

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON MAY 16th, 2017
AT THE PRESCOTT PUBLIC LIBRARY**

ATTENDEES:

Virginia Leonard/Vice Chair
Jean Burton-Fox/Treasurer
Dianne Gauthier/Secretary
Lee McConnell/Council Member
Jane McGuire/Chief Librarian/CEO
Nancy Brunton
Peter Green

REGRETS:

Joe Muise/Chair
Frances Gagnon
Darien Watson

CALL TO ORDER:

In the absence of the Chair/Joe Muise, Virginia Leonard/Vice 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 Vice Chair Virginia Leonard 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 Nancy Brunton that the Agenda be approved as presented.**

MOTION CARRIED

PREVIOUS MEETING MINUTES OF APRIL 11th, 2017:

The Vice Chair requested if there were any changes to be made to the Previous Meeting Minutes of April 11th, 2017. As there were no changes to be made, **it was MOVED by Peter Green and SECONDED by Virginia Leonard to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF APRIL 11th, 2017:

Virginia Leonard/Vice Chair requested Jane McGuire/CEO to give an update on the coordination with Katie Allard at Town Hall. It was confirmed that the program is essentially ready to proceed.

NEW BUSINESS:

Virginia Leonard/Vice Chair, brought up the ongoing topic of "**signage**". It seems that with the deadline swiftly approaching, the Board must make this a priority. A discussion revolved around the existing signage, its location and **AGREED** to support a generic design which will be produced for the next Library Board meeting in June at which time a decision will be made. Lee McConnell went on to quickly discuss "directional signage", however had no further updates to share with the Members.

CORRESPONDENCE :

Jane McGuire confirmed that there was no correspondence to discuss.

TREASURER'S REPORT :

Jean Burton-Fox spoke on the bank account, income and expense statement and the receivables.

For the April/May period (item #52 to #74 - \$3,183.46, **it was MOVED by Dianne Gauthier and SECONDED by Virginia Leonard to pay the bills as presented.**

MOTION CARRIED.

CHIEF EXECUTIVE OFFICER'S REPORT :

Jane McGuire highlighted the following in her report:

- . display case
- . Leeds & Grenville Small Libraries Meeting/May 3, 2017
- . Summer Reading Program
- . Annual Report
- . Library will be closed on Monday, May 22 (stat holiday)

FRIENDS OF THE LIBRARY REPORT :

Following the Friends Executive Committee meeting, Peter Green went on to tell the Members that a total review and consideration of its programs and events will be made. In the interim, it was decided that the confirmed events will go on **with the exception of the Halloween Party and Fun with Santa event.** Further details will be provided as decisions are made by the Friends Committee. The Canada 150 final package will be produced in an electronic format and availability to the Patrons will be provided through the Prescott Library. Final details will be provided to the Library Board at the June meeting.

ANY OTHER BUSINESS :

There was no other business to discuss.

DATE AND TIME OF NEXT MEETING :

The next Library Board Meeting will be held on **June 20th, 2017** 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 6:50 pm

MOTION CARRIED

**Respectfully Submitted
Dianne Gauthier/Secretary**