

s January 21, 2020

Cornwall Public Library Board Meeting

Members Present:

Carilyne Hébert
Kathleen Bergeron
Brenda Quesnel
Jane McLaren

Joan Gaudreau
Patricia Waters
Susan Kail

Helen McCutcheon – Secretary Treasurer/CEO
Russell Abraham – Recording Secretary

Members Absent:

1. **Call to Order**

Patricia Waters called the meeting to order at 4:55pm.

- 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) Excused absences
Jennifer Jarvis, Denise Nielsen
- c) Conflict of Interest
Carilyne Hébert declared a conflict of interests regarding the Tiny Forest@Library project.
- d) Additions/Deletions/Approval of the Agenda

2020-01 Moved by Joan Gaudreau, seconded by Susan Kail, to approve the agenda as presented.
Carried.

2. **Consent Items**

- a) Minutes from November 26, 2019.
- b) Treasurer's Report – Unaudited Income Statement to December 31, 2019

2020-02 Moved by Joan Gaudreau, seconded by Brenda Quesnel, to approve consent items as presented.
Carried.

3. **Correspondence**

None.

4. **Communication/Reports**

a) CEO's Report for December 2019 was received by the Board.

5. **Business Arising**

No Business arising from previous meetings.

6. **New Business**

a) Changes to the Public Library Act – The Public Library Act was amended in December 2019 with the following changes:

“1 Clause 10 (1) (b) of the Public Libraries Act is amended by adding “or a permanent resident of Canada within the meaning of the Immigration and Refugee Protection Act (Canada)” at the end.

2 Subsection 16 (1) of the Act is repealed and the following substituted:

Meetings

(1) A board shall hold at least seven regular meetings in each year.”

Notice: As per by-law 20 Amendment of by-laws; A motion to amend or remove a by-law of the Cornwall Public Library Board shall require a majority vote of at least two thirds of the members in order to be carried, providing that notice shall have been given at the previous meeting of the Board.”

The Board gives notice in this meeting that at the next meeting there will be a vote to change by-law 4 Meetings of the board; paragraph 3 from “The Board meets 10 times per year.” To “The Board meets a minimum of seven (7) times per year.”

b) Policy – Patron usage of Business telephone. The CEO provided the statistical information requested by the Board in November 2019 meeting. IT was recommended by the Board to provide a written script for line staff to facilitate the change in practice.

2020-03 Moved by Jane McLaren, seconded by Carilyne Hébert, to approve the policy as presented.

Carried.

c) Staff Professional Development Day – On March 23rd the Cornwall Public Library will be closed to the public to engage in professional development. Some Board members provided some suggestions on subjects or facilitators. They will forward information to the CEO.

d) Website Development Costs – The CEO presented a firm that develops website development and functionality specifically to public libraries. They are familiar with the need for room bookings, program registration, online resources and access to the library's catalogue. This unique and comprehensive solution is the only one of its kind in North America. However, the 2020 budget did not have these costs factored in. The CEO has requested to access \$35,000.00

from the Library's reserves to pursue this project to coincide with the 125th anniversary and the strategic plan scheduled later this year.

2020-04 Moved by Carilyne Hébert, seconded by Susan Kail, to use \$35,000.000 from reserves to develop the Cornwall Public Library's website.

Carried.

e) Tiny Forest@Library – MOU – The CEO presented a draft of the Memorandum of Understanding between Tree Action Arbre, an Action group of Transition Cornwall+ and Cornwall Public Library (and possibly the City of Cornwall). This is a required procedure to engage with Tree Action Arbre and the Tiny Forest which will be installed in the East side of the Library along Sydney Street.

2020-05 Moved by Joan Gaudreau, seconded by Brenda Quesnel, to accept the proposed Memorandum of Understanding between the Cornwall Public Library and Tree Action Arbre as presented.

Carried.

f) Executive Session – This item was skipped at this meeting.

7. **Round Table**

Carilyne Hébert – Presented several initiative Social Development Council are working on, such as:
Volunteer Manager Network, Bridging out of poverty and community resources available at Cornwall.ca/resources

9. Next meeting will be Tuesday February 18, 2019 at 4:45pm.

10. The meeting adjourned at 6:20 pm