

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON DECEMBER 13, 2016
AT THE PRESCOTT PUBLIC LIBRARY**

ATTENDEES:

Jean Burton-Fox/Treasurer/Acting Chair
Dianne Gauthier/Secretary
Jane McGuire/Chief Librarian/CEO
Nancy Brunton
Darien Watson

REGRETS:

Joe Muise/Chair
Virginia Leonard/Vice Chair
Lee McConnell
Peter Green
Frances Gagnon

CALL TO ORDER:

Jean Burton-Fox/Treasurer(Acting Chair) , called the meeting to order at 6:15 p.m.

DECLARATION OF CONFLICT OF INTEREST:

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

APPROVAL OF AGENDA:

The Treasurer/Acting Chair Jean Burton-Fox 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 Jean Burton-Fox and SECONDED by Darien Watson that the Agenda be approved as presented.**

MOTION CARRIED

PREVIOUS MEETING MINUTES OF NOVEMBER 8th, 2016:

The Treasurer/Acting Chair requested if there were any changes to be made to the Previous Meeting Minutes of November 8th, 2016. As there were no changes to be made, **it was MOVED by Darien Watson and SECONDED by Jean Burton-Fox to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF NOVEMBER 8th, 2016:

There was no business arising from the previous meeting minutes of November 8th, 2016.

NEW BUSINESS:

There was no new business.

CORRESPONDENCE:

Jane McGuire advised the members of the OPS transfer payment of \$2,500 received December 14th, 2016.

POLICY MANUAL REVIEW:

It was **AGREED** by the members to deal with the OP13/Operational/Accessible Customer Service Review at the January 2017 meeting.

TREASURER'S REPORT:

Jean Burton-Fox spoke on the bank account, and the receivables.

For the November/December period (item #120 to #130 - \$699.66), **it was MOVED by Dianne Gauthier and SECONDED by Jean Burton-Fox to pay the bills as presented.**

MOTION CARRIED.

CHIEF EXECUTIVE OFFICER'S REPORT:

Jane McGuire highlighted the following in her report:

- . display case
- . preschool Storytime
- . staff sick leave (Linda Doris/surgery)

FRIENDS OF THE LIBRARY REPORT:

Jane McGuire quickly spoke on the following:

- . Senior 150 Grant
- . Workshop
- . Halloween event
- . Fun with Santa event

ANY OTHER BUSINESS:

There was no other business to discuss.

DATE AND TIME OF NEXT MEETING:

The next Library Board Meeting will be held on **January 17th, 2017** at 6:00 pm in the Community Room on second floor.

ADJOURNMENT:

**It was MOVED by Darien Watson and SECONDED by Jean Burton-Fox to close the meeting
at 6:50 pm
MOTION CARRIED**

**Respectfully Submitted
Dianne Gauthier/Secretary**