

**MINUTES**  
**from the**  
**PRESCOTT PUBLIC LIBRARY REGULAR BOARD MEETING**  
**November 10, 2025, AT 4:30PM**  
**AT THE PRESCOTT PUBLIC LIBRARY**

**ATTENDEES:**

Patricia Lemaire	Board Chair
Leanne Burton	Council Representative
Terry Annas	Member
Anne Gillard	Chief Librarian/CEO

**REGRETS:**

Elaine McCurdie	Secretary
Anthony Vachon	Member
Randy Pelehos	Member

**CALL TO ORDER:**

The Chair/Pat Lemaire called the meeting to order at 4:35pm.

**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:**

it was **MOVED** by Terry Annas and **SECONDED** by Leanne Burton. **CARRIED.**

**APPROVAL OF PREVIOUS MEETING MINUTES OF October 06<sup>TH</sup>, 2025:**

Error on the second page of the agenda, date is incorrect for next meeting, correct date of November 10, 2025 was noted. it was **MOVED** by Terry Annas and **SECONDED** by Leanne Burton. **CARRIED**

**BUSINESS ARISING FROM THE MINUTES OF November 10<sup>TH</sup>, 2025:**

- Chloe Preston, Clerk has spoken with Pat Lemaire regarding Board Member interviews
- Review of Policies and By-Laws is now complete; binders will be updated and handed out during the November meeting. Updated Operations Policies have been printed for tonight’s meeting.
- New web page is being worked on daily and will be ready to go live January 1st.

**NEW BUSINESS:**

- First draft of MOU was discussed and board if ready to submit the first draft
- Chloe has great experience with North Grenville and is willing to help us with the process!
- December potluck discussed and it was decided to pass this year
- Beggar's Banquet- Gananoque our first order has arrived and prices comparable to Whitehots but we will process ourselves
- Email etiquette was discussed "to=action, cc info only" (discussion included copying CAO, Clerk and Deputy Clerk on all emails. Clerk advised no.)
- Instead of using phrase "We haven't heard from..." we will use "No updates"
- Library will be closed from December 24- January 4<sup>th</sup> for Christmas holiday
- Library will be closed to the public for Inventory January 5-8<sup>th</sup>.
- Newsletter for "year in review"
- Board advised to make an appointment with Clerk (who is responsible for pay equity)

**CORRESPONDENCE/COMMUNICATIONS:**

- None currently

**TREASURER'S REPORT:**

- Spreadsheet attached (as of October 30, 2025)
- Account Statement – October attached
- Cash Report for October attached
- Current Account balance is \$11362.20

**CHIEF EXECUTIVE OFFICER'S REPORT:**

Librarian's Report November 10, 2025

Library Week was crazy busy, well attended events! Our guest speakers were great and would happily come again.

Pumpkin carving was cancelled, not enough people signed up, we'll try again next year.

Yvette Perrin donated \$85.00 from her paint party class.

D&D had their first night back and it was great to hear their voices in the library again. They were full of happy energy. Aries (who is running the group) and her Dad (Tom) did a great job. The bigs will start back on Thursday November 13 and I am unsure if I will keep them separate or transition them back to Tuesdays.

Guest speaker; Bonnie Lemaire, published author and illustrator will be here on November 25th from 11:00-11:30 and again at 1:30-3:30.

Silent Book Club starts next week, 1.5 hours of uninterrupted reading in complete silence. It has become a global phenomenon, and Perth and Cornwall are both reporting high engagement.

Under Pat's direction we have hired Brianna Heuvel for a 3-month contract as a page. This is a new position for us, but a page's job duties are minimal with a maximum impact; they shelve books, shelf read, tidy shelves and spaces and will be doing a drop-in craft group every other Saturday starting this week up to a maximum of 15 hours/week. We will also be doing an inventory in January/February, and she will assist with that.

Bri will also count as an extra library body if we need her while others take vacation. We have already gotten so much feedback from patrons, which is always good to hear.

Linda has just under 100 vacation hours to use. Currently it has been made to take Wednesdays but has asked if we will slowly pay her out as we have done in the past. 20-30 hours per pay period.

Gisele will be off for the month of December.

Inventory? I would like to shut the library down for 3 days, all hands-on deck and get it done. If not, I am not sure how we would accurately do it if patrons are able to take out books. We could separate fiction/non, children's room etc. This is my first time doing inventory here myself and Linda thinks it's been about 6-7 years since it was done. Add the fact that we have done huge weeds in all areas, I am sure there will be some discrepancies

MOU- first draft ready for review, Chloe Preston (upstairs) has offered to help as well. She tells me she has experience writing one with Emily Farrell in NG so we might as well benefit from her experience!

Library Board Members Code of Ethics is almost done, will have it prepped for our next meeting – January!!

Christmas hours, Chloe has forwarded what they are going to ask Council, it should be

**ANY OTHER BUSINESS:**

- Board members review of policies, procedures, by-laws are complete (until 2026!)

**DATE & TIME OF NEXT MEETING:**

January 4:30pm

**ADJOURNMENT:** 6:02pm