

**MINUTES OF THE PRESCOTT PUBLIC  
LIBRARY BOARD MEETING  
HELD ON February 9th, 2016  
AT THE PRESCOTT PUBLIC LIBRARY**

**ATTENDEES:**

Joe Muise, Chair  
Virginia Leonard/Vice Chair  
Jean Burton-Fox/Treasurer  
Dianne Gauthier, Secretary  
Lee McConnell/Council Rep  
Jane McGuire/Chief Librarian/CEO  
Nancy Brunton  
Peter Green  
Darien Watson

**REGRETS:**

Frances Gagnon

**CALL TO ORDER:**

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

**DECLARATION OF CONFLICT OF INTEREST:**

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

**APPROVAL OF AGENDA:**

The Chair 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 Nancy Brunton that the Agenda be approved as presented.**

**MOTION CARRIED**

**PREVIOUS MEETING MINUTES of January 19th, 2016:**

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of January 19<sup>th</sup>, 2016. 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 JANUARY 19<sup>th</sup>, 2016:**

Jane McGuire/CEO spoke on the Policy Manual Review in particular the Governance Policies GOV 01 to GOV 04 which were reviewed at the last meeting. Unfortunately the wrong set of GOV

Policies was reviewed and therefore any changes made were obsolete. The Board **AGREED** to start again with the correct set from GOV 01.

### **NEW BUSINESS:**

There was no new business.

### **CORRESPONDENCE:**

There was no correspondence to address.

### **STRATEGIC PLANNING DOCUMENT:**

Joe Muise spoke on the Planning Document. Following a short discussion on various points, it was **AGREED** to change the title to "ACCREDITATION" under Strategic Direction #1. The document was amended and changed at the meeting by Jane McGuire.

Strategic Direction #2 will be reviewed at the next meeting in March 2016.

### **POLICY MANUAL REVIEW:**

The new and correct Governance Policies were reviewed.

### **GOV 01 to GOV 04**

GOV 01 1. Add the word "effectively"

GOV 02 2. Add the words "Hard copy or electronic", 2<sup>nd</sup> sentence, after words this kit.

GOV 03 3 (i) change word "resist" to "prevent"

GOV 04 1<sup>st</sup> paragraph "after word comprehensive, add the word "effectively"

GOV 04 3 (a) remove a) in front of Community analysis and add (b) in front of Consultation with users. Also remove the word "regularly" following  
The word consulted

GOV 05 d) Budget second sentence, remove the words "in the" and add the following:  
In accordance with current council practices, the Board shall have  
An approved budget ready by the end of the fiscal year.

The document was amended and changed at the meeting by Jane McGuire.

It was **AGREED** to review GOV 06 to Gov 09 at the March Board Meeting.

**It was then MOVED by Peter Green and SECONDED by Darien Watson to approve the changes made to Gov 01 to Gov 05.**

## **MOTION CARRIED**

### **TREASURER'S REPORT:**

The members reviewed the payables, deposits and financial statements. For the January/February (item #11 to #21 - \$1,773.90), **it was MOVED by Dianne Gauthier and SECONDED by Darien Watson to pay the bills as presented.**

**MOTION CARRIED.**

### **CHIEF EXECUTIVE OFFICER'S REPORT:**

Jane McGuire highlighted the following in her report:

- . Displays
- . Read to every kid every day
- . Kings kitchen community dinner
- . TD summer reading club 2016
- . Family Day
- . Easter closings

### **FRIENDS OF THE LIBRARY REPORT:**

Peter Green had nothing significant to report as their meeting had been postponed to a future date.

### **ANY OTHER BUSINESS:**

There was no other business.

### **DATE AND TIME OF NEXT MEETING:**

The next Library Board Meeting will be held on March 15th, 2016 at 6:00 pm

### **ADJOURNMENT:**

**It was MOVED by Darien Watson and SECONDED by Jean Burton-Fox to close the meeting at 7:53 pm**

**MOTION CARRIED**

**Respectfully Submitted  
Dianne Gauthier/Secretary**