

**MINUTES OF THE PRESCOTT PUBLIC  
LIBRARY BOARD MEETING  
HELD ON JUNE 21st, 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  
Frances Gagnon  
Darien Watson

**REGRETS:**

Peter Green

**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 Darien Watson that the Agenda be approved as presented.**

**MOTION CARRIED**

**PREVIOUS MEETING MINUTES of MAY 10th, 2016:**

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of May 10th, 2016. As there were no changes to be made, **it was MOVED by Frances Gagnon and SECONDED by Jean Burton Fox to approve the minutes as previously submitted.**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE PREVIOUS MINUTES OF MAY 10th, 2016:**

Lee McConnell made reference to the Town of Prescott "Pay Equity" review for qualifying library staff, and indicated that it has been deferred to a later date, most likely in the Fall.

**NEW BUSINESS:**

Jane McGuire informed the meeting that the Town of Prescott is going ahead with the business of "Pay Equity" for the qualifying Library staff.

## **CORRESPONDENCE:**

There was no correspondence to address.

## **STRATEGIC PLANNING DOCUMENT:**

**It was MOVED by Nancy Brunton and SECONDED by Darien Watson** that the formulation of a new plan regarding the Strategic Planning Document be tabled to the September meeting.

### **MOTION CARRIED**

## **POLICY MANUAL REVIEW:**

### **OP04**

#### **CIRCULATION (continued)**

Section 3: Borrowing

1. (b) remove the word "videos"  
(c) remove the word "cassettes"

Section 3: Renewals

2. (a) remove (-) and replace with (.)

Section 3: Holds/Reserves

2. (a) add the word "be" after "may"

#### Schedule "B"

A discussion took place, and it was **AGREED** that Jane McGuire will find out if other Libraries are open to discussing reciprocal inter-library agreements.

#### Schedule "C"

Remove the words "cassettes" and "videos"  
"museum passes" should read "museum pass"

#### Schedule "D"

Remove the words "cassettes" and "videos"

#### Schedule "E"

Photocopying changed to .25 cents  
Scanning is now .25 cents

### **OP05**

#### **INFORMATION SERVICES**

(5) should read: If it is not possible to find an answer using the library's own resources, the staff will refer users to the inter-library loan service, other libraries, agencies and community resources.

### **OP06**

#### **SERVICES TO CHILDREN AND YOUNG ADULTS**

Rights of the Child

Remove the extra "public library" words.

## **OP07**

### **UNATTENDED CHILDREN (Continued)**

e) should read “an unattended child “is” not met..

## **OP08**

### **PROGRAMMING**

3 (b) add the letter “s” to the word “interest”.

## **OP09**

### **LOCAL HISTORY**

Remove the words “and will not duplicate those collections” at the end of the first paragraph.

Local History (continued)

4. Remove the words “of provenance”.

### **TREASURER’S REPORT:**

Joe Muise spoke on the confusion between the “actual”, “budget”, and “variance” on the year to date financial statement. Jane McGuire informed the members that this problem is being addressed and will be rectified in the near future.

The members reviewed the payables, deposits and financial statements. For the May/June period (item #58 to #76 - \$3,267.49), **it was MOVED by Joe Muise and SECONDED by Dianne Gauthier to pay the bills as presented.**

**MOTION CARRIED.**

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

Jane McGuire highlighted the following in her report:

- . displays
- . TD summer reading program launch
- . summer programs at the library
- . community outreach
- . proctoring exams
- . library holidays
- . staff holidays

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

Jane McGuire advised the meeting that The Friends of the Library Grant Application to assist in the Library’s “performer for the Summer Reading Program”, has been completed and they are now awaiting their decision. She also mentioned that \$1,965 was raised from canvassing businesses and the Maggie Wheeler event was a success.

### **ANY OTHER BUSINESS:**

- . Jean Burton Fox spoke on signage for the Library, which will be addressed at the September meeting as part of the Strategic Planning Document
- . Lee McConnell spoke on the max 500 lbs capacity of the elevator, and went on

to mention that signage to that effect should be posted, before accessibility complaints are filed with the township.

**DATE AND TIME OF NEXT MEETING:**

The next Library Board Meeting will be held on September 13th, 2016 at 6:00 pm in the Community Room on second floor.

**ADJOURNMENT:**

**It was MOVED by Joe Muise and SECONDED by Darien Watson to close the meeting at 7:50 pm  
MOTION CARRIED**

**Respectfully Submitted  
Dianne Gauthier/Secretary**