

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON NOVEMBER 8th, 2016
AT THE PRESCOTT PUBLIC LIBRARY**

ATTENDEES:

Joe Muise, Chair
Jean Burton-Fox/Treasurer
Dianne Gauthier/Secretary
Lee McConnell/Council Rep
Jane McGuire/Chief Librarian/CEO
Nancy Brunton
Frances Gagnon
Darien Watson

REGRETS:

Virginia Leonard/Vice Chair
Peter Green

CALL TO ORDER:

Joe Muise/Chair, called the meeting to order at 6:03 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 OCTOBER 11th, 2016:

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of October 11th, 2016. As there were no changes to be made, **it was MOVED by Frances Gagnon and SECONDED by Joe Muise to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF October 11th, 2016:

There was no business arising from the previous meeting minutes of October 11th, 2016.

NEW BUSINESS:

Joe Muise proceeded to advise the Members of his presentation of the Prescott Public Library Strategic Plan at the Council Meeting of October 17th, 2016. He went on to say that it was well received with a good response. It was **AGREED** that the Library Board should make a presentation to Council twice a year, in the Spring and the Fall, dates to be determined.

CORRESPONDENCE:

There was no correspondence to address.

POLICY MANUAL REVIEW:

Policy and By-Laws – Operational – Internet Services

OP-10 – First paragraph last line – change “no control” to “limited control”.

OP-10 – Internet Services Policy – Section 6: Acceptable Use of Computers

The following line “all users will be required to agree ... should end with “for the first time”.

OP – 10 Internet Services Policy – Section 7: Pornography in the Library

(b) – under point 5 – should read “that a third offense will cancel their User Waiver Form and availability to use computers.

(b) – under point 6 – remove this whole fourth offense line

OP – 10 – Internet Services Policy – Schedule B – nRules of Precedures – Hours

(2) – 3rd line – remove the word Head

General

(4) Should read: Users will be asked to sign a Waiver Form prior to their first visit. Users are responsible for their activities at the workstation. The users’ library record will be marked in such a way to identify any person who has signed a waiver.

(6) Should read: If the users need to store data they will provide their own USB stick, for which the Library is not responsible. If a virus is noted on a USB stick, staff should be notified immediately and the user will not be able to use until cleaned by user.

(7) To be added and should read: Information may be printed at the library’s printer for a fee, payable to the Prescott Public Library prior to printing.

OP – 10 – Internet Services Policy – Schedule C – Computer Use Regulations

Under You Must – 4th point – remove (i.e.: Yahoo or Hotmail).

OP – 11 – Operational – Use of Technology (by staff)
Completely remove first paragraph.

OP – 11 – Use of Technology (by staff) – Section 2: Business Use

(1) – line 2 – add the word “benefit “of” the library.”

(2) – remove the words “as an employee of the library”.

OP – 12 – Operational – Community Information and Bulletin Boards

(8) should read: Donation receptacles and the like will be accepted at the discretion of the CEO. The Library does not accept charitable donations on behalf of any third party organization unless specifically approved by the Board.

(10 – remove this line.

OP – 13 – Operational – Accessible Customer Service

This section will be reviewed at a later date, following further investigation by Joe Muise.

TREASURER’S REPORT:

Jean Burton-Fox spoke on the bank account, progress and presentation of the Financial Statements and the receivables.

For the October/November period (item #107 to #119 - \$1,137.45), **it was MOVED by Dianne Gauthier and SECONDED by Frances Gagnon to pay the bills as presented.**

MOTION CARRIED.

It was also MOVED by Dianne Gauthier and SECONDED by Jean Burton Fox to pay the Town of Prescott \$18,400.

MOTION CARRIED.

CHIEF EXECUTIVE OFFICER’S REPORT:

Jane McGuire highlighted the following in her report:

- . display case
- . Ontario Public Library Week
- . sign language with baby
- . preschool Storytime
- . staff Holidays
- . Christmas closings

FRIENDS OF THE LIBRARY REPORT:

Jane McGuire quickly went over the upcoming 2016 Friends’ events to finish the year.

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 December 13th, 2016 at 6:00 pm in the Community Room on second floor. Members will bring snacks to celebrate the Christmas Season.

ADJOURNMENT:

It was **MOVED** by Joe Muise and **SECONDED** by Jean Burton-Fox to close the meeting at 7:26 pm

MOTION CARRIED

Respectfully Submitted
Dianne Gauthier/Secretary