**Prescott Public Library**

**Library Board Meeting**

**March 21, 2023**

**Prescott Public Library**

**6:00 P.M.**

**ATTENDEES:**

Randy Pelehos Board Chair

Elaine McCurdie

Pat Lemaire Co-Treasurer

Peggy Arcand Co-Treasurer

Peggy Malcolm OLS Representative

Anne Gillard Chief Librarian and CEO

**REGRETS:**

Leanne Burton

Laurie Bonsall

**CALL TO ORDER:**

Meeting called to order at 6:06 pm by Randy Pelehos

**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 Haudenosauneega (St. Lawrence Iroquois), Huron-Wendat, Onida, Anishaabe, and Mohawk People”.

**APPROVAL OF BOARD MEETING AGENDA:**

It was moved by Peggy Arcand and seconded by Pat Lemaire to approve the agenda of the meeting of March 21, 2023.

**Motion Carried**

**APPROVAL OF PREVIOUS MEETING MINUTES OF MARCH 21, 2023:**

It was moved by Pat Lemaire and seconded by Peggy Arcand to approve the minutes of the previous meeting of February 22, 2023.

**Motion Carried**

**BUSINESS ARISING FROM THE MINUTES OF MARCH 21, 2023:**

1. An update was given on the computer installation, we are moving forward with installation and switch over on April 4th. The Library will be closed that day to facilitate the transistion.
2. Anne was able to create a Tech Soup account for non-profit agencies and we have been able to purchase Adobe through them at a much reduced price.
3. Anne contacted the libraries in our area regarding the drop box. Every library has something different but none meet the qualifications supplied by OLS.

**NEW BUSINESS:**

1. Peggy Malcolm from OLS came and gave an in-depth discussion of library boards and their roles and responsibilities. Handouts were provided.
2. Closed meetings- how and why
3. Quorum- how many and who. Currently our Board has
4. 4 year strategic plan, suggestion was to make it yearly and do an annual report instead.
5. The drop box woes….
6. The respect and acknowledgement declaration.
7. Changing of job descriptions and the process to legally complete.
8. PLA states 7 meetings/year must be held, it is a calendar year.
9. Creating of an MOU with the Town or a “service level agreement”
10. Town Code of Conduct- “this is not applicable to Library Boards the choice to participate is ours”
11. New computers-get a router that counts users, the statistics are needed for statistics that go to Ministry

**CORRESPONDENCE/COMMUNICATIONS**:

None

**TREASURER’S REPORT:**

1. Anne is meeting with Jessica Crawford and Nancy Lavallee to find one document that works for all uses both to the Town and the Board.
2. Copies of our general ledger and department statements were received from Jessica Crawford for January and February (provided to the board)

**CHIEF EXECUTIVE OFFICER’S REPORT:**

**Librarian’s Report March 21. 2023**

This will just be a quick report since our meeting this week has Peggy Malcolm as our guest. I would encourage each of you to submit questions if you have them and I will pass them on to Peggy so she is prepared. I have only met Peggy three or four times but all interactions have been so positive, I honestly couldn’t say enough kind things about her!

Lego Club was successful, we had approximately 20-25 kids, all stayed past the initial group time of 10-12pm but they were quiet and enjoying themselves. We did have a mishap, one boy had an accident and it prompted a quick but thorough cleaning of approximately 6 chairs, the railing, upstairs couch, walls and door knobs. I don’t recall learning that in “library school” but it was all sorted out by the end of the day.

March Break- I will be better prepared next year, rookie mistake!! Monday we had at least 30 kids in here, some at Dungeons and Dragons (who were here 11-5pm), puzzles, Scrabble, puppets and Lego, it was a loud hum all day but it felt great. I think Linda, Kelly and myself were happy to get home. Samantha felt the same so we have planned to meet next fall and be better prepared.

Kelly is working out so well, if you haven’t been in lately please stop by and check out all of the things she has been working on; weeding paperbacks, relocating the movie/audio book section, sorting through the stacks and preparing a list of items for replacement, relocating the puzzles and organizing the Lego group this past Saturday. This past Saturday while she worked I did our book deliveries, finished up all of the onboarding material for Onserve and so many other tasks that have been hanging over my head. It was a good feeling as I saw so many things marked off my to do list.

 Christine Thompson is our new “borrow a patron” and her artwork is hanging up all through the main floor area and around the fireplace, she is a local abstract artist. We have not firmed up a date yet for her afternoon chat but it will be after the Easter Holidays.

 Plans for a Coronation tea are underway, we will have a new display then of British memorabilia, so it should all tie in. The crowd we had last year was amazing so I hope this is the same.

 The new Library bags and magnets have arrived. We will post the bags for $20.00 each at the front counter starting in April. The magnets will go out to each family when they check out books with the new receipt instead of the stamp (free). I have paid for the girls here to each have a bag as well; I thought it would be good advertising. 30 were ordered so we will see if we can sell them.

Record numbers of new members again this month, 43 new members since January 1st and since July 1st the total is 160. In totality 2019 had 156, 2020 was 68 and 2021 was 93 and Jan1, 2022-May 30 is 106. I hope we can sustain the growth, we are starting to notice a real difference!

 OnServe will be here for the new computer installation on April 4th.

**ANY OTHER BUSINESS:**

1. Purchase of locking legal file cabinet
2. Purchase of dropbox from Carr McLean

**NEXT MEETING: Tuesday April 18th at 6pm**

**ADJOURNAMENT:**

**Moved by Randy Peters**

**Seconded by Elaine McCurdie**

**That the Prescott Regular Meeting adjourned at 8:17pm**

Closed Meeting was called at 8:20pm to discuss an issue regarding an identifiable person.

Meeting adjourned at 8:28pm

\*\* Minutes will be provided to members at the April board meeting.