

**Prescott Public Library  
Library Board Minutes  
March 5<sup>th</sup>, 2024.  
At the Prescott Library  
6:00 P.M.**

**ATTENDEES:**

Randay Pelehos	Board Chair
Patricia Lemaire	Joint Treasurer
Peggy Arcand	Joint Treasurer
Elaine McCurdie	Member
Anne Gillard	Chief Librarian and CEO

**REGRETS:**

**CALL TO ORDER:** 5:59pm

**Moved:** Peggy  
**Seconded:** Pat

**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, Anishaabe, and Mohawk People”.

**APPROVAL OF BOARD MEETING AGENDA:**

Approval of agenda dated March 5, 2024:

**Moved:** Pat  
**Seconded:** Peggy

**APPROVAL OF PREVIOUS MEETING MINUTES OF January 4<sup>th</sup>, 2024:**

Moved: Elaine  
Seconded: Peggy

**BUSINESS ARISING FROM THE MINUTES OF December 5, 2023.**

Council Package  
Budget Presentation

- **ONLINE MARKETING STATISTICS:** last 28 days
- Followers: 635
- Post reach- 1,400
- Post Engagement- 902
- New followers- 4
- Reactions- 509
- Comments- 62
- Shares- 26
- Photo views- 121
- Most popular? The winner of Pat's quilt, Sawyer Ghent

#### **NEW BUSINESS:**

- **Budget**  
Leanne spoke about the budget presentation to council, well done but the dropping off of the cookies was improper, everyone had been sidelined, were unaware and it was not acceptable. Emails were sent to Mayor, council members and CAO prior but we should have also sent to Clerk and Deputy Clerk.  
Scheduling library tours, info sessions etc. is not to be done on a council night prior to or after, council is too busy to attend.  
If we choose to do something similar again we should consult council member prior, share information sooner.
- **March Break Activities**  
This year we will try short projects for each day of March break. Some will have user fees attached.  
Advertising went to our and town media sites, the library page on the town website, bulletin boards and the post office.
- **Council Package**  
The packages prepared were not picked up by council members prior to the council meeting, Leanne does not feel this should have been done, although electronic copies were offered next time email only.
- **New Patron Package**  
Board agreed to having a flyer created and sent out to all mailboxes at the Prescott Post office

#### **CORRESPONDENCE/COMMUNICATIONS:**

- Copy of motion from Lincoln County Ontario regarding PLOG

#### **ANY OTHER BUSINESS:**

- None at this time

## **TREASURER'S REPORT:**

- Copy of bank balance
- Cash Report

## **CHIEF EXECUTIVE OFFICER'S REPORT:**

### **Librarian's Report**

**March 5, 2024**

You may have noticed all of the changes in the library today, our painting is nearing completion, it looks gorgeous. So many compliments from people who are in and out. Our washrooms are the only public ones available at the Town Hall, so it gives us lots of foot traffic. Some reorganization as well, which is always good to see.

This year I presented the budget to the council, I was not feeling the best, but Matthew had been kind enough to postpone it once, I didn't want to a second time. Lots of good questions from Justin and kind words from the Mayor, Ruth and Mary. One suggestion was to participate in the Highschool Co-op Program, and another was to have more volunteers. I am working on both. The other is reducing our hours, and I don't want to see that happen. I also created an extensive package for the council, one email was received from a council member so that shows one person read it! I did notice that the council does not check their paper mailboxes in town hall so I will remember that for the next time.

March break activities are starting to reach our Facebook page, bulletin board and town media. We are charging a nominal amount for two different sessions so we will see how that works and if that is something that we can implement going forward.

Kids programs are booming; StoryTime is averaging 18 children (plus parents), and this week was the first Toddler Music, and they have 15! It's exciting to see young families in the library. It is also contributing to a steady increase in our memberships.

Changes have been made to our web page and it looks better, less information but much more accurate and up to date.

Employee evaluations have been completed for Linda and Kelly. Copies have been signed and placed in their employee files.

We are well into the second half of "year two" and I see items checked off the list and see progress on others. I met with Mary Kate and Vicki from outlying libraries and for CRA charitable status submissions, but we are at the time of year where they will likely hold our application until after our taxes have been completed for 2023.

We have all been sick and missed work. I think the turmoil has been hard on all of us and recent decisions weigh heavily on our minds. Linda, Kelly and I are exhausted, and it shows.

**NEXT MEETING:** \*\* due to pending information arising from closed meeting the next meeting date is currently unknown.

**ADJOURNMENT: 8:19pm**

**Moved:** Peggy  
**Seconded :** Elaine