

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON MAY 10th, 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 6:10 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 Darien Watson and SECONDED by Frances Gagnon that the Agenda be approved as presented.**

MOTION CARRIED

PREVIOUS MEETING MINUTES of APRIL 26th, 2016:

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of April 26th, 2016. As there were no changes to be made, **it was MOVED by Dianne Gauthier and SECONDED by Nancy Brunton to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF APRIL 26th, 2016:

There were no matters arising from the minutes of the April 26th, 2016 meeting.

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:

Strategic Direction #4 – Communication & Outreach:

Remove the words “it’s not enough to wait for our
Community to find us”

Add the word “a” before “dynamic ...”

Goal 1: OK

Action 1: OK

Action 2: Add “period” at the end of the sentence

Goal 2: Change to read “distinguish itself through increased visibility”

Action 1: OK

Action 2: OK

Goal 3: OK

Action 1: Add “period” at the end of the sentence

Action 2: OK

Action 3: OK

The document was amended at the meeting by Jane McGuire.

This completes the review of the Strategic Planning Document. A new plan will be discussed and formulated at the next meeting addressing the ongoing review of the document and how the members would like to proceed. **It was MOVED by Joe Muise and SECONDED by Darien Watson to go forward as indicated and that all reviews should be around 30 minutes in duration.**

MOTION CARRIED

POLICY MANUAL REVIEW:

OP03

3. (b) Change the word “acquired” to “required”
 - (d) Should read: the library will not retain any personal information such as interlibrary loans or pertaining to a user’s online activity longer than is necessary for the provision of library services and programs unless requested by a patron.

The document was amended at the meeting by Jane McGuire.

The Chair requested and it was **AGREED** that the members read and familiarize themselves with the remaining OP Section of the Policy and ByLaws in order to process effectively and cover as much as we can at the next meeting in June.

TREASURER’S REPORT:

The members reviewed the payables, deposits and financial statements. For the May period 1st to 10th (item #55 to #57 - \$270.31), **it was MOVED by Dianne Gauthier and SECONDED by Frances Gagnon to pay the bills as presented.**
MOTION CARRIED.

CHIEF EXECUTIVE OFFICER’S REPORT:

Jane McGuire highlighted the following in her report:

- . Displays
- . Outreach Networking Meeting
- . Summer Reading Program
- . Make and Take Workshop for Summer Reading Program
- . Online version of Annual Report
- . Statistics

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 shortlisted. Further information and documentation has been requested with a deadline date of May 29th, 2016.

ANY OTHER BUSINESS:

There was no other business.

DATE AND TIME OF NEXT MEETING:

The next Library Board Meeting will be held on June 14th, 2016 at 6:00 pm in the Community Room on second floor.

ADJOURNMENT:

**It was MOVED by Joe Muise and SECONDED by Frances Gagnon to close the meeting at
7:55 pm
MOTION CARRIED**

**Respectfully Submitted
Dianne Gauthier/Secretary**