

# Cornwall Public Library Board Meeting

Wednesday, November 26, 2025

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## Members Present:

**In-person:** Lindsay Below, Saima Naqvi, Chantal Tranchemontagne.

Stephanie McMartin – CEO and recording secretary.

**Virtually:** Gabrielle Fecteau (Vice-chair), Carol Boileau, Kym Harley, Carilyne Hébert

**Regrets:** Jennifer Jarvis (Chair), Ryan McKay

## 1. Call to Order

The meeting called to order at 4:50 by acting Chair, Gabrielle Fecteau.

a) **Land Acknowledgement:** 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).

b) **Declarations of conflict of interest:** none declared.

c) **Additions/Deletions/Approval of the Agenda:**

**2025-37** Motion to approve the agenda moved by Carilyne Hébert seconded by Lindsay Below. **Motion carried.**

## 2. Consent items

a) **Minutes of October 22, 2025**

**2025-38** Motion to approve the minutes of September 24, 2025, moved by Lindsay Below, seconded by Kym Harley. **Motion carried.**

b) **Financial Report for October 2025**

**2025-39** Motion to approve the financial report moved by Carole Boileau, seconded by Carilyne Hébert. **Motion carried.**

### **3. Communications report**

#### **a) Library Activities Report**

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

- **Facilities** – Met with City of Cornwall Facilities and Finance Departments in continuing discussions about building issues and areas of responsibility. The discussions were broadly positive, though there are still points to iron out.
- **HVAC** – The insulation project has been completed. Part of this project included some small repairs to the roof tie-ins.
- **PD Day** – Held in conjunction with the Ontario Library Service's digital conference, library staff participated in 2 sessions: Libraries as "Thirdspace" and AI use in Libraries. Jenna Lamarche also presented a primer on de-escalation and identifying how an individual reacts to a crisis. Mandatory annual training on Bullying and harassment and Fire Safety rounded out the day.

#### **Programming & Marketing Report**

##### **Program Highlights:**

- Returning partnerships with the Forum and the Canadian Mental Health association have programs underway and will run until mid-December.
- A new partnership with Service Canada will see a monthly presentation on a variety of topics related to their services.
- In October over 600 people participated in 63 programs and 264 spoke with our Outreach Coordinator during special events.

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

#### **a) Public Services Manager**

Jenna Lamarche, the newly appointed Public Services Manager was introduced to the Board.

#### **b) Financial Reserves – Motion to add funds to the General Reserve**

**2025-40** Motion to approve a transfer of funds to the General Reserves of up to \$70,000. Motion approved by Carilyne Hébert, seconded by Lindsay Below.

**Motion carried**

### **5. Business Arising: None**

## **6. Roundtable**

- The United for Human Rights Ontario - Cornwall Chapter will facilitate a panel discussion on Human Rights at the Library on December 10.
- Saima Naqvi discussed finding meaningful community business projects for her Saint Lawrence College students.

## **7. Next Meeting**

- January 28, 2026.

## **8. Adjournment**

- Meeting adjourned at 5:30 p.m.

**2025-41** Motion to adjourn the meeting moved by Carol Boileau.

**Motion carried.**