

**Prescott Public Library Minutes  
Tuesday November 12, 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</b>
<b>Leanne Burton</b>	<b>Town Council Representative</b>
<b>Anne Gillard</b>	<b>Chief Librarian and CEO, Secretary</b>

**REGRETS:** **Randy Pelehos**

**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, Anishaaabe, and Mohawk People”.

**APPROVAL OF BOARD MEETING AGENDA:**

**Moved:** Peggy Arcand  
**Seconded:** Pat Lemaire

**APPROVAL OF THE MINUTES DATED October 15, 2024:**

**Moved:** Pat Lemaire  
**Seconded:** Elaine McCurdie

**BUSINESS ARISING FROM THE MINUTES OF October 15th, 2024:**

- Unhappiness surrounding our board, feel like we have lost focus
- Board is frustrated
- Instead of pleasing everyone we will move to a stricter schedule and tightly run meetings
- Agenda must be strictly followed
- Stop changing date/times of meetings, trying to please everyone is not working
- Meeting dates are important for Leanne to update council
- Financial Statements are behind so changing dates to suit that will not correct issue
- Return to previous Treasurer’s report model (attach list of bills paid per month)
- Decisions should not take months, would email help? Decision was no, sender cannot control receiver’s response. No resolution at this time. If less meetings how are decisions to be made?
- Goal is to have meetings 45-60 minutes in length

- Secretary is not to fill in agenda points before meeting (attendees, regrets, CEO Report) (the goal was to streamline it was not well received)
- Librarian is always happy to *listen* but does not want to be put in the middle of board disagreements
- If board members could call or text before they would like to meet with Librarian, it would help with scheduling
- Why are Kobo's not on the shelves? Trial period with 3 different patrons, waivers sent by other libraries, user pamphlets created, waiting for Libby/OverDrive to finish dual authentication updates to system
- Discussion of new agenda format, decision no
- Pat will join interviews for new employees
- Christmas closure confirmed December 20-29<sup>th</sup> and then December 31 and January 1st

## **NEW BUSINESS:**

- New members (decision made to hand out our previous board policy binder although it is out of date)
- Revision of new policies, motions to support changes that have been made to date
- Anne will update procedures and policies will be done in conjunction of the board
- Updates to Library employees

## **CORRESPONDENCE/COMMUNICATIONS:**

- None at this time

## **ANY OTHER BUSINESS:**

- Anne is waiting for the paper copy of her evaluation to be added to employee file
- February will begin extensive renovation board policies

## **TREASURER'S REPORT:**

- Move forward with budget increasing by 2%
- Matthew will provide updated amount after union negotiations are complete
- No special projects, goal is to replenish reserves

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

### **Librarian's Report**

**November 12, 2024**

-Union position negotiations are happening this year which moves budget prep into January 2025. I did speak with Matthew who advised that prep can be done using 2% as the increase amount. I don't see us needing any additional funds this year but that is tbd. We do have to start putting money into reserves

-Issues with financial statements from the town. Ec Dev has been posted to some our GL codes, email will be sent to Matthew tomorrow (wanted to speak with board first)

- resumes have been received for job posting, Randy has asked to be part of selection and interviewing, hopefully we will have a short list this week
- Spirit of Giving is giving us a barrel, it should be coming today
- Pay equity packages have been received. The due date is December 5<sup>th</sup>. With the change in our job positions we will have to submit for further consideration. The package is large so time will be set aside for each of us to complete
- Holiday hours? I asked for board consideration regarding Saturdays in December (7<sup>th</sup>, 14<sup>th</sup>, 21) what does everyone think? We will not be following the town schedule; we will be open 10-4 on December 23 and 10-4 on December 30<sup>th</sup>.
- Discuss policies and procedures. How would we like to do it? Break off in groups or set aside time during a regular meeting or add additional meetings
- Changes to evaluation process and moving towards 360 model. Further discussion regarding process. Interviews
- Will we be adding new board members? Applications were attached to last month's meeting
- Crafting round robin on Saturdays November 16 and 30<sup>th</sup>. Nick, Joanne, Shawna and Peggy are helping
- Paint party with proceeds to programming is November 18<sup>th</sup>. 4 spots still available
- Candle workshop is full. I have asked for an additional date but I am not sure that's feasible
- Laurel and Lace are having off-site workshops and I have sent them a message
- FOTL was moving along, then members quit but three have come back and are holding a games night on November 22
- Max has agreed to come back to help in December
- fundraising in 2025 for flooring, children's programming
- Any questions?

**NEXT MEETING: January 21<sup>st</sup> at 6pm**

**ADJOURNAMENT: 7:45pm**

**Moved:** Elaine McCurdie  
**Seconded:** Leanne Burton