

**MINUTES OF THE PRESCOTT PUBLIC  
LIBRARY BOARD MEETING  
HELD ON SEPTEMBER 12th, 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  
Frances Gagnon  
Peter Green  
Darien Watson

**REGRETS:**

Nancy Brunton

**CALL TO ORDER:**

The Chair/Joe Muise 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 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 Darien Watson that the Agenda be approved as presented.**

**MOTION CARRIED**

**PREVIOUS MEETING MINUTES OF JUNE 20th, 2017:**

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of June 20<sup>th</sup>, 2017. As there were no changes to be made, **it was MOVED by Frances Gagnon and SECONDED by Jean Burton-Fox to approve the minutes as previously submitted.**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE PREVIOUS MINUTES OF JUNE 20th, 2017:**

There were no matters arising from the previous meeting minutes of June 20th, 2017.

**NEW BUSINESS:**

**(ILDS) FUND GRANT: 2017-18 Improving Library Digital Services**

Jane McGuire spoke on the above grant stating that the Prescott Library is eligible to receive a grant of up to \$3,000, for which she has already sent the application. Should we be successful to receive this grant, the money will be spent on the following:

- . extender for hot spots
- . hardware and software resources such as historical, ancestry, etc.)
- . technology focused training opportunities

Jane went on to say that network cards are becoming an issue and that these are presently being addressed with the existing tech company. Peter Green thought that it would be prudent to get a quote from another source to cover the Library's computer support for present and future requirements to make sure that we are receiving up to date technology. **It was AGREED to go ahead and seek another opinion/quote.**

#### **Signage:**

Lee McConnell presented the latest blueprint for the Library/Town of Prescott sign to be installed at the front of the building. He went on to say that there seemed to be a lot of confusion over the final details. He then highlighted the latest changes and **the Board unanimously AGREED to accept the sign as presented with the following additions/changes:**

- . the Members AGREED that for branding purposes, "Town Hall" should be included
- . the Members AGREED that both Town and Library logos should be on the sign
- . the Members AGREED that the Library "will not participate" in the bottom inter-changeable hanging signs. (it was noted that during the winter season, this part of the sign would not be noticeable due to accumulation of snow)
- . the Members AGREED the colors should be white with gold lettering
- . the Members AGREED that the sign should be ready for Public Library Week October 16<sup>th</sup> to 21st

#### **CORRESPONDENCE:**

Jane McGuire confirmed that there was no correspondence to discuss.

#### **TREASURER'S REPORT:**

Jean Burton-Fox spoke on the bank account having a balance of \$2,699.68, income and expense statement and the receivables.

For the July/August/September period (item #89 to #109 - \$3,500.68, **it was MOVED by Jean Burton-Fox and SECONDED by Dianne Gauthier to pay the bills as presented.**

**MOTION CARRIED.**

#### **CHIEF EXECUTIVE OFFICER'S REPORT:**

Jane McGuire highlighted the following in her report:

- . display case
- . Summer Reading Program
- . Preschool Storytime
- . Community Outreach
- . Thanksgiving
- . Public Library Week
- . application sent for Provincial Grant (online)
- . donation of \$1,025 from Grenville Mutual Insurance

#### **FRIENDS OF THE LIBRARY REPORT:**

Peter Green spoke on the following:

- . delay in completing the Canada 150 final electronic publication (a target date in December will be set for the get together of the contributors)

Peter went on to advise the Board that the Friends are re-assessing their programs and events and will work with the needs and requirements of the Library with Jane McGuire's wish list and guidance. Although some of events were quite successful, some were not and lost money.

**ANY OTHER BUSINESS:**

There was no other business to discuss.

**DATE AND TIME OF NEXT MEETING:**

The Library Board Members will meet next on October 10<sup>th</sup>, 2017.

**ADJOURNMENT:**

It was **MOVED** by Jean Burton-Fox and **SECONDED** by Frances Gagnon to close the meeting at 7:10 pm

**MOTION CARRIED**

Respectfully Submitted  
Dianne Gauthier/Secretary