

# **CORNWALL PUBLIC LIBRARY BOARD**

## **Minutes – September 26, 2023**

### **Members Present:**

Jennifer Jarvis  
Carol Boileau  
Lindsay Below  
Gabrielle Fecteau

Kashenniiostha – Tara Francis  
Ryan MacKay  
Chantal Tranchemontagne

Stephanie McMartin – Interim CEO  
Lise Brown – Recording Secretary

**Regrets:** Carilyn Hebert, Denise Nielsen

### **1. Call to order**

In the absence of the Chair and Vice-Chair, the meeting is being chaired by Ryan MacKay who called the meeting to order at 5 p.m. Jennifer Jarvis arrived later via Zoom.

- a) Acknowledgment: We would like to begin 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) Additions/Deletions/Approval of Agenda

**2023-39** Stephanie McMartin, Interim CEO, put forth a Notice of Motion to add 6. b) Closure Date for Staff Development Day under New Business. Moved by Lindsay Below and seconded by Gabrielle Fecteau.

Carried.

### **2. Consent Items:**

- a) Minutes of August 22, 2023.
- b) Financial Report dated August 2023.

**2023-40** Moved by Lindsay Below and seconded by Gabrielle Fecteau to approve the consent items.

Carried.

3. **Correspondence**

a) None

4. **Communication/Reports**

a) Library Activities Report

- The update on the Digitalization project was discussed in further detail.
- Additional statistics of previous months were requested to be added to the report for comparison.
- Questions about fees for using the foyer and front terrace areas for potential events re: Downtown BIA. As per Stephanie McMartin, if the library is in partnership with an organization, there's no fee for space or room rental. If these previously mentioned areas get used on a regular basis, we may need to look at setting a standard rental fee.

The Library Report was received by the Board.

5. **Business Arising**

a) Update on Capital Repairs

There have been many delays to presents projects due to contractors' availability. Tenders for the Roof repairs went out for bids. The exploratory of south-east stairs has been delayed due to the contractor. The smaller projects, the north canopy, and the east side window well sealant are projected to be done in October, 2023.

Lindsay Below asked if the wheelchair accessibility ramp will be interrupted during the October renovations? The contractor has stated there should not be any lengthy interruptions.

6. **New Business**

a) Strategic direction and Municipal relationship

Stephanie McMartin, has put forth a Motion to open discussions to clarify and update the working relationship with the City of Cornwall in regards to Facilities management. There does not seem to be any written documentation as to areas of responsibility and, as the building is City-owned, some form of MOU or agreement would help moving forward on large capital projects.

- 2023-41** Moved by Chantal Tranchemontagne and seconded by Kashenniiostha to explore the working relationship with the City of Cornwall.

Carried.

b) Closure Date for Staff Professional Development

Stephanie McMartin has set forth a Motion to close the library for 1 day in November 2023 for our staff development day. The theme will be Diversity Inclusion. As usual Board members are welcome to participate.

- 2023-42** Moved by Chantal Tranchemontagne and seconded by Lindsay Below to have the Library closed on November 23, 2023 for their Professional Development Day.

Carried.

7. **Round table**

- a) Kashenniiostha announced this Thursday, September 28, that CUREA is sponsoring a screening of Bones of Crows. Orange Shirt Day at Lamoureux Park for the National Truth and Reconciliation Day will be held Saturday, September 30. She will also be offering beading classes.
- b) Carol Boileau mentioned the MAAC committee's next meeting is in December should any requests need to be forwarded.
- c) Jennifer Jarvis announced tickets for the River Institute's Anniversary Dinner, to be held on Wednesday, October 25, are available through Eventbrite. Also the 30<sup>th</sup> Annual River Symposium will run October 25-27, 2023.

8. **In-Camera**

**2023-43** Motion to move the meeting in camera at 5:45 p.m. moved by Lindsay Below and seconded Gabrielle Fecteau.

**2023-44** Motion to move the meeting out of camera at 5:50 p.m. moved by Gabrielle Fecteau and seconded by Carol Tranchemontagne.

Carried.

9. Next Meeting is Tuesday, October 24, 2023 at 4:45 p.m.

10. The meeting was adjourned at 5:55p.m.