

**Prescott Public Library
Tuesday June 18, 2024
At the Prescott Library
6:00 P.M.**

ATTENDEES:

Patricia Lemaire	Board Chair
Peggy Arcand	Treasurer
Elaine McCurdie	Member
Randy Pelehos	Member
Leanne Burton	Prescott Town Council Representative
Anne Gillard	Chief Librarian/CEO, Secretary

REGRETS:

Leanne Burton Prescott Town Council Representative

CALL TO ORDER: 6:02

**Moved: Peggy
Seconded: Elaine**

DECLARATION OF A CONFLICT OF INTEREST:

none

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:

**Moved: Elaine
Seconded: Peggy**

APPROVAL OF PREVIOUS BOARD MINUTES:

**Moved: Pat
Seconded: Randy**

BUSINESS ARISING FROM THE MINUTES OF May 21, 2024:

- Email regarding contracts has been sent through OLS List Serve
- Max Southwood has been hired on a 60 day temp position and is settling in well, he is just wrapping up week two

- Jane Phillipson has been selected and will begin part time in late July/early August
- JK night at St Mark school went great, huge thank you to Peggy for coming with me
- EarlyOn are losing their location in the old Central School, it has been declared surplus by UCDSB. They have decided not to open another location in Prescott, and we are going to look at creating a partnership that keeps services available in our community.
- Kobos have arrived today, I am going to see Tim Cassidy early next week to see about engraving. The Betsworth family is looking to use our space on a Saturday in July for a memorial and dedication for their Mother
- CAO has been contracted regarding pay equity, Chair will discuss
- Service Canda will be here June 18th for their first session, we are pleased to provide space to keep this service within the community
- Changes to our policies and bylaws will begin and when we meet in September we will begin

NEW BUSINESS:

- Cricut crafting group started Friday
- Developmental Services will be bringing 2 clients to vacuum, recycle, garbage and dust on Monday mornings. They used to do the same services at the Tincap Library but changes within the agency wants them working in their own communities, the gentlemen live here in Prescott so are switching to our location
- I have purchased our own Cricut, we will be able to make business cards, library cards etc.
- Three new logos and tag lines are ready
- Next project is a newsletter
- Friends of the Library are holding an ice cream social on July 17th.
- We will work our last Saturday on June 22 and will return to normal operating hours in September

ONLINE MARKETING STATISTICS: last 28 days

Post reach	1,632
Post engagement	1,523
New Page Followers	8
Interactions	
Reactions	334
Comments	82
Shares	26
Photo views	636
Link clicks	1

CORRESPONDENCE/COMMUNICATIONS:

- 2 Facebook posts
- CEO Contract
- Closure of the Mattawa Public Library

ANY OTHER BUSINESS:

- Pay Equity
- Email/newsletter
- Mass mailing package
- Evaluation package

TREASURER'S REPORT:

- **Copy of bank statement and bank balance provided electronically**
- **CAO has provided us exact amount of reserves**

CHIEF EXECUTIVE OFFICER'S REPORT:

Librarian's Report

June 18, 2024.

I cannot believe it is June, not only June but now the last week and a half. Summer hours will start on June 29th with our first Saturday closure and we will return to our regular schedule in late September. We will be closed Saturdays, but the hours remain unchanged during the week. JK registration at St Mark's went well. Lots of little faces from StoryTime and always nice to see the parents as well. The handout packages we did were well received and we used the extras to pass out to SLA kids the next week when they came for a library tour. I am going to adapt the package slightly and hand it out to new members.

So many changes these past few weeks. Max Southwood was hired, and his second week has ended, he seems happy and so do the patrons. He has a background in graphic arts, and he has been working on our new logo and tagline in between shelving books and answering the phone. He has been working 5-7pm to ensure that two people are in the library until close.

The trespass to property paperwork has not been served but it is ready with extensive instructions if the person does return. It was an unsettling experience, one that I hope is not repeated.

EarlyOn is closing their Prescott brick and mortar building as of August 31st. To keep EarlyOn in our community we have discussed entering into a partnership. It would include their drop-in groups to be held here in addition to StoryTime. I have asked them to prepare a document outlining the programs, calendar, requirements and we will create a MOU.

Service Canada will be here Tuesday from 10-2pm to help people with all things federal minus passports. They will come monthly to our library and will be using the new small meeting space. Passports must be booked through our MP, but it would be a great thing to look forward to in the fall.

Developmental Services have asked us to hold a small drop-in group on Fridays for Cricut crafting, which will be great. I have purchased our own Cricut, and we will now be able to print our own library cards, cards and envelopes, letter head, craft kits and more. Cardinal has one and it generates a fair amount of income using it.

Bill and Carl from Developmental Services will start Monday morning with general tidying up; garbage, recycling, dusting and vacuuming. I am sure Ruth will miss them at the Tincap Library.

The friend's group has been revived. Sadly, we have had some members already back away, but I think another info session would be well received. If you know of anyone who may be interested their next meeting is Wednesday June 26th at 6pm here in the adult reading area. As it stands, they are planning an ice cream social on July 17. Jean Burton-Fox has managed to get all the ice cream and toppings donated by O'Reilly's!

This Wednesday I am taking staff and two volunteers out for supper for employee appreciation, which is overdue but needed. The library will be closing early that day at 5pm. Susan worked her last shift on June 6th and the Beacon came this past Friday for a brief interview and a picture for the next issue of the paper. Thank you to Pat for arranging it for me, very much appreciated!

We are headed to enter year three of our strategic plan, although it may not be as visually striking as what we accomplished in my first two years it will be just as important. I am hoping to have my MLS completed by October.

NEXT MEETING: Tuesday September 10, 2024 at 6pm.

ADJOURNAMENT: 8:35pm

Moved: Peggy
Seconded: Randy