

Cornwall Public Library Board Meeting

Wednesday, August 27, 2025

Members Present:

In-person: Jennifer Jarvis (chair), Lindsay Below, Chantal Tranchemontagne
Carol Boileau, Ryan MacKay, Kym Harley

Stephanie McMartin – CEO

Pierre Dufour – Manager, Recording secretary

Virtually: Saima Naqvi, Carilyn Hébert, Gabrielle Fecteau (Vice-chair)

1. Call to Order

The meeting was called to order at 4:47

a) **Land 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) **Declarations of conflict of interest:** none declared

c) **Additions/Deletions/Approval of the Agenda:**

2025-25 Motion to approve the agenda moved by Carol Boileau,
seconded by Lindsay Below. **Motion carried.**

2. Consent items

a) **Minutes of June 25, 2025**

2025-26 Motion to approve the minutes of June 25, 2025, moved by
Lindsay Below, seconded by Carol Boileau. **Motion carried.**

b) **Financial Report of July 2025**

2025-27 Motion to approve the financial report moved by Ryan MacKay,
seconded by Kym Harley. **Motion carried.**

3. Communications report

a) **Audit presentation** – Tatian Lacerda, KPMG.

Clean audit opinion – no significant issues. Discussion of municipal recoveries and budget variances.

2025-28 Motion to approve the KPMG report moved by Ryan McKay, seconded by Carol Boileau. **Motion carried.**

b) **Library Activities Report**

CEO / Library Activity Report (Stephanie)

- Front entrance steps completed; deficiencies remain, inspector sign-off pending.
- HVAC project and roof repairs are underway.
- Passenger elevator replacement urgent – difficulty sourcing parts, frequent breakdowns.
- Discussion on accessibility issues, temporary use of the freight elevator if needed.
- Discussion of potential funding and grants for accessibility projects.
- Staffing Update: Recruitment for Public Services Manager progressing well after a year of vacancy. Strong pool of candidates this round; interviews to be scheduled.

Programming & Marketing Report (Pierre)

- Summer Reading Club 2025 with Rotary Club support of a \$1,000 donation.
- 423 registered participants.
- 4,400+ ballots submitted & 69 certificates of completion awarded.
- Successful partnership with Cornwall Transit (over 4,000 bus rides).
- Parents, children, and staff are enthusiastic about the oral book report format.
- Preparing for Fall programs and 130th Anniversary events in October:
- Limited-edition library cards and branded library items (bags, giveaways).

4. New Business

- a) **Introduction of new board member:** Kym Harley.

5. New Business Arising: None

6. Roundtable

- **Carilyn:** Updates on community cultural events (Pow Wow, Culture Fest).
- **Carol:** Report on youth park use; Alexander Park is very successful.
- **Saima:** Offered professional consulting support on grant writing and strategy mapping.
- **Science & Nature on Tap** – August 28 at Schnitzel's.
- **Seniors Centre Charles Emile Claude AGM** – September 3.
- **Ontario Culture Days**

7. Next Meeting

- September 24, 2025.

8. Adjournment

- Meeting adjourned at 6:18 p.m.

2025-29 Motion to adjourn the meeting moved by Ryan MacKay
seconded by Chantal Tranchemontagne.

Motion carried.