

Cornwall Public Library Board Meeting

Wednesday, June 25, 2025

Members Present:

Jennifer Jarvis (chair), Gabrielle Fecteau (Vice-chair), Lindsay Below, Carol Boileau, Carilyn Hébert, Ryan MacKay, Saima Naqvi, Chantal Tranchemontagne

Stephanie McMartin – CEO, Pierre Dufour – Manager, Recording secretary

1. Call to order:

The meeting was called to order at 4:48 p.m.

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

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

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

Motion Carried.

2. Consent Items

a) **Minutes of May 28, 2025**

2025-26 Motion to approve the minutes of May 2025 moved by Carilyn Hebert and seconded by Lindsay Below.

Motion carried.

b) **Financial Report May 2025**

- Concerns were raised about 55% of the utilities budget being spent by May.
- The board discussed increased costs due to climate impacts and the potential need to budget more for utilities in future years.
- A small emergency reserve exists but is not yet at the preferred six-month level.
- Overall financial status is deemed stable with options to reallocate funds if needed.

2025-26 Motion to approve the financial report: Moved by Lindsay, seconded by Saima Naqvi. **Motion carried.**

3. Communication/Reports

a) Library Activities Report

Stephanie McMartin presented updates on the following items:

Terrace Renovation:

- Railings and safety features still incomplete.
- Engineering walkthrough completed; deficiencies noted.
- Power has been installed with interior switches and tamper-resistant coverings.

Roof Repairs:

- Ongoing roof leakage issues identified as stemming from an outdated membrane.
- Estimated cost of full repair: \$860,000 in today's dollars.
- Discussions are ongoing with the City; current City staffing is minimal.
- Partial repairs are planned for this year to ensure winter safety.
- Further updates expected at next meeting.

Auditor Update:

- Audit report delayed; To be presented at the next meeting.
- Per legislation the Library must use the auditor chosen by the municipality.

Pierre Dufour presented updates on the following items:

- Summer Reading Club preparations are well underway with strong early registration.
- Outreach programs expanding to parks, seniors' residences, and daycares.
- The programming department has resumed its full staff complement.
- Adjustments made to book report requirements for inclusivity (e.g., non-verbal, shy, or autistic children).
- Noted sponsors for teen programs: Papa John's, Sip & Scoop, and Happy Popcorn Company.

4. New Business

a) Strategic Plan Review

- Strategic Plan review underway.
- Goal: Streamline priorities with measurable outcomes.

- Suggestion to integrate Equity, Diversity, Inclusion, and Anti-Oppression (EDIA) more concretely into planning.
- Proposal to create an ad hoc committee in September to refine the Strategic Plan.
- Ideas proposed for more accessible library spaces and programming (e.g., community partner consultations).
- Possibility of installing multilingual or carved inclusivity signage at the library entrance.

5. Business Arising

a) Staff training policy

- Redline version accepted.

2025-27 Motion to approve the Staff Training Policy: Moved by Lindsay Below, seconded by Carilyn Hebert. **Motion carried.**

- Ontario Library Service Virtual Conference scheduled for November 20 (Board Governance focus). Recordings will be made available on LearnHQ.

6. Round Table

- Centre Charles Emile Clause has applied to be an official cooling centre.
- Community partnerships and funding opportunities discussed.
- River Institute updates shared: upcoming symposium (Oct. 22–24), public input period for fish tumors, and capital campaign launch.

7. Next Meeting: August 27, 2025

8. Adjournment

- Meeting adjourned at 6:16 p.m.

2025-28 Motion to adjourn the meeting moved by Gabrielle Fecteau, seconded by Carilyn Hebert. **Motion carried.**