

## MINUTES

### PRESCOTT PUBLIC LIBRARY REGULAR BOARD MEETING FEBRUARY 18<sup>TH</sup>, 2025 AT 4:00PM 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:

|               |                             |
|---------------|-----------------------------|
| Leanne Burton | Town Council Representative |
| Randy Pelehos | Member                      |

#### CALL TO ORDER:

The Chair/Pat Lemaire called the meeting to order at 4:04pm 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 additions/changes, it was **MOVED** by Elaine McCurdie and **SECONDED** by Terry Annas. **CARRIED.**

#### APPROVAL OF PREVIOUS MEETING MINUTES OF November 12, 2024:

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

#### BUSINESS ARISING FROM THE MINUTES OF January 21<sup>st</sup>, 2025:

- **Review Policy Manual – PERSONNEL section PER-01 to PER-05:** 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-01 – 2.a)** ALL EMPLOYEES are employed by the Prescott Public Library Board. Personnel Policies and Practices are established by the Board.
- **PER-01 – 2.c)** It is the desire of the members of the Prescott Public Library Board to make clear the duties and responsibilities of each employee, as written by the CEO and approved by the Board, to compensate each employee in accordance with his or her duties and responsibilities, and to follow employment practice which enhance library service.
- **PER-01 – 3.b)** The CEO hires, evaluates, promotes and, if necessary, dismisses all the other employees of the Library, with the approval of the Board.
- **PER-01 – 3.c)** The CEO, in cooperation with the Board, establishes and maintains personnel procedures to include all proper documentation, and directs the training and development, performance evaluation, and discipline of staff.
- **PER-02 – 1.a)** Desirable qualities and qualifications of a prospective employee shall be based on the responsibilities and requirements outlined in the job description for the position being filled. Such qualities and qualifications may include education, special training, basic skills, experience, and effective communication and interpersonal skills, and may be determined on the basis of the written application, the personal interview in which a test of skill may be given, and personal and professional references. They shall be set by the Board for a prospective CEO and by the CEO working with the Board for all other prospective employees.
- **PER-02 – 1.c)** The provisions of the current *Ontario Human Rights Code* shall be followed.
- **PER-02 – 2.a) Definition** – “Relative” shall mean the wife, husband, father, mother, father-in-law, mother-in-law, step-mother, step-father, sister, brother, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-sister, step-brother, step-son, step-daughter, grandparents, step-grandparents, common-law spouse, grandchildren, step-grandchildren, aunt, uncle, niece, nephew, and/or foster child of a member of council, local board or existing employee of the municipality.
- **PER-02 – 2.b)** Hiring of individuals by the CEO/Library Board is subject to the following restrictions:
- **PER-02 – 5.a)** No employee of the Library shall be hired without a personal interview. A prospective CEO shall be interviewed by a special committee of the Board. All other prospective employees shall be interviewed by the CEO in cooperation with the Board.

- **PER-02 – 5.c)**
  - **v.** To ensure fairness, each candidate will be asked the same basic questions.
  - **viii.** Categories by which candidates should be evaluated should include interpersonal skills, education and training, work experience, basic and special skills.
  - **ix.** Personal and professional references must be checked before a final decision is made.
- **PER-03 – 2.b)**
  - **iii.** That the employee will initially be hired on a probationary basis for 90 calendar days, with the actual end date in brackets.
- **PER-03 – 2.e)** A basic template of the job description is to be added to the personnel policy manual.
- **PER-04 – 1.** For purposes other than salary payments, an employee's appointment shall be deemed to have come into effect on the first day of hire which the employee commenced work in the Library.
- **PER-04 – 2.a)** An initial probationary period of 90 days shall be established for each position on the Library staff during which the employer shall have an opportunity to assess the new employee's suitability for the position. The employee will also decide whether the new job appeals to them. The supervisor and probationary employee will meet monthly (minimum).
- **PER-05 – 1.a)** The Library staff were included in the Pay Equity plan prepared in 2006 for the Corporation of the Town of Prescott, and continue to apply that plan to compensation levels for all library staff. A review of Pay Equity will be conducted every 4 years.
- **PER-05 – 1.b)** The Library Board uses the Salary Grid of the Town of Prescott and determined by the Board for its compensation levels. Any changes to the salary grid will be reflected in the salaries paid to library staff.
- **These policies will be updated in the binder and each Board member will get updated copies in due time.**
- **Meeting Schedule**
  - Due to some meeting conflicts and because D&D was on the same Tuesday evenings, it was agreed by all attending members to change the schedule to the following:
    - Meetings to be held on the Mondays in-between the two Town of Prescott Council meetings
    - Meetings to begin at 4:30pm in the large boardroom within the library
    - Excludes July and August
    - The 2025 dates are now:

- 10MAR – Cancelled due to it falling on the week of March Break
- 14APR
- 12MAY
- 09JUN
- 08SEP
- 20OCT – switched to the following Monday (before the council meeting because of Thanksgiving Monday on the 13OCT)
- 10NOV
- 08DEC – quick meeting then a Christmas potluck
- The Ontario Public Library Act states we must have at least 7 meetings per year and this will give us a total of 9 meetings scheduled in 2025
- We'll do our best to stick to 60 minute meeting or less – please note... reviewing policies may lead to some meetings being a bit longer
- **Revised and CARRIED**

#### **NEW BUSINESS:**

- Anne discussed the email about the Fifth Estate episode. Worth the watch.
- Kobo readers are now going out and with positive feedback. Patrons sign a waiver, do their own sign-in, then when the readers are returned they are cleaned off and put back to factory settings.

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

- Email from Matthew about Pay Equity – will not be completed in March as previously stated, but will be done by year end.
- We received some donations, totalling \$1,200.00 to go towards the Tuesday night “Nerd Night Nutrition”.
- Anne was asked to join the committee for the Town of Prescott’s Rebranding.

#### **TREASURER’S REPORT:**

- Invoices paid are from 21JAN2025 – 18FEB2025 – totalling \$2,147.03.
- Account is \$8,976.64 as of 14FEB2025.
- Departmental Statement Library – JANUARY 2025.

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

Anne Gillard highlighted the following in her report:

- Pay Equity will not be completed in March as previously stated but Matthew said it will be done by year end.
- Mark Leonard talked about his walking of the Appalachian Trail.
- Newsletter roll out 01MAY2025 and we’re searching for the best web service (Canadian & cost).
- “Nerd Night Nutrition” – 11-15 hot meals a week, all strictly volunteer funded (and with donations to the program, \$1200.00).
- Max, Nick and Anne will be attending the next meeting about food insecurity and youth in our area on 21FEB2025.
- We have created a food cupboard, currently in the kitchen but will be moved to the entry way in the spring. Kinsman has supplied all the food and brings fresh fruit weekly.

- No updates on the budget but Anne watched the town meeting where Matthew presented that the 'library asked for \$19,000.00" and not much else said.
- Anne will begin the annual survey next week, which is due the end of April.
- Anne was asked to join the committee for the Town of Prescott's Rebranding.

**ANY OTHER BUSINESS:**

- Donation of a surger and sewing machine by wife of Terry Annas.

\*\*\* Board members are to read and review section - PERSONNEL Policies 6 - 10 for next meeting.

**DATE & TIME OF NEXT MEETING:**

April 14<sup>th</sup>, 2025 – 4:30pm

**ADJOURNMENT:** 5:30pm