

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON OCTOBER 10th, 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
Frances Gagnon
Darien Watson

REGRETS:

Peter Green

CALL TO ORDER:

The Chair/Joe Muise called the meeting to order at 5:57 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.

As there were no additions/changes, **it was MOVED by Jean Burton-Fox and SECONDED by Frances Gagnon that the Agenda be approved as presented.**

MOTION CARRIED

PREVIOUS MEETING MINUTES OF SEPTEMBER 12th, 2017:

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of September 12th, 2017. As there were no changes to be made, **it was MOVED by Jean Burton-Fox and SECONDED by Darien Watson to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF SEPTEMBER 12th, 2017:

There were no matters arising from the previous meeting minutes of September 12th, 2017.

NEW BUSINESS:

LIBRARY SIGNAGE UPDATE: not available at this time

LOCAL GOVERNMENT WEEK vs PUBLIC LIBRARY WEEK: Jane McGuire informed the Members that the Town and Library will be coordinating a joint Open House planned during Public Library Week. It was **AGREED** that Jean Burton-Fox will be contacting the media to ensure details are known.

2018 BUDGET MEETING: The Board **AGREED** to hold the budget meeting at the November 14th regular scheduled meeting.

CORRESPONDENCE :

Jane McGuire advised the Members on the correspondence received regarding the "June Callwood nomination for Outstanding Achievement Award for Voluntarism". The Members **AGREED** to nominate "Susan Weese" who has recently retired after years of volunteering to read to kids. Jane McGuire will proceed in keeping with the December 5 deadline.

TREASURER'S REPORT:

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

For the September/October period (item #110 to #116 - \$954.37, **it was MOVED by Frances Gagnon 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
- . Staff Holidays
- . Read to every kid every day
- . Ontario Public Library Week
- . Storytime
- . Meeting of Leeds & Grenville Small Libraries
- . Update in membership
- . Library will be closed at 5 PM October 31st (Halloween)

Jane McGuire went on to advise the Board regarding the "Improving Library Digital Services (ILDS) Grant 2017-2018. The funds have already been received and the Members discussed on where to direct these funds. It was **AGREED** to further investigate Data Services, the Youth Center Club and Friends of the Library (Canada 150 final electronic publication).

FRIENDS OF THE LIBRARY REPORT:

Report not available.

ANY OTHER BUSINESS:

There was no other business to discuss.

DATE AND TIME OF NEXT MEETING:

The Library Board Members will meet next on November 14th, 2017 and it was **AGREED** by the Members to include the 2018 Budget meeting.

ADJOURNMENT:

It was MOVED by Jean Burton-Fox and SECONDED by Nancy Brunton to close the meeting at 7:00 pm

MOTION CARRIED

**Respectfully Submitted
Dianne Gauthier/Secretary**