

September 27, 2022

## **Cornwall Public Library Board Meeting**

### **Members Present:**

Joan Gaudreau

Denise Nielsen

Liane Stuckless

Jennifer Jarvis

Brenda Quesnel

Russell Abraham – Recording Secretary/Business Services Manager

Lise Babcock – Public Services Manager

Pierre Dufour – Marketing & Programming Manager

Stephanie McMartin – IT & Technical Services Manager

### **1. Call to Order**

Jennifer Jarvis called the meeting to order at 4:45 pm.

- a) 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)

Regrets: Patricia Waters, Carilyne Hébert

Absences: Marc Benoit, Jane McLaren

- b) Conflict of Interest

None declared.

- c) Additions/Deletions/Approval of the Agenda
  - Additions 4. B) Proclamation from the City of Cornwall
  - Additions 7. E) By-law 4 update

**2022-28** Moved by Denise Nielsen, seconded by Brenda Quesnel, to approve the agenda as presented.

Carried.

### **2. Consent Items**

- a) Minutes from August 23, 2022, meeting.  
Minutes for August was not attached in the Board package, will be presented at October's Board meeting
- b) Treasurer's Report – Income Statement to August 2022.  
Treasurer's report for August was not attached in the Board package, will be presented at October's Board meeting.

### **3. Presentation**

No Presentations

4. **Correspondence**

- a) Tiny Forest Update, The Tiny Forest group was asking for money from the Cornwall Public Library to provide a sign. Cost of the sourcing of the sign, translation of the message and installation are all required. The Board asked to have the Tiny Forest to provide two quotes and present it to the Board when available.
- b) Proclamation from the City of Cornwall, is Canadian Public Library Month and First Nations Public Library Week and Ontario Public Library Week were proclaimed by the City of Cornwall.

5. **Communication/Reports**

- a) Library Activity Report for August 2022 was received by the Board.

6. **Business Arising**

- a) Board Committees Terms of Reference
  - i. Finance
  - ii. Quality of Service

Both terms of references were accepted to the Board and follow-up will be required when the committees are struck when the new Board is form in 2023.

7. **New Business**

- a) Non-union Compensation policy – salary survey results  
The findings form the salary survey were presented to the Board with a recommendation to increase non-union wages over a period of four years to ensure that salaries remain competitive to attract talent to the organization.

It is recommended by the Board to provide a breakdown of the recommendation on each pay scale and the number of employees occupying those scales to be discussed in the following in-camera Board meeting.

- b) 2023 Operational Budget –  
The 2023 operational budget was presented to he Board to approve for submission to the City of Cornwall Finance Department to be presented to City Council.

**2022-29** Moved by Liane Stuckless, seconded by Denise Nielsen, to approve the 2023 Operational Budget as Presented.

Carried

- c) Book Store Status –  
A report was presented to the Board regarding the Book Store status and how much effort and resources were required to create the results that the Friends of the Library were able to provide prior to 2015. The recommendation presented by management to the Board was to permanently close the Bookstore as a service or function of the Cornwall Public Library.

**2022-30** Moved by Jennifer Jarvis, seconded by Joan Gaudreau, to accept the recommendation and to close the bookstore permanently.

Carried

d) Security of the Library, Patron and staff -

There has been recent violent, theft and damage to property at the Cornwall Public Library in the past weeks. Management has offer a few solution and has been asking for direction. Public safety and safety for staff is the utmost importance. Creating awareness of the Bicycle registry, work with the Cornwall Police Services, display of the Code of Conduct prominently throughout the building and upgrading the security system to improve the camera coverage to ensure the safety of patrons and staff were all discussed.

The Board requested that a plan be costed and presented to the Board for October.

e) By-Law 4 –

With the municipal election taking place in October continuity surrounding ongoing issues, it was suggested that an update to Byl-4 Meeting of the board to add “until a successor is appointed.” To the first paragraph. This services as

Per By-law 20, this will serve as notice that By-law 4 shall be brought forward for amendment at the next meeting of the Board.

8.

**2022-31** Moved by Denise Nielsen, seconded by Liane Stuckless, to move into camera.

Carried.

a) Public Services Positions – To discuss the organizational structure of the organization.

b) Grievance update – Management provides an update of ongoing grievances. To discuss board governance matters.

**2022-31** Moved by Liane Stuckless, seconded by Brenda Quesnel, to move the meeting out of camera

Carried.

9. Round Table –

The Mobile Clinic Status update

10. Next Meeting – October 25, 2022 at 4:45pm in person and via Zoom

11. The meeting adjourned at 6:28 pm