

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

**ATTENDEES :**

Joe Muise/Chair  
Virginia Leonard/Vice Chair  
Jean Burton-Fox/Treasurer  
Jane McGuire/Chief Librarian/CEO  
Nancy Brunton  
Frances Gagnon  
Darien Watson

**REGRETS :**

Lee McConnell/Council Member and Dianne Gauthier/Secretary

**CALL TO ORDER:**

The Chair Joe Muise 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 Joe Muise drew attention to the Agenda and requested if there were additions or changes to be made to the document as presented. Jane McGuire added correspondence from FOPL regarding Provincial Grant.

**It was MOVED by Jean Burton-Fox and SECONDED by Frances Gagnon that the Agenda be approved as amended.**

**MOTION CARRIED**

**PREVIOUS MEETING MINUTES OF JANUARY 16, 2018:**

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

**MOTION CARRIED**

**BUSINESS ARISING FROM THE PREVIOUS MINUTES OF January 16, 2018:**

Dianne Gauthier/Secretary was to give an update on the FoL quotes for the completion of the digital production of the Memories of Prescott but because she was unable to attend the meeting Jane will follow up with her. **It was MOVED by Virginia Leonard and SECONDED by Darien Watson that whatever money is left over from ILDS Grant the Library give to Friends to get the memories website built up and running.**

**MOTION CARRIED**

The new Library/Town sign has been installed. It looks great! Many people have commented on it and everyone seems to like it. It is very visible from both directions.

**NEW BUSINESS :**

**ILDS Grant:** The Hotspot Router has been installed and our patrons have noticed a great improvement.

Joe Muise has purchased for us Robot Kits for which we will hold a program to make Robots during March Break.

Jean and Jane presented figures for Makey Makey sets that include Makey Makey GO, Makey Makey Classic, Makey Makey Alligator Clips(7), and Inventor Booster Kit. They felt this was the best product from the list given.

**It was MOVED by Frances Gagnon and SECONDED by Virginia Leonard that the Library purchase 4 sets of Makey Makey items.**

**MOTION CARRIED**

Microsoft Office needs to be updated. Jane has found out that Microsoft Office Pro Plus can be had for a price of \$82.00 a license. The Library needs 14 licenses.

**It was MOVED by Jean Burton-Fox and SECONED by Frances Gagnon that the Library purchase 14 licenses of Microsoft Office Plus.**

**MOTION CARRIED**

**CORRESPONDENCE :**

The Ontario Library Association (OLA) and Federation of Ontario Public Libraries (FOPL) have corroborated together to present a pre-budget report to the Province and the Ministry. They are asking each Municipality to make a motion supporting one of their three recommendations. Some Municipalities have already done so and sent copies to FOPL. The Library will use the City of Pickering's motion to present to the Town of Prescott asking for their support. Jane will give a copy to Lee McConnell/Council Member.

**TREASURER' S REPORT :**

Jean Burton-Fox and Jane McGuire spoke on the bank account, income and expense statement and the receivables. For the January/February period (item #10 to #25 - \$2,572.94) **it was MOVED by Virginia Leonard 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:

- . Annual Report 2017 has been completed and submitted to Ministry.
- . Small Libraries Meeting being a teleconference. Discussion of Fair Workplaces, Better Jobs Act, 2017 and the Public Library – Bill 148 – handout attached.
- . display case
- . Preschool Storytime
- . Easter Closing – Friday March 30, 2018, Saturday March 31, 2018 and Monday April 2, 2018.

**FRIENDS OF THE LIBRARY REPORT :**

No report at this time. No one has heard from them.

**ANY OTHER BUSINESS :**

There was no other business to discuss.

**DATE AND TIME OF NEXT MEETING :**

The Library Board Members will meet next on March 20th, 2018.

ADJOURNMENT:

It was MOVED by Virginia Leonard and SECONDED by Nancy Brunton to close the meeting at  
6:45 pm

MOTION CARRIED

Respectfully Submitted

Jane McGuire/Chief Librarian/CEO for Dianne Gauthier/Secretary