

**MINUTES**  
**from the**  
**PRESCOTT PUBLIC LIBRARY REGULAR BOARD MEETING**  
**MAY 12<sup>TH</sup>, 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

**REGRETS:**

Randy Pelehos	Member
Anthony Vachon	Member
Leanne Burton	Town Council Representative

**CALL TO ORDER:**

The Chair/Pat Lemaire called the meeting to order at 4:35pm 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 April 14, 2025:**

Change of date to be made in the section of APPROVAL OF PREVIOUS BOARD MEETING FROM November 12, 2024 to February 18, 2025, and **it was MOVED by Terry Annas and SECONDED by Pat Lemaire. CARRIED**

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

- **Discussion about the Quilts:** Was a personal thing and not to be under New Business
- **Kids – Early On:** Massage with Dads to be changed to Infant Massage
- **Review Policy Manual – PERSONNEL Policies Section PER-06 – PER-10:** 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:**

- **PER-06 – 1.c) adding:** Each employee is entitled to a 30 minute unpaid lunch after working 5 hours (according to the *Employment Standards Act*)
- **PER-07 – 1a)** Each employee of the Library is entitled to the following holidays will full pay: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day, and Boxing Day. In addition, the Library will be closed for the August Civic holiday and Easter Monday will be recognized on the Saturday between Good Friday and Easter Monday.
- **PER-07 – 1b)** When the Library observes a holiday when an employee is not normally expected to work, a compensating day shall be arranged. For example, in lieu of Remembrance Day, the Library will take an extra day at Christmas.
- **PER-07 – 1c)** Where such a holiday falls within the annual vacation period of an employee, the employee shall have earned an additional day of vacation which may be taken at a mutually agreed upon time.
- **PER-07 – 2** Annual Vacation (Full Time Employees)
- **PER-07 – 2a)** In accordance with the provisions of the current ***Employment Standards Act***, all full-time employees of the Prescott Public Library shall, after one year of service, be entitled to a minimum of two weeks paid vacation.
- **PER-07 – 2b)** All full-time employees shall be eligible, after five years of service, to three weeks paid vacation, and ten years of service, to 5 weeks maximum paid vacation. After 25 years of service, 6 weeks paid vacation.
- **PER-07 – 3a)** All full-time employees of the Board shall be entitled to one and one-half (1.5) days leave per month with pay, non-accumulative.
- **PER-07 – 3b)** After three consecutive days an employee may be asked to provide the Board with a doctor's certificate.
- **PER-07 – 4** Leave of absence
  - **Notes:**
    - **Employee refers to part-time and full-time hours where applicable**
- **PER-07 – 4**
  - Type #1 – Leave with pay – Full Time only
  - Type #2 – Leave without pay – Full Time or Part Time
  - Other leaves are offered according to the *Employment Standards Act*. These include:
    - i. Pregnancy
    - ii. Parental

- iii. Family Medical
- iv. Organ Donor
- v. Jury Duty

- **PER-08 – 5)** This evaluation should confirm whether the employee's work is satisfactory in accordance with the job description, and if the employee meets standards of punctuality, attitude, personal demeanor, and job understanding, as outlined in the employee code of conduct. This written evaluation should record accomplishments as well as opportunity for improvement and job-related goals during the next evaluation period.
- **PER-10 (second paragraph before Section 1:)**
  - Board members, employees, and volunteers are expected to uphold this policy. Workplace discrimination or workplace harassment will not be tolerated from any person in the library including members of the board, supervisors, co-workers, volunteers, patrons, family members, and municipal staff/employees, and elected officials.

#### **NEW BUSINESS:**

- Elaine to contact Tim at The Fishwrapper to see if they'll do a small article about some of our Arts and Programs.

#### **CORRESPONDENCE/COMMUNICATIONS:**

- Received two Thank You cards
- Email from Kim Gomes from DSLG
- Information from OLS dated 29APR2025 – Let's Talk Libraries, a blog by the Ontario Library Service, has an article about "Can 'strong mayors' strengthen libraries?"

#### **TREASURER'S REPORT:**

- Received a list of items paid between February 2025 to May 2025
- Account statement for February 28, 2025 to March 2, 2025
- Cash Report for April 2025
- Current Account is \$13,111.74 as of 10MAY2025
- Budget passed 22APR2025, but it was short 350.00 of what we asked for. We had received 350.00 from donations during March Break, so is that why the difference?

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

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

- Anne had gone to the Small Branches Conference in Perth. There were a lot of speakers and it was a valuable event to attend.
  - "donations are to augment your budget not replace it"
  - Cost was 178.00
  - It was Thursday & Friday (8<sup>th</sup> and 9<sup>th</sup>)
  - Next year it will be in Petawawa
  - We made the top 3 for the kids initiatives
- Anne has been invited to St. Mark's school

- New Employee – Max Goguen – he will be working 10-12 hours/week. He has been volunteering Tuesdays. Will cover vacation, sick days, some evenings and/or emergency call-in.
- Newsletter – the 1<sup>st</sup> one went out last week
- Wednesday is Christine’s last art class
- Chuck Lemaire is providing a lot of baking for the Tea Party tomorrow 1-3pm
- Check with Gisele about board members/email
- May 28<sup>th</sup> upstairs in the Grand Room – Guest speaker Beth Granger will be doing a book signing and talk about her book “Born and Razed”
- Renovations to the back room begin Wednesday and should take 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:**

- **Board members are to review for the next meeting:**
  - **FD-01 through FD-04**
  - **BL-01 through BL-06**

**DATE & TIME OF NEXT MEETING:**

June 9<sup>th</sup>, 2025 – 4:30pm

**ADJOURNMENT:** 6:22pm