

Prescott Public Library Board
Regular Meeting
January 10, 2023
Prescott Public Library
6:00 P.M.

ATTENDEES:

Randy Pelehos/Board Chair
Laurie Bonsall Deputy Chair/Secretary
Pat Lemaire/Joint Treasurer
Peggy Arcand/Joint Treasurer
Elaine McCurdie/Member
Leanne Burton/Council Representative
Anne Gillard/Chief Librarian/CEO

REGRETS:

Jason Copeland

CALL TO ORDER:

Randy Pelehos, Chair, called the meeting to order at 5:59 pm.

DECLARATION OF A CONFLICT OF INTEREST:

There were no declarations of interest expressed.

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, Anishabe, and Mohawk People”.

APPROVAL OF BOARD MEETING AGENDA:

**Moved By Pat Lemaire
Seconded By Councillor Leanne Burton**

That the agenda for the Prescott Public Library Board meeting of January 10, 2023, be approved as presented.

That the Minutes dated May 31, 2022, August 9, 2022, September 21, 2022, October 11, 2022, and December 6, 2022, be approved as presented.

Carried

BUSINESS ARISING FROM THE MINUTES OF October 11 and December 6, 2022:

1. Discussion was held regarding the library drop box, currently a Rubbermaid container. The Fire Code requirement is to have a non-combustible container. Anne will continue to research avenues to replace the drop box as soon as possible.

**Moved By Councillor Leanne Burton
Seconded By Elaine McCurdie**

To gather quotations to manufacture and replace the current library drop box with a non-combustible container.

Carried

2. Computer purchases-Board members reviewed the quotations Anne received for new desktop computers (4 patron, 3 staff), a laptop; and aligning/merging library IT services and Cogeco services with the Town. Anne provided a written summary of the budget meeting that was held with Matthew Armstrong, CAO for the Town of Prescott. Randy, Pat, and Peggy were in attendance; this was a very productive and informative session that was shared with the Board members (see attached summary of the meeting).

**Moved By Councillor Leanne Burton
Seconded By Pat Lemaire**

That the purchase of new computers for the Prescott Library be approved with OnServe as the vendor; a budget is approved for \$20,000.00.

Carried

3. 2023 Budget and Board Financials-Anne provided members with a draft budget for review. A 2.2% wage increase is included. A new line will be added to the budget for an additional \$5000.00 for programming. Programming initiatives will include a Lego Club, Writer's Club, Children's Book Club (7-12 years), and workshops for Seniors on social media engagement. All initiatives presented are as a result of feedback received in the library survey. Anne informed the members that 3 grants applied for in 2022 were rejected due to the charitable status being expired. To apply for some future grants, we can use the Town's charitable number. Anne will seek clarification on the Insurance line in the budget. Children's program line will be increased by \$500.00.

During the budget meeting with Matthew Armstrong, he advised that we deplete our reserves or at least reduce the reserves to \$20,000.00. (See summary of meeting attached).

**Moved By Pat Lemaire
Seconded By Peggy Arcand**

That the 2023 draft budget for the Prescott Library Board be approved as presented.

Carried

NEW BUSINESS:

1. New Hire-Anne is revising the job description for the part time position that will be posted shortly. All job descriptions will be modified for the other employees as well. Anne is expecting to have this position filled by February 15, 2023.
2. Expenditures-There was some discussion on salaries and benefits. Expenses are down for 2023 as Anne is not at the top of the pay scale, and there is a vacant position currently.

CORRESPONDENCE/COMMUNICATIONS:

1. Sylvie Hogan from Service Canada approached Anne requesting to host workshops at the library. Some topics include will include passport assistance, how to apply for SIN#, and applying for OAS etc.
2. Peggy Malcolm, our representative from the Ontario Library Service is offering to provide a seminar for new board members. Members agreed this is worth pursuing. The date will be determined.

TREASURER'S REPORT:

A brief update on the January 9, 2023, meeting held with Matthew Armstrong (see attached summary).

Discussion and review of the draft Budget for 2023.

New Accounting practices and the requirement to have new signatures on file at RBC.

**Moved By Elaine McCurdie
Seconded By Peggy Arcand**

That the Treasurer's Report be accepted as presented.

Carried

LIBRARIAN/CEO REPORT: January 10, 2023

A staff meeting has been scheduled where we will be discussing employee reviews, vacation picks, scheduling.

I have been working on the hiring of a new hire, I have reached out to the Town about advertising on their platform/websites as well. I hope to have it ready for posting on Monday January 16 with interview and selection completed within the month.

Overdue book amnesty for month of February with equivalent amount of food donations for the FoodBank.

March

March 1st we are going to start our long-awaited programming. Lego Club, Youth/Adult book clubs and a Writer's workshop. Starting February 1st we will start sharing on social media, within the Library and Samantha will share on the Town pages she looks after.

New fees will be introduced March 1st as well

Out of town memberships

- Single \$25.00
- Family \$40.00

Printing

- \$1.00 colour full page
- .50 for half

Faxing

- \$1.00 for first page, .50 for additional

Copying

- Colour page \$1.00 full and .50 for half
- .50 for black and white

Laminating

- Flat fee of \$5.00 per item

Fines

- Adult .25
- Children .10

Smell

Nathan has been coming in each morning checking and it also monitoring weather HVAC, plumbing have been onsite

They have changed toilet seals, estimate received to clean ducts, supplied air filter machines

Next step is a metal detector in hopes of finding a covered-up drain

New memberships

124 since July 1st, good mix of adult, youth, child

Reserve Allocation

Collection maintenance and replenishing will be done

First will be a huge weed and rearrangement of all collections, method of disposal to be investigated

We will offer cancelled items to be sold first, I would like to see this completed by April

Matthew

Randy, Peggy, Pat and I met with Matthew on Monday January 9 to discuss budget but we ended up chatting for almost 2 hours regarding accounting practices, computer purchases, merging our IT with the Town, new costing codes and the Library reserves. It was a great meeting, lots of questions and information shared.

Computer purchases

Winning quote was with OnServe, they are coming Tuesday January 17 to do an assessment and provide information on merging our IT with the Town

Quote was modified slightly and waiting for OnServe to reply with new numbers.

Moved By Pat Lemaire

Seconded By Elaine McCurdie

To accept the Librarian/CEO Report for the month of January, that will include an amnesty of overdue book fines during the month of February with a limit of \$50.00 per patron (proceeds donated to the FoodBank); and an increase of fine/membership as of March 1, 2023, as indicated in the CEO report.

Carried

Moved By Councillor Leanne Burton

Seconded By Laurie Bonsall

To replenish/purchase new reading materials with a budget of \$10,000.00

Carried

Next Meeting: February 22, 2023, at 6:00 pm

Adjournment:

Moved By Pat Lemaire

Seconded by Laurie Bonsall

That the Prescott Library Board meeting be adjourned. (Time 7:10 p.m.)

