:

There was no new business.

CORRESPONDENCE:

There was no correspondence to address.

STRATEGIC PLANNING DOCUMENT:

Strategic Direction #3 – Services - was reviewed and the following changes made:

Services: remove the words "build its capacity to"
add "a full range of library"

Goal 1: Technology

Action 1 take out the words "perhaps funded by special grants", "for" and "in the".
add the word "requirements"

Action 2: take out the words "IT Strategic Plan"
add the word "electronic"

Add Action 3: Ensure the availability of the internet network and the wireless services offered to the public (patrons) both inside and outside of regular library hours.

Goal 2: Collections –

Action 1: change "Develop and write" to "Establish" add a period after the word "library".

Completely change the wording to "Ensure that the plan considers preferences recommended in user survey. i.e. increase inventory in mystery, history and biography.

Action 2: remove the words "work to" and "which had been provincially funded"
add the word "and"

change the word "exploring" to "explore"

add the closing parenthesis after the word "sponsorship" and add a period.

Action 3: remove the words "work to" and "of the collection by at least 10% each year through"
add the word "thru out"

Strategic Direction Plan motion will be made at the next meeting in May 2016 to pass.

POLICY MANUAL REVIEW:

OP 01 to OP 02

OP 01 - Remove the word "and"

1 c) add and "s" to interest

1 d) add the words "local and global" change the word "community" to "communities"

5 change the word "documents" to "publications"

6 change the word "tool" to "the bases" add the word "acquisition"

7 add the words "as per SOLS"

Section 2

4 g) remove completely

Section 3

3 remove completely

Section 4

2 change the word from "withdrawing" to "withdrawal"

It was **AGREED** to review starting at OP03 at the May Board Meeting.

TREASURER'S REPORT:

The members reviewed the payables, deposits and financial statements. For the March/April (item #40 to #54 - \$2,894.10), it was **MOVED** by Peter Green and **SECONDED** by Lee McConnell to pay the bills as presented.

MOTION CARRIED.

CHIEF EXECUTIVE OFFICER'S REPORT:

Jane McGuire highlighted the following in her report:

- . Displays
- . Song Writing Workshop with Deborah Dunleavy, Saturday April 30th, May 7th and May 14th
- . Jane will attend the Community Outreach Meeting in Perth on May 9th

FRIENDS OF THE LIBRARY REPORT:

Peter Green highlighted his report:

- . They have applied for 2 grants
- . They need volunteers
- . April 19th was an overwhelming success! Over 125 people came

ANY OTHER BUSINESS:

There was no other business.

DATE AND TIME OF NEXT MEETING:

The next Library Board Meeting will be held on May 10th, 2016 at 6:00 pm in the Community Room on second floor.

ADJOURNMENT:

It was **MOVED** by Darien Watson and **SECONDED** by Nancy Brunton to close the meeting at 8:15 pm
MOTION CARRIED

Respectfully Submitted
Jane McGuire, Chief Librarian/CEO