

**MINUTES OF THE PRESCOTT PUBLIC  
LIBRARY BOARD MEETING  
HELD ON January 19th, 2016  
AT THE PRESCOTT PUBLIC LIBRARY**

**ATTENDEES:**

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

**REGRETS:**

Lee McConnell/Council Rep

**CALL TO ORDER:**

Joe Muise/Chair, called the meeting to order at 6:25 p.m. (immediately following the 2016 Library Board Budget Meeting).

**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.

**MOVED BY Jean Burton-Fox and seconded by Nancy Brunton that the Agenda be approved as presented.**

**MOTION CARRIED**

**PREVIOUS MEETING MINUTES of December 16th, 2015:**

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of December 16th, 2015. 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:**

There was no business arising from the previous meeting minutes of December 16th, 2015.

**CHAIRMAN'S NOTE:**

Joe Muise/Chair spoke on the Alzheimer Society of Leeds & Grenville and the various educational seminars they offer for caregivers. The members discussed the feasibility of holding a session at the Library, but **AGREED** that the space could not accommodate such an endeavor. It was suggested however, that better venues would be Walker House, St Andrews Church, Town of Prescott or the Medical Building.

**NEW BUSINESS:**

There was no new business.

**CORRESPONDENCE:**

There was no correspondence to address.

**STRATEGIC PLANNING DOCUMENT:**

Joe Muise spoke on the Strategic Directions of the Prescott Public Library "poster". A brief discussion took place and it was **AGREED** that esthetic clarity was required, and the content would be dealt with beginning at the February Library Board Meeting.

The Board also **AGREED** to incorporate at every Library Board Regular Meeting, 30 minutes to discuss the Strategic Directions "poster", and 30 minutes to discuss and revise the Policy Manual until completed.

**POLICY MANUAL REVIEW:**

**GOV 01 to GOV 04**

**GOV 01** #3(c) replace with the following "we may recruit a volunteer youth to sit on the Board as Advisory to the Board only"  
remove "related document - Board application form"

**GOV 02** #1 remove the word "thorough" and change "a" to "an"  
#3 add "electronically or paper" at the end of receive  
Related Documents: change Gov 10 to 03

**GOV 03** #1(b) to be deferred until the cost is known  
(c) change the word "will" to "may"  
(d) delete this line  
#5 delete this line  
#6(a) should read "Board members be advised of the availability to participate in training....."

**GOV 04** #2(c) should read "ensure continuous good governance through periodic discussion of process improvement and through recruitment of new members as required or the need arises."

**It was MOVED by Joe Muise and SECONDED by Darien Watson to cover GOV 05 to Gov 11 at the next regular board meeting.**

**MOTION CARRIED**

**TREASURER'S REPORT:**

The members reviewed the payables, deposits and financial statements. For the end of 2015 payables (item 152 to 164 - \$6,735.13), **it was MOVED by Peter Green and SECONDED by Frances Gagnon to pay the bills as presented.**

**MOTION CARRIED.**

For the Jan 2016 payables (item 1 to 10 - \$2,981.06), **it was MOVED by Dianne Gauthier and SECONDED by Virginia Leonard to pay the bills as presented.**

**MOTION CARRIED**

It was also **AGREED** that payment be made to the Town of Prescott in the amount of \$10,700.

**It was MOVED by Dianne Gauthier and SECONDED by Joe Muise to go ahead with that payment.**

**MOTION CARRIED**

**CHIEF EXECUTIVE OFFICER'S REPORT:**

Jane McGuire highlighted the following in her report:

- . Displays
- . 2016 Summer Reading Program

- . Storytime at the Library
- . Read to Every Kid Every Day

**FRIENDS OF THE LIBRARY REPORT:**

Peter Green spoke on the Friends' activities.

- . Co-event with the Spencerville Friends/Prescott Venue
- . Shakespeare update for Magic Spells event

**ANY OTHER BUSINESS:**

Joe Muise/Chair requested update on the card files auction. Joe volunteered to obtain actual dollar values.

**DATE AND TIME OF NEXT MEETING:**

The next Library Board Meeting will be held on February 9<sup>th</sup>, 2016 at 6:00 pm

**ADJOURNMENT:**

It was **MOVED** by Jean Burton-Fox and **SECONDED** by Darien Watson to close the meeting at 7:36 pm

**MOTION CARRIED**

Respectfully Submitted  
Dianne Gauthier/Secretary