

**MINUTES OF THE PRESCOTT PUBLIC  
LIBRARY BOARD MEETING  
HELD ON March 15th, 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  
Peter Green  
Darien Watson

**CALL TO ORDER:**

Joe Muise/Chair, called the meeting to order at 6:09 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 Virginia Leonard and seconded by Jean Burton Fox that the Agenda be approved as presented.**

**MOTION CARRIED**

**PREVIOUS MEETING MINUTES of FEBRUARY 9th, 2016:**

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of February 9th, 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 FEBRUARY 9th, 2016:**

There were no matters arising from the minutes of the February 9<sup>th</sup>, 2016 meeting.

**NEW BUSINESS:**

There was no new business.

## **CORRESPONDENCE:**

There was no correspondence to address.

## **STRATEGIC PLANNING DOCUMENT:**

Strategic Direction #2 – Facility - was reviewed and the following changes made:

Facility: remove the word “all”

Goal 1: Space - take out the word “possible”

Goal 2: Access & Safety – remove the words “has reviewed” and replace with “complies with”/ remove the word “accessibility” should now read “complies with all safety & accessibility laws & regulations”

Action 1: change “old” to “old west” & change “renew” to “renovate”  
Add “meets fire codes”

Add “consider renovating” after the word “bookdrop”

Add “could include exploring another location”

Action 2: should read “expanding the existing CCTV”

Action 3: add a period after the word “building” and remove the rest of the sentence.

The document was reviewed and amended at the meeting by Joe Muise.

Strategic Direction #3 - Services will be reviewed at the next meeting in April 2016.

## **POLICY MANUAL REVIEW:**

### **GOV 06 to GOV 09**

Gov 06 - Remove the word must and add an “s” to “ensure”

Gov 07 - no changes

Gov 08 - no changes

Gov 09 - 1 - should read The Friends of the Library operates independently to  
The Prescott Public Library Board and the Library

3 - remove this line completely

4 - should read the goals of the PPLB and the Friends of the Library  
will be consistent

5 - change to read The Library needs to periodically submit a wish  
list to the Friends of the Library

8 - remove completely

Appendix “A” – remove completely

The document was reviewed and amended at the meeting by Joe Muise.

It was **AGREED** to review OP01 to OP04 at the April Board Meeting.

## **TREASURER’S REPORT:**

The members reviewed the payables, deposits and financial statements. For the February/March (item #22 to #39 - \$7,035.26), **it was MOVED by Dianne Gauthier and SECONDED by Joe Muise 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 Club 2016
- . Preschool Storytime
- . New Floor at Circulation Desk
- . Small Libraries Meeting
- . Networking/Information Day

**FRIENDS OF THE LIBRARY REPORT:**

Peter Green highlighted his report:

- . An evening with Elizabeth Hay/March 22
- . St Lawrence River Trilogy/April 19
- . An evening with Maggie Wheeler/May 26
- . Magic Spells Two/June 26
- . St Lawrence River Trilogy/September 15
- . St Lawrence River Trilogy/October 18
- . An Afternoon of Ghosts/October 29<sup>th</sup>
- . Third Annual Fun with Santa/November 19

**ANY OTHER BUSINESS:**

There was no other business.

**DATE AND TIME OF NEXT MEETING:**

The next Library Board Meeting will be held on April 26th, 2016 at 6:00 pm in the Community Room on second floor.

**ADJOURNMENT:**

**It was MOVED by Jean Burton Fox and SECONDED by Nancy Brunton to close the meeting at 7:50 pm**  
**MOTION CARRIED**

**Respectfully Submitted**  
**Dianne Gauthier/Secretary**