

January 24, 2023

## **Cornwall Public Library Board Meeting**

### **Members Present:**

Lindsay Below  
Gabrielle Fecteau  
Carilyne Hébert  
Ryan MacKay  
Chantal Tranchemontagne

Carol Boileau  
Kashenni:íósthâ (Tara Francis)  
Jennifer Jarvis  
Denise Nielsen

Russell Abraham – Business Services Manager  
Lise Babcock – Public Services Manager  
Pierre Dufour – Marketing & Programming Manager  
Stephanie McMartin – Interim CEO, IT & Technical Services Manager

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

Stephanie McMartin called the meeting to order at 5:00 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)
- b) Conflict of Interest  
None declared.
- c) Addition 7. f) Board package and format

**2023-01** Moved by Carilyne Hébert, seconded by Gabrielle Fecteau, to approve the agenda as amended.

Carried.

### **2. Election of Library Board Executive**

#### **2023-02**

- a) Nomination for the position of Chair of the Cornwall Public Library Board.  
The Denise Nielsen nominated Jennifer Jarvis who held the position of Chair for the last term. Jennifer Jarvis accepted the nomination. There were no further nominations from the floor.

Carried unanimously.

The newly elected Chair led the proceedings of the meeting going forward.

#### **2023-03**

- b) Nomination for the position of Vice-Chair of the Cornwall Public Library Board. The Chair nominated Denise Nielsen who held the position of Vice-Chair for part of the last term. Denise Nielsen accepted the nomination. There were no further nominations from the floor.

Carried unanimously.

3. **Consent Items**

- a) Minutes from November 22, 2022

**2023-04** Moved by Denise Nielsen, seconded by Carilyne Hébert, to approve the minutes as amended.

Carried.

- b) Treasurer's Report – Income Statement of November 2022

**2023-05** Moved by Carol Boileau, seconded by Lindsay Below, to approve the financial statement as presented.

Carried.

4. **Presentation**

No presentations.

5. **Correspondence**

No correspondence.

6. **Communication/Reports**

- a) Library Activity Report for January 2023 was received and accepted by the Board.

7. **Business Arising**

No Business Arising.

8. **New Business**

- a) Bylaw-14 Committees of the Board

The Board Chair opened discussion with the Board of Bylaw-14 Committees of the Board. Discussion took place and decided to make changes to Bylaw-14 which will be presented at the next Board meeting scheduled for February 28, 2023.

- b) Board Orientation – Resources

The Board Chair presented the orientation resources for public library board members. Online resources mentioned were [olservice.ca/gov-hub](https://olservice.ca/gov-hub) and [learnhq.ca](https://learnhq.ca).

c) Board Orientation – AODA Customer Service Training

The Chair presented the requirement for all members of the Board to complete AODA Customer Services Training. Members who have already completed AODA training are encouraged to forward their certificate. Links will be forwarded to members after the meeting to the online training.

d) OLA Super Conference – Board Attendees

OLA Super Conference 2023 has an online Library Trustee Boot Camp on Saturday February 4, 2023. Interested members are encouraged to contact the CEO.

e) Programming Clerk position

The Programming Clerk position is currently temporary part-time and has not been filled since created in May 2022. It is recommended by Management that this temporary position be turned into a permanent position to encourage applicants.

**2023-06** Moved by Carilyne Hébert, seconded by Lindsay Below, to approve the financial statement as presented.

Carried.

f) Board Package and Meeting Format

Discussion on the format of the Board Package format as well as the meeting format. Board Packages shall be in electronic format with 3 packages made available at the meeting. Financial statement shall not have the pages frozen. Meeting format shall be in hybrid format and meeting time shall be changed to 4:45pm. Bylaw-4 Meeting of the board shall be presented to the Board for necessary changes.

9. In-Camera

**2023-07** Moved by Denise Nielsen, seconded by Brenda Quesnel, to move into camera.

Carried.

Pursuant to the Cornwall Public Library Board of Directors Bylaw-4 and PLA 16.1(4)(b), personal matters about an identifiable individual.

**2023-08** Moved by Carilyne Hébert, seconded by Gabrielle Frechette, to move the meeting out of camera.

Carried.

10. Round Table

11. Next Meeting – February 28, 2023, at 4:45pm in person and via Zoom

12. The meeting adjourned at 6:26 pm