

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON FEBRUARY 21ST, 2017
AT THE PRESCOTT LIBRARY**

ATTENDEES:

Joe Muise/Chair
Virginia Leonard/Vice Chair
Jean Burton-Fox/Treasurer & Secretary
Jane McGuire/Chief Librarian/CEO
Lee McConnell/Council Member
Nancy Brunton
Frances Gagnon
Darien Watson

REGRETS:

Dianne Gauthier
Peter Green

CALL TO ORDER:

Joe Muise/Chair called meeting to order 6:02 pm

DECLARATION OF A CONFLICT OF INTEREST:

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

APPROVAL OF BOARD MEETING 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 Darien Watson and SECONDED by Virginia Leonard /Vice Chair that the Agenda be approved as presented.**

MOTION CARRIED

APPROVAL OF PREVIOUS MEETING MINUTES OF FEBRUARY 21ST, 2017:

The Chair Joe Muise requested if there were any changes to be made to the Previous Meeting Minutes of February 21st, 2017. As there were no changes to be made, **it was MOVED by Frances Gagnon and SECONDED by Joe Muise/Chair to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES OF FEBRUARY 21ST, 2017:

There was no business arising from the previous meeting minutes of February 21st, 2017.

NEW BUSINESS:

There were three new business to discuss at meeting: Raises, Salary Grid and S.A.D.

Raises – The Prescott Public Library Board adopted same raise increases as the Non Union Staff of the Corporation of the Town Of Prescott. The Raise scale will be:

2017 – 1.0% increase retroactive back to January 2017

2018 – 1.5% increase

2019 – 1.75% increase

2020 – 2.0% increase

Jane McGuire/Chief Librarian/CEO handed in the motion

MOVED by Darien Watson and SECONDED by Virginia Leonard/Vice Chair

Salary Grids – That the Prescott Public Library Board adopt the salary grid approved by council and implemented on February 14, 2017 effective January 1, 2017.

Jane McGuire/Chief Librarian/CEO handed in the motion covering Yearly and Hourly for the 4 positions. Salary grid handed in, not in place. Everyone at the Library is a Step 5 except Roberta who is at Step 3.

Lee McConnell/Council Member said salary grid not a yearly increase It's a merit increase

Jane McGuire/Chief Librarian/CEO asked about pay equality to Lee McConnell/Council Member He said it could not be answered at this time, waiting on Matthew (budget) still working on it.

MOVED by Frances Gagnon and SECONDED by Nancy Brunton

S.A.D. – Seasonal Affected Disorder

Mood Lighting Wants to be supported by Group “Brenda” The lights help boost mood from blues to happy moods. Jane McGuire/Chief Librarian/CEO to contact Toronto Library to get costs to let Brenda know.

CORRESPONDENCE:

The Letter drafted to respond to Mr. Tom Tousant was signed at this meeting by Joe Muise/Chair and sent out. In short, the answer is NO for Mr. Tom Tousant to get more DVD! and the movie “Bruno” still on shelf.

POLICY MANUAL REVIEW: OP 13 Operational – Accessible Customer Service Review for NEW updated version and makes more seen

- Need service dogs with service vest to be allowed in library
- Needs to be on leash
- Keeping wording for new OP 13

Joe Muise/Chair to follow up to see what animals are disallowed under Accessibility for Ontarians with Disabilities Act, 2005 S.O.C. 11

Point 3 – Training is provided online. Currently we have a couple of deaf client – sign language is being learned and notes are used. **b) Susan Reece** our Story Teller on Fridays has training; sign language Susan will also provide training.

MOTION MOVED by Frances Gagnon and SECONDED by Joe Muise/Chair

MOTION CARRIED

POLICY MANUAL REVIEW: OP 15 Operational – Meeting the Requirements of the AODA Regulations (The act has been updated.)

Section 2: Responsibilities

Point 1 – on line 3 change “a” to “at”

Section 3: The Accessibility Plan

Jane McGuire/Chief Librarian/CEO to check there is a link from Town website and PPL website. Going to compile with law.

MOTION MOVED by Virginia Leonard/Vice Chair and SECONDED by Darien Watson

MOTION CARRIED

TREASURER'S REPORT:

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

Deposit \$ 427.49 (added in 14 Feb 2017) + in balance \$ 3,681.04 (end Jan 2017)= \$3,908.53

Finance Statement Jan to Feb 2017 all up to date except salary amount from Matthew

For January/February 2017 period (items # 9 to # 21 = \$ 4,242.09), **it was MOVED by Joe Muise/Chair and SECONDED by Frances Gagnon to pay the bills as presented.**

MOTION CARRIED

Jane McGuire highlighted the following in her report:

Kids are really liking the display cases – Cups & Booklets

Story Time at Library - 1st Session just finished – 12 on regular

March start up for next 6 weeks and on March 10th Lorilee Guest Reader

March 1st – Small Library Meeting this meeting will be held on phone; Jane will ask Peggy about disallowed animals. The May meeting will be held at Prescott Library during the day time.

FRIENDS OF THE LIBRARY REPORT:

Peter Green sends in his regrets and sends in his report

1st – March 20th -John Laschinger

Still progressing on Canada 150 March 31st to have report to government

Finished product will be given to Library

Looking for a photograph of a ski hill and Ski jump

Need more stories from younger persons. Joe Muise/Chair will try with his kids and their friends

ANY OTHER BUSINESS: Concern – too many stores closing

NEXT MEETING:

The next Library Board Meeting will be held **on Tuesday, March 21st, 2017 at 6:00 pm** in the Community Room on the Second Floor Spring Action/Signature

ADJOURNMENT:

It was MOVED by Frances Gagnon and SECONDED by Darien Watson to close the meeting at 7:10 pm MOTION CARRIED