

MINUTES
from the
PRESCOTT PUBLIC LIBRARY REGULAR BOARD MEETING
JUNE 9TH, 2025 AT 4:30PM
AT THE PRESCOTT PUBLIC LIBRARY

ATTENDEES:

Patricia Lemaire	Board Chair
Peggy Arcand	Treasurer
Elaine McCurdie	Secretary
Anne Gillard	Chief Librarian/CEO
Terry C. Annas	Member
Anthony Vachon	Member

REGRETS:

Randy Pelehos	Member
Leanne Burton	Town Council Representative

CALL TO ORDER:

The Chair/Pat Lemaire called the meeting to order at 4:32pm since most members available were all in attendance.

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, Oneida, Anishinaabe, and Mohawk People”.

DECLARATION OF A CONFLICT OF INTEREST: There was no conflict of interest from any of the Board Members in attendance.

APPROVAL OF AGENDA:

As there were no changes to be made, **it was MOVED by Elaine McCurdie and SECONDED by Terry Annas. CARRIED.**

APPROVAL OF PREVIOUS MEETING MINUTES OF MAY 12TH, 2025:

As there were no changes to be made, **it was MOVED by Terry Annas and SECONDED by Peggy Arcand. CARRIED**

BUSINESS ARISING FROM THE MINUTES OF MAY 12TH, 2025:

- **Fishwrapper:** Elaine was waiting to hear back from Tim at Medium Effort, then get back to Anne with the details.
- **Review Policy Manual:**
 - o **FD-01 through FD-04:**
 - o **BL-01 through BL-06:**
 - o Since the old binder was last reviewed in 2019 but the binders for board members was not finalized with a current and up-to-date Table of Contents, this

board will be working from a combination of old binders and new binders with all sections to be reviewed and revisions will be made from that going forward.

Please note the following changes TO NOW READ AS and CARRIED:

- **FD-02:** Mission Statement and Vision Statement to review at a later date. Anne will send Elaine what she has as it may differ from what's in the binders.
- **FD-03: Statement of Values:**
 - Update to include our needs. Anne will be sending.
- **BL-03 – Section 4:**
 - **2)** The treasurer shall monitor the financial activities of the library in coordination with the CEO and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices.
- **BL-03: Section 4:**
 - 3. a) Removing
 - 3. b) will now become 3. a)
 - 3. c) will now become 3. b)
 - 3. d) will now become 3. c)
- **BL-05 – Section 1: Types of Meetings**
 - **2.** In accordance with the *Public Libraries Act*, s. 16(1), the library board shall hold 9 regular meetings once a month and at such other times as it considers necessary. 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.
- **BL-05: Meetings of the Board – Section 2 – Order of Proceedings**
 - **6. Agenda**
 - Call to Order
 - Respect & Acknowledge Declaration
 - Approval of the Agenda
 - Declaration of a conflict of interest
 - Minutes of the preceding meeting
 - Business arising from the minutes
 - Tabling of the board information package
 - Correspondence/Communication
 - Treasurer's Report
 - Chairperson's Remarks
 - Chief Executive Officer's Report
 - Committee Reports
 - Monitoring the progress of the library's annual plan
 - Policy review and updates

- Other business
- Date and time of the next meeting
- Adjournment

NEW BUSINESS:

Revision to: PER-07 – Vacation, Public Holidays and Leave

- Section 4. Leave of absence
 - Type #1. b) Bereavement Leave
 - ii. An employee shall be granted three regularly scheduled and consecutive workdays leave without loss of pay or benefits in the case of the death of a sister-in-law, brother-in-law, son-in-law, daughter-in-law, Aunt, or Uncle.

CORRESPONDENCE/COMMUNICATIONS:

- Email from United Way

TREASURER'S REPORT:

- Received a list of items paid between May 12, 2025 – June 9, 2025
- Account Statement – not available
- Cash Report for May 2025
- Current Account is \$13,111.74 as of 10MAY2025

CHIEF EXECUTIVE OFFICER'S REPORT:

Anne Gillard highlighted the following in her report and/or verbally:

- Newsletter
- Renovations
- Vacation
- Anne took 3 days of bereavement
- Max doing well, happy, 16 hours per weektake 3 days – will be storage and Anne's office
- Mother's Day Craft – only 1 person showed up
- Talk about the Anglican Church having a Plant Sale on Saturday 9-1 with a tea inside from 11-1

ANY OTHER BUSINESS:

- Elaine reminded Anne about the Memorandum of Understanding (MOU) that she is to send board members the OLS link, so they can choose 3 examples.
- Since July 1st is on a Tuesday, the library will be closed on the Monday
- Board members are to review for the next meeting:
 - GOV-01-10

DATE & TIME OF NEXT MEETING:

September 8th, 2025 – 4:30pm

ADJOURNMENT: 6:03pm