

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON SEPTEMBER 13th, 2016
AT THE PRESCOTT PUBLIC LIBRARY**

ATTENDEES:

Joe Muise, Chair
Virginia Leonard/Vice Chair
Dianne Gauthier, Secretary
Lee McConnell/Council Rep
Jane McGuire/Chief Librarian/CEO
Peter Green
Nancy Brunton
Frances Gagnon
Darien Watson

REGRETS:

Jean Burton-Fox/Treasurer

CALL TO ORDER:

Joe Muise/Chair, called the meeting to order at 6:02 p.m.

DECLARATION OF CONFLICT OF INTEREST:

There was no conflict of interest from any of the Board Members.

APPROVAL OF AGENDA:

The Chair requested that "An update on himself as Chair" be added to New Business. The Chair then 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 Frances Gagnon and SECONDED by Virginia Leonard that the Agenda be approved as presented.**

MOTION CARRIED

PREVIOUS MEETING MINUTES of JUNE 21st, 2016:

The Chair requested if there were any changes to be made to the Previous Meeting Minutes of June 21st, 2016. As there were no changes to be made, **it was MOVED by Joe Muise and SECONDED by Virginia Leonard to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES OF JUNE 21st, 2016:

There was no business arising from the previous meeting minutes of June 21st, 2016.

NEW BUSINESS:

- a) Jane McGuire/CEO informed the Members that an “attempted break-in occurred on September 7th. No damage resulted however the OPP is involved and the investigation is ongoing.
- b) Joe Muise/Chair advised the Members that due to personal reasons involving his career, he may be required to relocate. Further updates will be forthcoming as the situation progresses.

CORRESPONDENCE:

There was no correspondence to address

STRATEGIC PLANNING DOCUMENT:

A lengthy discussion took place on how to proceed in the formulation of the Formal Strategic Planning Document.

Peter Green, Darien Watson, Lee McConnell and Joe Muise spoke on the importance and essential value in keeping Council informed on decisions made on behalf of the Prescott Library and in particular, the production of the Strategic Planning Document. It was **AGREED** that the Board proceed, prepare and present the Strategic Planning Document to Council during “Public Library Week”, tentatively, on October 17th at the Council meeting. It was also **AGREED** that Joe Muise/Chair make the ten minute presentation at that meeting.

POLICY MANUAL REVIEW:

A brief discussion took place regarding the Policy Manual Review and the effectiveness of reviewing for 30 minutes at each meeting. It was **AGREED** that we should go ahead and try to finalize the review as soon as we can, in order to permit the Board to move on and dedicate more time to the Strategic Planning Document.

It was also **AGREED** that the members read and edit the following documents in order to prepare for the October 11th meeting:

OP10, OP11, OP12, OP13, OP14

Also

PER01, PER02, PER03, PER04, PER05, PER06, PER07, PER08, PER09

Jane McGuire has sent via email the updated PER document which we should use for this review. Should you not have access to a printer, please contact Jane and make arrangements to pick up the document.

The Members are requested to come prepared at the October meeting, in order to be able to cover as much as possible at that time.

TREASURER’S REPORT:

Jane McGuire spoke on the progress and presentation of the Financial Statements. The Members then discussed the numbers and were happy to see that everything is on target.

For the June/July/August period (item #77 to #100 - \$3,665.42), **it was MOVED by Peter Green and SECONDED by Frances Gagnon to pay the bills as presented.**
MOTION CARRIED.

CHIEF EXECUTIVE OFFICER'S REPORT:

Jane McGuire highlighted the following in her report:

- . displays
- . summer reading program
- . WPBS storytime
- . pre-school storytime
- . community outreach
- . Thanksgiving Holiday
- . Public Library Week/October 17 to 22

FRIENDS OF THE LIBRARY REPORT:

Peter Green spoke on the Ontario/Canada Senior Grant Program

- . successful in being awarded \$3,000
- . to be used in the presentation of "Fort Town Memories"
- . directed toward seniors
- . workshops
- . Katherine Belrose/Project Manager

Other Friends activities

- . ongoing production of Calendar of Events for 2017
- . September 15/Fraser Laschinger/Steamboats Shooting the Rapids/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 will be making a donation/presentation to the Library of a cheque in the amount of \$4,370 during the "Public Library Week/October 17 to 22. Well done Friends!

ANY OTHER BUSINESS:

The scheduling of the Budget Meeting was briefly discussed and tabled for the October 11th meeting at which time a date will be set.

DATE AND TIME OF NEXT MEETING:

The next Library Board Meeting will be held on October 11th, 2016 at 6:00 pm in the Community Room on second floor.

ADJOURNMENT:

**It was MOVED by Peter Green and SECONDED by Darien Watson to close the meeting at
7:52pm
MOTION CARRIED**

**Respectfully Submitted
Dianne Gauthier/Secretary**