

**Prescott Public Library  
Meeting Minutes- Tuesday October 15, 2024  
At the Prescott Library  
6:00 P.M.**

**ATTENDEES:**

<b>Patricia Lemaire</b>	<b>Board Chair</b>
<b>Peggy Arcand</b>	<b>Treasurer</b>
<b>Elaine McCurdie</b>	<b>Member (arrived late)</b>
<b>Randy Pelehos</b>	<b>Member</b>
<b>Anne Gillard</b>	<b>Chief Librarian and CEO, Secretary</b>

**REGRETS:** Leanne Burton      Town Council Representative

**CALL TO ORDER:** 6:11pm

**DECLARATION OF A CONFLICT OF INTEREST:** none

**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, Anishabe, and Mohawk People”.

**APPROVAL OF BOARD MEETING AGENDA dated October 15, 2022:**

Moved: Peggy Arcand  
Seconded: Randy Pelehos

**BUSINESS ARISING FROM THE MINUTES OF August 14, 2025:**

- Pay Equity
- Evaluation process
- New Board Members
- Evaluation package

**ONLINE MARKETING STATISTICS:** last 28 days

<b>Post engagement</b>	1,927
<b>New Page Followers</b>	6
<b>Interactions</b>	579
<b>Comments</b>	58
<b>Shares</b>	92
<b>Photo views</b>	518

**Age and gender**

**Men**

15.50%  
**Women**  
84.50%

**Locations**

Prescott	379
Brockville	77
South Augusta	38
Ottawa	33
Cardinal	19

**NEW BUSINESS:**

- Revision of human resource policies with the inclusion of evaluation process
- Paper copy of Anne's evaluation is needed for our employee files

**CORRESPONDENCE/COMMUNICATIONS:**

- Email from Matthew Armstrong dated October 8, 2024 regarding Pay Equity
- New Library Board applications

**ANY OTHER BUSINESS:**

- Public Library Week
- Anne is waiting for the paper copy of her evaluation to be added to employee file

**TREASURER'S REPORT:**

- August financial statement, bank statement will be provided

**CHIEF EXECUTIVE OFFICER'S REPORT:**

**Chief Librarian's Report**

**October 15th, 2025**

Summer is over and it feels like it arrived overnight. The library was full of children all summer and I think we all took a huge breath on the first day of school. I am certainly not complaining but we need to look for other programming ideas for preteen/early teen-age group. We have 5-7 that show up daily after school ends.

Planning has been in full swing for Public Library Week and for November and December.

A new writing group has started on Wednesday evenings and is well attended.

We will be offering 2 craft "round robin" days/early evening in November for kids and at the end of the session they will have three completed crafts. We have two volunteers to help run the stations. There will be a flat price for the date which has yet been decided. Minimal supplies have been purchased and others have been donated.

Upcoming events include Melt Apothecary candle making, Christmas paint party and a Christmas tea (fundraising event). I think during 2025 our library should concentrate on raising

funds for building improvements, mainly the flooring in the library, we do get comments from people about it.

The MayCourt grant did not come through. The reply I received stated that too much money was given last year (in total, not to us) and they are taking a year to rebuild. Our expenditure for the meeting room was minimal, we have enough in our bank account to cover. (-\$1,000.00)

Our operating grant was submitted yesterday. We should see that arrive in

December(\*\$9701.00) and then we transfer to the town. Next is our "Snapshot of a week" which will be used to determine our user numbers for our annual survey in the new year.

Our budget is looking great right now, I am waiting for some updated information to come from upstairs to determine the expenditures for the entire year. The spreadsheet I have recorded for myself provides me with much reassurance. November will begin our budget talks for 2025.

Max Southwood has decided to quit but may come in over December when Kelly is on vacation.

An ad for an additional employee will be posted over the next two weeks on our social media and the newspaper. Samantha will post it as well.

Samantha has done lots of work on our web page, it looks so much better and she is regularly updating. Our Facebook page is getting more members everyday and we are getting great engagement on our posts.

EarlyOn has closed their doors in Prescott and are only doing outreach. Therefore, we have offered our space on Thursdays for Play and Learn. They are still looking for gym space but haven't been able to find any. This past week we have 11 kids plus their family/caregiver. The bonus part is that they are also taking books from our library and we have even had 2 new out of town memberships.

On my radar over the winter is to complete the extensive overhaul of our HR policies and to complete an MOU with the town.

Our charitable status is no farther ahead. The Friends of the Library group disbanded after one event. I am going to start advertising again to see if we can drum up anymore participants. I will start the CRA process again in January.

I will be out of the office November 2, 4th and 5th. Kelly is off for the entire month of December and Jane has asked for 3 days off in December as well. I think we need to get creative with staffing and possibly we should start looking at our hours.

**NEXT MEETING: November 12<sup>th</sup> at 6pm.**

**ADJOURNMENT: 8:35pm**

**Moved: Pat**  
**Seconded: Elaine**