**Prescott Public Library**

**Library Board Meeting Minutes**

**May 24, 2023**

**At the Prescott Library**

**6:00 P.M.**

**ATTENDEES:**

Randy Pelehos/Board Chair

Laurie Bonsall/Deputy Chair/Secretary

Pat Lemaire/Joint Treasurer

Anne Gillard/Chief Librarian/CEO

Elaine McCurdie/Member

**REGRETS:**

Councillor Leanne Burton

Peggy Arcand/Joint Treasurer

**CALL TO ORDER:**

Randy Pelehos, Chair, called the meeting to order at 6:09 p.m.

**DECLARATION OF A CONFLICT OF INTEREST:** None declared.

**RESPECT & ACKNOWLEDGE DECLARATION:**

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

**APPROVAL OF BOARD MEETING AGENDA:**

Moved by Elaine McCurdie

Seconded by Anne Gillard

That the agenda for the Prescott Public Library Board Regular Meeting dated May 24, 2023, be approved as presented.

 Carried

**APPROVAL OF MINUTES dated April 18, 2023.**

Moved by Pat Lemaire

Seconded by Anne Gillard

That the Prescott Public Library Board Regular Meeting Minutes dated April 18, 2023, be accepted as presented.

 Carried

**BUSINESS ARISING FROM THE MINUTES OF April 18, 2023:**

* Memorandum of Understanding-Further discussion-Item was tabled.

**NEW BUSINESS:**

1. Board policies and by-laws, annual report…?

Elaine has completed the update of the Prescott Public Library policies and bylaws. This was a work in progress from the last Board. This has been distributed in our package for review and feedback.

Elaine will continue to work on developing any additions that the Board would like to add moving forward.

Action 1: Foundation documents (5 pages). FD01 -FD04 and Bylaw section BL-01-BL-06, to be reviewed and discussed at the June meeting.

Action 2: Over the summer members will be directed to review the remainder of the binder (bylaws, personnel policies etc.) make notes and be prepared to discuss at the September meeting.

Action 3: Elaine will separate the index so that there is an introduction section and a foundation section.

Action 4: Randy and Laurie will review the Town personnel policies and Library personnel policies and work on updating and modernizing personnel procedures and policies.

Action: 5: We require our own Code of Conduct for Board Members to sign off on,

 this will be developed. The Prescott Code of Conduct for Members of Council and Local Boards was distributed as a resource to develop our own policy.

**CORRESPONDENCE/COMMUNICATIONS**:

1. We had a wonderful thank you note regarding the tea! 50 or more people were in attendance, great feedback, and planning for an annual event such as this. Every opportunity Anne has she will place our news and highlights on social media.
2. Medium Effort- the feature artist is our Board member Elaine McCurdie! We are proud to have her as a member and featured artist in the community. Her biography was featured in the local arts and entertainment monthly publication, the Fishwrapper

**ANY OTHER BUSINESS:**

1. Quotes for discarded book removal-Anne and staff are working on cleaning up the children’s section and purging the non-fiction section. Randy recommends contacting public works and requesting the use of the dumpster to clear out books.
2. Elaine recommended a call out to artists of mixed media; they may find use for the old books to create art journals and pieces of art. Elaine will contact St. Lawrence College mixed media class to see if they would accept our donation of books for their creative use.

**TREASURER’S REPORT:**

1. Copies of cash reports, bank statements were distributed.
2. Discussion on bills/Library Invoice Processing and Accounts Payable-Anne indicated there was an issue with the Cogeco bill going unpaid for 5 months. Email correspondence to prove that emails have been sent (between Anne and Matthew Armstrong) was distributed for review. A decision was held, and a decision was made to send an email to Accounts Payable from the Joint Treasurers. The email will contain a request for acknowledgement from Accounts Payable when an invoice has been received.
3. Digital signatures? For payables-continue with current process for bill payment
4. Randy can also sign authority if treasurers not available.

**CHIEF EXECUTIVE OFFICER’S REPORT:**

1. Year One Progress, see attached report from Anne (emailed to Board members). Anne will develop a framework for the Strategic Plan (i.e., environment, media, administration, facilities etc.), utilizing the goals/objectives met during her first year as CAO.
2. Strategic plan-Anne will provide her plan at the June meeting for the year July 1 to July 2024.

**NEXT MEETING:**

Moved by Pat Lemaire

Seconded by Anne Gillard

That the Prescott Public Library Board Regular Meeting be adjourned.

 Carried

**ADJOURNMENT: 8:26 p.m.**