

**Prescott Public Library  
Library Board Minutes  
April 16, 2024.  
At the Prescott Library  
6:00 P.M.**

**ATTENDEES:**

Randy Pelehos	Board Chair
Patricia Lemaire	Joint Treasurer
Peggy Arcand	Joint Treasurer
Elaine McCurdie	Member
Anne Gillard	Chief Librarian and CEO

**REGRETS:**

Leanne Burton          Council Representative

**CALL TO ORDER:** 6:00pm

**Moved:**        Randy

**Seconded:**    Peggy

**DECLARATION OF A CONFLICT OF INTEREST:** n/a

**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”.

**APPROVAL OF BOARD MEETING AGENDA:**

Approval of agenda dated April 16, 2024:

**Moved:**        Pat

**Seconded:**    Peggy

**APPROVAL OF PREVIOUS MEETING MINUTES OF March 5<sup>th</sup>, 2024:**

\*\*correction to Randy’s name misspelled!!

**Moved:**        Elaine

**Seconded:**    Peggy

## **BUSINESS ARISING FROM THE MINUTES OF March 5, 2024**

- Overhaul of board policies and by-laws surrounding human resources and personnel
- Mailing Blitz- decided to mid-September for Public Library Week
- Motion regarding increase in hourly wage with the to reflect the increase in minimum wage

## **ONLINE MARKETING STATISTICS: last 28 days**

<b>Post reach</b>	<b>1,337</b>
<b>Post engagement</b>	<b>645</b>
<b>New Page Followers</b>	<b>15</b>

### **Interactions**

<b>Reactions</b>	<b>412</b>
<b>Comments</b>	<b>30</b>
<b>Shares</b>	<b>17</b>
<b>Photo views</b>	<b>59</b>
<b>Link clicks</b>	<b>1</b>

## **NEW BUSINESS:**

- Ruth Betsworth passed away and had donations in her memory to the Prescott Public Library. We are working with the family to come up with something meaningful and personal to Ruth's love of reading.
- Changing dates of mail outs
- Updates and corrections being made to JASI, hopefully correct some issues we have been struggling with (lost patrons on Libby/OverDrive, books discharged and borrowed)
- Progress on library painting and repairs
- Creating a smaller meeting space in current office of librarian
- Small Libraries meeting in Lombardy
- Due to personal reasons Randall Pelehos has stepped down as Library Chair  
Motion passed (6:36 pm) by Elaine McCurdie and seconded by Peggy Arcand to reflect the following:

Library Board Chair	Pat Lemaire
Library Treasurer	Peggy Arcand (previous co-treasurer)
Secretary	Anne Gillard

## **CORRESPONDENCE/COMMUNICATIONS:**

- Letter from Trillium Manufacturing regarding Mrs. Betsworth

## **ANY OTHER BUSINESS:**

- Librarian advised to prepare list of possible considerations for the family of Ruth Betsworth
- Prepare list of possible new board members
- Contact Joel Cummings for possible “tech help” date in the future

## **TREASURER’S REPORT:**

- Copy of bank balance
- Cash Report
- Confirmation of payments by etransfer to Vero Heritage Carpentry
- Accounts Payable were contacted for final 2023 entries and reserve balance, information received and discussed

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

### **Librarian’s Report**

**April 16, 2024**

Painting is almost finished in the library. The book case upstairs has been completed and the Shakespeare collection has been moved. This gives us much needed room for YA books. The classics section has been moved to carts as that area prepares for the refresh and people are asking where they are, which I think is a good sign! Our classic challenge keeps moving forward and the board is filling up. Painting should be complete by the first week of May. Jane will be moving on to painting the furniture in the children’s room.

March break was busy, lots of people in and out and the museum passes were a hot commodity. We had a few hits and misses with the programming, but we made a profit of just under \$450.00. We had to pay \$150.00 to Chantal Crate for the mosaic groups but Elaine Bolton and Yvette Perrin donated their time, Yvette even donated the cost of all supplies for the paint party. We have some ideas for next year, but this was a good experience. Thank you to Peggy for all of your help!

OLS has started a new large print pool. It is being run separately from the TLPP that we have subscribed to for years. I have decided to try it for one year. We get three rounds of 20 new large print books and the 4th round will become ours at the end of the trial. It cost \$800 (roughly \$10/book) and at the end 20 books will be ours to add to our collection. If we do not like it after the year, there is no penalty to leave the pool.

This week is “Seedy Saturday” which is being held onsite by the Seaway Horticultural Society, I am working and am anxious to see if there is a good turnout. We have been asked many times if we would consider having one, so I hope it works out!

Our spring tea date has been set for May 14th. The theme this year is lavender. Portolano has graciously given us 60 pairs of purple gloves which were a hit last year as well. We are expecting at least 60 people this year, last year we stopped counting at 45 mid-day. As you know all baking is done in-house so if you would like to contribute, we would appreciate it. So far, we have 3 people helping us out and are accepting payment in butter! Lynn, our faithful volunteer is away so we may need help with cleaning up as well.

The tables and chairs have been ordered as requested. We now have 4-6 ft tables, 4- 4 square tables and 24 chairs. The town refused our request to move their sanitation supplies so I am still trying to sort out where they will go. It’s been a year since I cleaned that room out, so I am going to tackle it again and hopefully get more room.

The door in the back (board) room is next on Tony's agenda which will leave the revamp of the old storage closet to the end. Hopefully we hear back from MayCourt soon. Our CRA application has been returned. They are asking for financials from 2023 which are not yet available from upstairs. Merrickville and Elgin had theirs returned as well. Our annual report to the Ministry is due at the end of April, I am about half complete and confident it will be submitted early next week. I had a visit from the Betsworth family last week and was sorry to hear of Ruth's passing. She was not only a good friend of my Mom's but an avid reader here at our library (she was a paying member as they lived in Maynard). The family has generously had all donations made payable to our library, they are looking to have something done like the front room bench, with a plaque to honour their Mother. I will be meeting with them again in a month to share some ideas and hear their thoughts. The donations are coming in at a steady pace and we have been mailing tax receipts and thank you cards to those who have made donations. Susan has returned after a year's absence, and she has been working at the front desk. There has been trouble with the entry door inside the town hall. It's been almost 2 weeks since we come into work each morning at 9am and the door is unlocked. Last Thursday I had the Amazon delivery man come in which I had the money for the deposit over the desk and was upstairs getting some coin rollers. Since we do not have contact with SecureWay I messaged Operations and supplied them with a reminder of our opening and closing schedule. They passed it on and then a reply to us which is under investigation! Our Small Libraries meeting is April 15 so I am sure I will have some additions before the meeting.

Anne

**NEXT MEETING:** Tuesday May 14, 2024

**ADJOURNMENT: 7:21 pm**

**Moved:** Elaine

**Seconded :** Pat