

**Prescott Public Library
Library Board Meeting
October 20, 2020
At the Prescott Library
6:00 P.M.**

ATTENDEES:

Joe Muise/Chair
Darien Watson/Vice-Chair
Jean Burton-Fox/Treasurer
Karen Hume
Elaine McCurdie
Jane McGuire/Chief Librarian/CEO
Lee McConnell/Council Rep

REGRETS: Mavis Jale/Secretary

CALL TO ORDER:

Meeting called to order at 6:02 pm.

DECLARATION OF A CONFLICT OF INTEREST:

There was no conflict of interest from any of the board members.

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, Anishaabe, and Mohawk People”.

APPROVAL OF BOARD MEETING AGENDA:

It was moved by Jean Burton-Fox and seconded by Darien Watson to approve the agenda of the meeting of October 20, 2020 with the addition of Board Communication under New Business.

Motion Carried

APPROVAL OF PREVIOUS MEETING MINUTES OF SEPTEMBER 15, 2020:

It was moved by Darien Watson and seconded by Elaine McCurdie to approve the minutes of the previous meeting of September 15, 2020.

Motion Carried

BUSINESS ARISING FROM THE MINUTES OF SEPTEMBER 15, 2020 :

Hire of New Employee: Anne Gillard has been hired to fill the vacancy left by the resignation of Roberta Beek. She is working out really well. She is very friendly and cheerful with staff and public.

Resumption of Normal Hours, feedback: Statistics are attached. Going well. Only a few times have the public taken advantage of the fact that we are now open until 8pm 4 nights a week. On average we have 15-20 people a day come to the Library.

COVID update: No cases in our area.

NEW BUSINESS:

Board Communication: How does the Board communicate to each other: what is a good response time? acknowledge within 24 hours. Does email work? Should you call if Urgent? Using email include "URGENT" in subject line. Use email depending on what needs to be done.

It was moved by Joe Muise and seconded by Karen Hume that all Board members will acknowledge receipt of email communication within 24 hours.

Motion Carried

CORRESPONDENCE/COMMUNICATIONS:

Letter to Board Re: reopening library to full hours. They are working their regular schedule with some concerns still for their health. I think everyone has those concerns at this time. Discussion was held. Look at Policies. For next meeting we will Review Personnel 09 and 10. Grievances and Harassment.

Protocol: instead of Staff sending directly to Board, send to CEO who then sends to Board. Board replies to CEO who replies to Employees. If problem with CEO go to Board Chair.

TREASURER'S REPORT:

It was moved by Elaine McCurdie and seconded by Darien Watson to pay invoices #74 to #80 in the amount of \$996.08. Motion Carried

Talk to Matthew Armstrong, Town Treasurer, about what the Library shortfall will be at the end of the year. Maybe we can get some of the monies from the Government.

CHIEF EXECUTIVE OFFICER'S REPORT:

- **Displays:** South Grenville Guild of Fine Arts
- **Internet Connectivity:** SOLS has been given a grant again to help pay connectivity costs for Libraries. With the new deal from COGECO, this year our costs won't be as much. The cost will be \$1,319.40.
- **Preschool Storytime:** Every Friday morning at 10:30 storytime is posted to the Facebook page. We are alternating between live and recorded.
- **Leeds & Grenville Small Libraries Meeting:** There will be a ZOOM meeting of Small Libraries on Thursday October 22, 2020.
- **Public Library Week:** This year the dates are October 19th to 25th.

ANY OTHER BUSINESS:

NEXT MEETING

Tuesday, November 17 at 6pm.

ADJOURNMENT:

Motion to adjourn by Darien Watson and seconded by Jean Burton-Fox to close the meeting at 7:20.

Motion Carried