

# Cornwall Public Library Board Meeting

## Wednesday, January 28, 2026

### Members Present:

**In-person:** Lindsay Below, Chantal Tranchemontagne. Gabrielle Fecteau (Vice-chair), Jennifer Jarvis (Chair), Carol Boileau.

Stephanie McMartin – CEO

Pierre Dufour - recording secretary.

**Virtually:** Kym Harley, Carilyne Hébert, Ryan McKay, Saima Naqvi.

### 1) Call to Order

The meeting called to order at 4:45 by Vice-chair, Gabrielle Fecteau. Jennifer Jarvis (Chair) took the lead in chairing the meeting upon arrival approximately 15 minutes later.

- a) **Land acknowledgment:** We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Haudenosaunee Peoples, specifically the Kanien'keha:ka (Mohawk) recognizing the traditional territory of the Haudenosaunee people, specifically the Mohawk Nation.
- b) **Declarations of conflict of interest:** none declared.
- c) **Additions/Deletions/Approval of the Agenda:**  
**2026-01** Motion to approve the agenda moved by Carol Boileau second by Lindsay Below. **Motion Carried.**

### 2) Consent items

- a) **Minutes of November 26, 2025**  
**2026-02** Motion to approve the minutes of November 26, 2025, moved by Chantal Tranchemontagne, seconded by Caryline Hebert. **Motion carried.**
- b) **Financial Report for November 2025**  
November statements reviewed; December not finalized due to year-end processing. December is typically high expenditure month due to subscriptions, materials orders, and supplies.  
**2026-03** Motion to approve the financial report of November 26, 2025, moved by Lyndsay Below, seconded by Carol Boileau. **Motion carried.**

### 3) Communications / Reports

#### a) Library Activities Report

##### CEO / Library Activity Report (Stephanie McMartin)

- **Budget:** City approved library budget as submitted.
- **Passenger elevator:** Concern noted that passenger elevator replacement is overdue. Repairs are becoming more difficult and specialist diagnostic equipment is required; accessibility implications were highlighted.
- **Collaboration with City:** Facilities department working more collaboratively; transition year for clarifying city vs. library responsibilities.

- **Grants:** Canada Youth Grant not pursued this year due to departmental transitions and prior low success rates. Other community grants/donations continue.
- **Warming Centre Impact:** Increased use of library as warming space during extreme cold. Staff experiencing complex interactions (personal belongings, sleeping in spaces, mental health crises, ambulance calls).
- **Exploration of expanded mental health supports and training.** Discussion of potential partnerships with city services, crisis teams, and other agencies; Ryan Dowd homelessness & de-escalation training being rolled out to Public Services staff.

#### **Programming & Outreach (Pierre Dufour)**

- 2025 totals forthcoming.
- New French Book Club and French Scrabble Club launching.
- Family Day and March Break programming finalized.
- Outreach shifting toward targeted groups, especially teens. Meetings planned with local high school administration.
- Library Podcast (“10 Minutes”) launching Feb. 2; community guests featured. Pilot series of ten episodes.
- New multilingual children’s digital resource (among others) added to the website.
- Staffing: Hiring underway for part-time programmer replacement.
- Olympic watch parties planned in partnership with CBC/Radio-Canada.
- OLA Conference virtual participation encouraged.

#### **4. New Business:**

##### a) Board Meeting Time

**2026-04** Motion to change regular board meeting time to 5:00 p.m.

Moved by Gabrielle Fecteau, seconded by Chantal Tranchemontagne.

**Motion carried.**

##### b) Organizational Chart

**2026-05** Motion to adopt new Organizational chart. Mostly internal reallocations; minimal budget impact.

Moved by Lyndsay Below, seconded by Carol Boileau.

**Motion carried.**

#### **5. Business Arising:**

##### a) Governance Committee / Strategic Planning

Committee establishing planning cycle aligned with council/board term.

Goal: launch updated strategic plan in September. Next steps include review of existing pillars rather than full redesign.

#### **6. Roundtable:** (coming activities in town)

- CCVS Open House Feb 3
- Afro celebrations in February
- Thinking beyond the market by SDC

- Go FM online AGM.
- Food Group Film at the Library
- ACFO is celebrating 35 years of existence.
- Heritage Fair
- Seedy Saturday

**7. Next Meeting:** February 25, 2026, at 5 p.m.

**8. Adjournment:**

- Meeting adjourned at 6:05 p.m.
- **2026-06** Motion to adjourn the meeting moved by Gabrielle Fecteau.

**Motion carried.**