

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON OCTOBER 11th, 2016
AT THE PRESCOTT PUBLIC LIBRARY**

ATTENDEES:

Joe Muise, Chair (delayed, Virginia Leonard Called the meeting to order)
Virginia Leonard/Vice Chair
Jean Burton-Fox/Treasurer
Dianne Gauthier, Secretary
Lee McConnell/Council Rep
Jane McGuire/Chief Librarian/CEO
Peter Green
Darien Watson

REGRETS:

Nancy Brunton
Frances Gagnon

CALL TO ORDER:

Virginia Leonard/Vice Chair, called the meeting to order at 6:04 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 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 Darien Watson that the Agenda be approved as presented.**

MOTION CARRIED

PREVIOUS MEETING MINUTES OF SEPTEMBER 13th, 2016:

The Vice Chair requested if there were any changes to be made to the Previous Meeting Minutes of September 13th, 2016. As there were no changes to be made, **it was MOVED by Jean Burton-Fox and SECONDED by Peter Green to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF SEPTEMBER 13th, 2016:

There was no business arising from the previous meeting minutes of September 13th, 2016.

At this point, Joe Muise/Chair arrived, thanked Virginia Leonard/Vice Chair for her efforts, and chaired the rest of the meeting.

NEW BUSINESS:

Jane McGuire/CEO gave an update on the attempted break-in of September 7th. She noted that the investigation by the OPP is ongoing and the window has been repaired and secured. She also advised the members of the light fixture difficulties on the side of the building, and another light bulb being replaced. This has been an ongoing problem which has yet to be resolved.

Jean Burton-Fox then gave a breakdown on quote received from TNT for a wind banner to use as signage for the Library at the front door of Prescott Town Hall. The cost of \$179 each includes all of the hardware, although Jean will find out if installation is included as well as its actual size. A discussion took place on the wear and tear of such a product, vandalism, and also permission would have to be sought from Prescott Town Hall to install them. Lee McConnell/Council Rep went on to advise the members that Council has already approved some signage and perhaps the idea of the banners is premature. The Board **AGREED** to wait until more information can be obtained on this issue before a final decision is made.

CORRESPONDENCE:

There was no correspondence to address.

STRATEGIC PLANNING DOCUMENT:

Joe Muise informed the members that the production of the Strategic Planning Document to present to Council on October 17th was not ready. He went on to mention the following points:

- . Joe Muise and Jane McGuire will prepare a power point presentation
- . Joe or Jane will then email the members for their review/editing/approval
- . Lee McConnell will find out if we can reserve a time to present this at the October 17th Council meeting, and if this is not possible, Lee will make sure that Council is informed

POLICY MANUAL REVIEW:

As a few of the members did not bring their copy of the Operational Policies due to the fact that they expected to work from the projector as in previous meetings, the Board **AGREED** to begin the review of Personnel Policies as copies were available for everyone.

PER01 (d)

In the first line, change the word “subscribes” to “adheres”.

PER03(1) (a) the bullets should read:

- . Qualifications required
- . salary range
- . accountability, duties, tasks & responsibilities of the position
- . reporting relationship
- . record keeping and reports

PER03 (b) (vii)

It was **AGREED** that Lee McConnell look into what the Town’s document states and get back to the members.

PER03 (d)

Remove the words “policy statement”

PER05 (1) Salary

Remove the paragraph beginning with “grading” and ending with “2006”

The members had a short discussion on “pay equity” and **AGREED** that the Board review this every two years with 2018 being the next review requirement.

Per05 (1) Salary

Line 3, change the word “and step” to read “a step”

Line 4, remove the sentences beginning with “No other and ending with “Town staff”.

PER05 Compensation (a)

In line 3, remove the words “Human Resources Development”

PER06 (1) (b)

Should read “working for four hours”

At this point the Chair suggested and the Board **AGREED** that we continue with the regular items on the Agenda and then come back and continue with the Personnel Policies.

PER06 (4) Staff Meetings (a)

Should read “staff meetings will be held at a suitable time once a month, for ALL staff members”

PER06 (4) Staff Meetings

Should read “should these meetings require a change of work hours for any staff member this change will be accommodated”

PER07 (2) Annual Vacation (b)

This might change. Lee McConnell will investigate what the Town’s document states and get back to the Board.

PER07 (3) Sick Leave (b)

Should read “after three consecutive sick days, an employee must provide the CEO with a doctor’s certificate

PER07 (3) Sick Leave

Replace the word “must” with the word “may”

PER07 Type #2 Leave without pay

This whole section has been removed and replaced with:

“Other leaves are offered according to the Employment Standards Act. These include”

- i pregnancy
- ii parental
- iii family medical”

PER08 Paragraph (1) should read

“the Public Libraries Act, R.S.O. 1990, Chapter P.44 stipulates that job evaluations are conducted on a regular basis – for example, annually or after probationary periods.”

Remove the next paragraph starting with “these evaluations and ending with kept up to date”

PER08 (2) should read “regular annual performance evaluations of each employee shall be carried out to provide feedback”

PER08 Job Evaluation Appendix A (continued)

Employee Performance Evaluation (continued)

Remove (6) (Dress Code) and incorporate it under PER03 under #2 Letter of Agreement (b) under #viii

It should read “ The employee shall wear appropriate attire. No blue jeans, mini skirts, short shorts, bare midriff tops, tank tops, t-shirts with advertising messages, or like apparel.

PER08 Job Evaluation – Appendix A (continued) – Work Review (A) Responsibilities & Duties

Remove #5 “secretary to the Board”

PER09 Grievance and Discipline (1) (ii)

Should read “if the problem remains unresolved, the employee can put the complaint in writing and submit it to the CEO

PER09 Grievance and Discipline (continued) (3) (a)

Should read “the CEO may terminate the employment of any employee subject to the approval of the Board”

PER09 Grievance and Discipline (3) (b)

Last line, remove the word “for”

PER09 Grievance and Discipline (3) (f)

A brief discussion ensued over the matter of obtaining a legal opinion prior to dismissing an employee. As there was a conflict of opinion, the Chair requested a show of hands. The majority voted to change the word from “shall” to “may”. It should now read as follows “the Board may obtain a legal opinion prior to dismissing an employee”

This now completes the review and editing of the Personnel Policies.

TREASURER’S REPORT:

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

For the September/October period (item #101 to #106 - \$1,751.79), **it was MOVED by Dianne Gauthier and SECONDED by Virginia Leonard to pay the bills as presented.**

MOTION CARRIED.

The Chair went on to discuss the budget meeting. It was **AGREED** to hold the budget meeting following the November 8th regular meeting. Jane McGuire will arrange for the projector for these two meetings.

CHIEF EXECUTIVE OFFICER’S REPORT:

Jane McGuire highlighted the following in her report:

- . display case
- . staff holidays
- . read to every kid every day
- . Ontario public library week
- . storytime
- . sign language with babies
- . meeting of the Leeds & Grenville small libraries
- . SOLS Connectivity
- . Capacity grant 2014-2017

FRIENDS OF THE LIBRARY REPORT:

Peter Green spoke on the Friends successful event “Fraser Laschinger/ Steamboats Shooting the Rapids event.

Other Friends activities

- . ongoing production of Calendar of Events for 2017 targeting March for their first event

- . Prescott to Ogdensburg Train Ferries/October 18/St Andrews Church
- . end of October/Halloween event
- . November/Fun With Santa event

Peter then went on to advise the meeting that the Friends of the Library made a donation/presentation to the Library of a cheque in the amount of \$4,370 during the Steamboats Shooting the Rapids event (changed from their original plan to present it during the Ontario Public Library Week).

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 November 8th, 2016 at 6:00 pm in the Community Room on second floor, immediately followed by the Budget Meeting.

ADJOURNMENT:

It was MOVED by Darien Watson and SECONDED by Jean Burton-Fox to close the meeting at 8:40 pm
MOTION CARRIED

Respectfully Submitted
Dianne Gauthier/Secretary