

**Prescott Public Library
Library Board Meeting
May 28th, 2019
At the Prescott Library
6:00 P.M.**

ATTENDEES:

Joe Muise/Chair
Jean Burton-Fox/Treasurer
Mavis Jale/Secretary
Elaine McCurdie
Nancy Brunton
Karen Hume
Tom Van Dusen
Jane McGuire/Chief Librarian/CEO
Lee McConnell/Council Rep

REGRETS:

Darien Watson/Vice-Chair

CALL TO ORDER:

Meeting called to order at 6pm.

RESPECT & ACKNOWLEDGE DECLARATION:

“We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Haudenosaunee (St. Lawrence Iroquois), Huron-Wendat, Onida, Anishaabe, and Mohawk People”.

DECLARATION OF A CONFLICT OF INTEREST:

There was no conflict of interest from any of the board members.

APPROVAL OF BOARD MEETING AGENDA:

It was moved by Jean Burton-Fox and seconded by Elaine McCurdie to approve board meeting agenda.
Motion Carried

APPROVAL OF PREVIOUS MEETING MINUTES OF APRIL 23rd, 2019:

It was moved Jean Burton-Fox and seconded by Nancy Brunton to approve the minutes of the previous meeting of April 23rd, 2019.
Motion Carried

BUSINESS ARISING FROM THE MINUTES April 23rd, 2019:

Provincial cuts to SOLS Budget:

- The ministry has not signed off regarding budget cuts. SOLS can't make decisions until this happens.
- SOLS may reimburse for postage.
- Will explore option of having post office deliver/pick-up of books being requested due to increase in volume.

NEW BUSINESS:

Effective immediately Leanne Burton has resigned as council rep due to scheduling conflicts and Lee McConnell is returning to the position.

Correspondence/Communications:

Resignation from Nancy Brunton effective June 30th, 2019

POLICY MANUAL REVIEW:

Board Bylaws - BL-01 to BL-06 and Governance 01-09

No change to Bylaws: BL-01, 02, 04, 06, 07, 08 and GOV-01, 02, 05

Changes to BL-03, Section: 1: Terms of Reference of the Chair.

First sentence: The Chairperson of the Prescott Public Library Board acts as an official representative of the Library and in a leadership role to the Board ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.”

This will be changed to: The Chairperson of the Prescott Public Board acts as an official representative of the Library and in a leadership role to the Board. The Chairperson ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.”

Changes to: BL-03, Section 2: Terms of Reference of the Vice-Chair

First sentence: In the absence of the Chairperson, the Vice-Chairperson of the Prescott Public Library Board acts as an official representative of the Library and in a leadership role to the Board ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.”

This will be changed to: In the absence of the Chairperson, the Vice-Chairperson of the Prescott Public Library Board acts as an official representative of the Library and in a leadership role to the Board. The Vice-Chair ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

Changes to: BL-03, Section 3: Terms of Reference of the Board Secretary

3. a) keep minutes of every meeting of the board

This will be changed to: 3. a) keep minutes at every meeting of the board

Changes to: BL-05, Section 1, #1: Types of Meetings

At the end of the first point, (1.) the sentence ends with “as stated in point 5 of this section.” This will be changed to “as stated in point 6 of this section.”

Changes to: BL-05, Section 1, #2: Types of Meetings

After the section ending with “as it considers necessary” remove sentence; “These meetings will be held on the third Tuesday of the month at the Prescott Public Library.”

Change Sentence: “Any change in the date is to be agreed upon by mutual consent of the Board members in which case the Board shall meet at the same hour on a date agreed upon at the preceding meeting of the Board.” to “The date is to be agreed upon by mutual consent of the Board members in which case the Board shall meet at the same hour on a date agreed upon at the preceding meeting of the Board.”

Changes to GOV-03: Duties and Responsibilities of the Individual Board members

3. c) offer personal perspective on issues that part of board discussion and decisions; this will be changed to; “offer personal perspective on issues that are part of board discussion and decisions”.

GOV-09: Statement of Understanding between Library Board and Library Friends

This policy will be retired until “The Friends of the Library” become active again.

Moved by Jean Burton-Fox to approve changes and seconded by Joe Muise.
Motion carried.

Revisit GOV-04 at a future meeting.

Review OP-01 to OP-17 for June meeting.

TREASURER’S REPORT:

Moved by Jean Burton-Fox and seconded by Karen Hume to pay invoices #53 to #67 in the amount of \$1,910.95.

Motion Carried

CHIEF EXECUTIVE OFFICER’S REPORT:

- Displays: Craft Social Ladies have placed crafts in the display case. The Art Guild changed artwork.
- Leeds & Grenville Small Libraries Meeting at Westport Public Library May 15th, 2019. Nothing to report on Interlibrary Loan System, waiting for Ministry to sign off.
- Summer Reading Program: Registration will start end of June.
- Storytime will be held on Friday mornings 10:30am to 11:30am. July 12, 19 and 26 and August 2, 9, and 16 for children birth to 6 years.
- Tuesday afternoon from 2pm to 3:30pm will be story time and crafts for children 6 to 12 years. July 9, 16, and 30 and August 6 and 13.
- Magician John Pert, Tuesday August 20 at 2:30pm. This is a family show to wrap up the Summer Reading Program.

ANY OTHER BUSINESS

None

NEXT MEETING

June 25, 2019 at 6pm

ADJOURNMENT 7:31pm

Motion to adjourn Jean Burton-Fox, seconded by Nancy Brunton

Motion Carried