

**Prescott Public Library
Library Board Minutes
Tuesday May 21, 2024.
At the Prescott Public Library
6:00 P.M.**

ATTENDEES:

Pat Lemaire	Board Chair
Peggy Arcand	Treasurer
Elaine McCurdie	Member
Randy Pelehos	Member
Anne Gillard	Chief Librarian and CEO

REGRETS:

Leanne Burton	Council Representative
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CALL TO ORDER: 6:10pm

Moved: Randy
Seconded: Elaine

DECLARATION OF A CONFLICT OF INTEREST: n/a

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, Anishaaabe, and Mohawk People”.

APPROVAL OF BOARD MEETING AGENDA:

Approval of agenda dated April 16, 2024:

Moved: Elaine
Seconded: Peggy

APPROVAL OF PREVIOUS MEETING MINUTES OF April 16, 2024:

Moved: Randy
Seconded: Peggy

BUSINESS ARISING FROM THE MINUTES OF May 21, 2024.

- Kobo and cases are on order, will be engraved with “Ruthie’s Readers”
- Rough overhaul of policies and bylaws will be done over the summer
- Painting of children’s wooden furniture will resume in August
- Budget has been passed with a deduction of revenue received thus far in 2024
- Contact Joel Cummings for possible “tech help” date in the future
- New tagline and logo examples

NEW BUSINESS:

- Hire information
- Summer Hours
- Employee Appreciation
- Upper Canada Family Passes arrived
- CEO contract information is pending from listserve
- Inter-Library Loans changes, new system starting in October

CORRESPONDENCE/COMMUNICATIONS:

ANY OTHER BUSINESS:

- possible new board members
- approval for two new hire (60 day temp position)

TREASURER’S REPORT:

- Copy of bank balance
- Cash Report

CHIEF EXECUTIVE OFFICER’S REPORT:

Librarian’s Report

May 21, 2024

It has been remarkably busy the last month in the library. Between finishing the painting, moving the offices, cleaning, and tea preparation we have all been extended past our comfort zone. Spending more time in the office is a priority but it is not happening just yet. Our annual report has been completed and submitted to the ministry. Some of the statistics were staggering, I can see why we are so tired! I will have copies of the report for viewing at the meeting. There were a few errors which I will know to correct for next year, I was able to correct them with the assistance of the ministry.

I reached out to Matthew and our budget was approved, minus the \$1155.00 that was noted on our cash report for April. This was the amount of donations received thus far from the Betsworth family. If we are going to praise our increase in membership, events, revenue, and donations I think we should increase the revenue amount on our 2025 budget. I have asked

Matthew for the exact amount of money left in our reserves as well. This weekend I will be able to update our master spreadsheet, we are almost half way through the year!

The first friends of the library info session was well attended and lots of great ideas shared.

The meeting room in the old librarian's office is complete and looks great. Now that the tea is over, we will photograph and have Samantha add to our spot on the town website. Pricing will be \$25 for a half day, \$40 for the full room in the smaller room and for the larger space \$40 for the half day and \$75 for the day. Tony has given me some information and advice about sealing off the back space with a door. Unfortunately, it will not be as easy/cost effective as we had hoped. The studs, electrical, thermostat and drop ceiling are all barriers to completing the job. Now that we have a smaller meeting room that does have a door if it is really required.

The tables and chairs we purchased have been getting lots of use, only one issue regarding the chairs so I will keep that in mind as we watch them age, it may be something to place higher on the list of requirements next time.

New employee contracts, myself included, will be written over the summer. We will also complete our MOU with the town. The rate increase for Kelly is now showing on her pay. Our last CRA charitable status number was rejected again, I am waiting on 2023 tax information from the town to submit again. I was able to meet with Vicki from Rideau Lakes and Mary Kate from Merrickville for submission, their applications were refused as well.

Summer holidays are coming up quickly. Kelly will be off a few weeks in both July and August, Linda has not submitted any dates yet, Susan has not accrued much vacation and I will take my week in September. It is highly likely that we will again be short-staffed over the summer.

Dungeons and Dragons are up to five tables, so we are vetting another adult volunteer to run tables on Thursday nights/afternoons over the summer.

Would the board agree to outsourcing a new logo and tagline for the library?

Events coming up?

Ryan Murdock author talk, May 25, and Kindergarten registration on May 30th

NEXT MEETING: Tuesday June 18, 2024 @ 6pm

ADJOURNAMENT: 8:14 pm

Moved: Elaine

Seconded : Pat