

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON NOVEMBER 14th, 2017
AT THE PRESCOTT PUBLIC LIBRARY**

ATTENDEES:

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

REGRETS:

Frances Gagnon

CALL TO ORDER:

The Chair/Joe Muise 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 Joe Muise drew attention to the Agenda and requested if there were additions or changes to be made to the document as presented.

Jane McGuire advised the Members that the Prescott Library received 3 passes good for 2 adults and 4 children with an expiry date of 2020, to the "New Science and Technology museum which opens on November 17th, 2017.

As there were no other additions/changes, **it was MOVED by Joe Muise and SECONDED by Virginia Leonard that the Agenda be approved as presented.**

MOTION CARRIED

PREVIOUS MEETING MINUTES OF OCTOBER 10th, 2017:

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of October 10th, 2017. As there were no changes to be made, **it was MOVED by Jean Burton-Fox and SECONDED by Joe Muise to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF OCTOBER 10th, 2017:

LIBRARY SIGNAGE UPDATE: Lee McConnell advised the Board that the sign will be ready at the end of November 2017.

JUNE CALLWOOD NOMINATION UPDATE: Jane McGuire advised the Board that the nominee Susan Weese does not qualify for this award as she received remuneration for her time. The Members AGREED that there was no one else at this time who qualified for this award.

ILDS GRANT DISTRIBUTION OF FUNDS: It was **MOVED** by Joe Muise and **seconded** by Jean Burton-Fox that Jane McGuire should go ahead and Purchase the wireless extender, not exceeding \$500 tax included.
It was **AGREED** to contact the Youth Club and request a participation list of those interested in a ROBOT ACTIVITY. Cost will be determined by age group. Venue yet to be determined.
It was also **AGREED** that this activity should be held before Christmas.

NEW BUSINESS:

There was no new business.

CORRESPONDENCE:

There was no correspondence.

TREASURER'S REPORT:

Jean Burton-Fox and Jane McGuire spoke on the bank account, income and expense statement and the receivables.
For the October/November period (item #117 to #127 - \$1,338.83, **it was MOVED by Jean Burton-Fox 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
- . Ontario Public Library Week
- . Cub visit
- . Statistics for Annual Survey
- . Preschool Storytime
- . Staff Holidays
- . Christmas Closings

FRIENDS OF THE LIBRARY REPORT:

Peter Green spoke on the following:
Maggie Wheeler event - very successful
Canada 150 Fortown Memoirs - ready in 2 weeks with final copy December 31st with Invitation to Contributors event on February 24th at St Andrews Hall.

ANY OTHER BUSINESS:

There was no other business to discuss.

DATE AND TIME OF NEXT MEETING:

The Library Board Members will meet next on Thursday December 7th, 2017.

ADJOURNMENT:

It was **MOVED** by Peter Green and **SECONDED** by Jean Burton-Fox to close the meeting at 6:50 pm
MOTION CARRIED

Respectfully Submitted
Dianne Gauthier/Secretary

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY 2018 BUDGET MEETING
HELD ON NOVEMBER 14th, 2017
AT THE PRESCOTT PUBLIC LIBRARY**

ATTENDEES:

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

REGRETS:

Frances Gagnon

CALL TO ORDER:

The meeting was called to order at 6:52 pm by Joe Muise/Chair.

HIGHLIGHTS:

Jane McGuire spoke on the 2017 Actuals and 2018 Suggested Budget.

- . Salaries & Benefits - 1.5% increase
- . Includes \$14 per hour increase min wage (1 employee affected)
- . Line item Transfer from Reserve needs to be clarified and reworked
- . The increase in book budget is \$829.00

A lengthy discussion revolved around the request to increase the Town Grant by \$2,500. Lee McConnell requested in order to justify the increase of \$2,500 a document should be prepared breaking down and itemizing in detail for presentation to Council. Jane McGuire and Jean Burton-Fox **AGREED** to prepare this document.

ADJOURNMENT:

It was **MOVED** by Joe Muise and seconded by Virginia Leonard that the meeting be closed at 7:31 pm.

**RESPECTFULLY SUBMITTED
DIANNE GAUTHIER/SECRETARY**