

## **CORNWALL PUBLIC LIBRARY BOARD**

### **Minutes – October 24, 2023**

#### **Members Present:**

Jennifer Jarvis, Carilyn Hebert, Denise Nielsen

Carol Boileau, Ryan MacKay, Lindsay Below, Chantal Tranchemontagne

**Regrets:** Kashenniiostha – Tara Francis, Gabrielle Fecteau

Stephanie McMartin – Interim CEO

Pierre Dufour – Recording Secretary

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

- a) Acknowledgment: 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: Carilyn Hebert on item 6b.
- c) Additions/Deletions/Approval of Agenda

**2023-45** Moved by Lindsay Below seconded by Chantal Tranchemontagne, to approve the agenda.

Carried.

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

- a) Minutes of September 26, 2023.

An amendment was made to the September minutes to correct the date of the next Professional Development Day date to November 22, 2023.

- b) Financial Report dated September 2023.

Carol Boileau noted that the finance committee held a meeting the week before the board meeting and that it went very well.

**2023-46** Moved by Lindsay Below seconded by Chantal Tranchemontagne to approve Consent Items.

Carried.

3. **Correspondence**

a) None

4. **Communication/Reports**

a) **Library Activities Report**

Discussion regarding a suspended patron.

Questions regarding a meeting Pierre Dufour had with the City of Cornwall representatives pertaining to joint programming.

5. **Business Arising**

a) **Roof repairs:** Because of questions from potential contractors, the tender date was pushed back to accommodate an addendum. The tender date is now October 26, 2023.

A motion will be put forward for the board to accept a contractor's bid. Because the board will only meet late in November and to ideally have the work done this calendar year, it was agreed to put the motion to the board members by way of electronic voting.

6. **New Business**

a) **Budget submission 2024**

We are not required to make a presentation to the City regarding the budget purposes as it has been the last few years. Stephanie is forecasting the budget for the remainder of the year, and we should be fine. The budget request for 2024 is being finalized. Stephanie will have the numbers for the next meeting.

b) Request for letter of support for Social Development Council (SDC).

Jennifer will draft a letter with input from management in respect to our interactions with the SDC over time.

**2023-47** Motion that we do provide a letter of support to the Social Development Council while declaring a conflict of interest (Carilyn Hebert). Moved by Denise Neilson, seconded by Lindsay Below.

Carried.

7. **Round table**

- a) Carol Boileau mentioned this is the last week for the Ghost Walk charity and that she has been volunteering.
- b) Jennifer informed us that it is the River Institute's 30<sup>th</sup> annual river symposium is this week. It is all virtual.

8. Next Meeting is Tuesday, November 28, 2023, at 4:45 p.m.

9. Lindsay Below motioned to adjourn the meeting, seconded by Carol Boileau. Adjourned at 5:15 p.m.