

# **Cornwall Public Library Board Meeting**

**Wednesday, April 23, 2025**

## **Members Present:**

**In-person:** Jennifer Jarvis (chair), Gabrielle Fecteau (Vice-chair), Lindsay Below, Saima Naqvi, Carol Boileau, Chantal Tranchemontagne

Pierre Dufour – Recording secretary

**Virtually:** Carilyn Hébert, Stephanie McMartin – CEO

**Regrets:** Ryan MacKay

## **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 declared

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

**2025-16** Motion to approve the agenda moved by Lindsay Below, seconded by Carol Boileau. **Motion carried.**

## **2. Consent Items**

### **a) Minutes of March 26, 2025**

**2025-17** Motion to approve the minutes of March 2025 moved by Gabrielle Fecteau and seconded by Carol Boileau. **Motion carried.**

### **b) Financial report of March 2025**

Questions raised about higher-than-expected spending in Library supplies, explained as intentional pre-purchasing to help cushion against rising costs.

Clarifications regarding photocopying costs and income.

- Photocopying costs include lease, toner, maintenance and other supplies.

**2025-18** Moved to accept the report by Gabrielle Fecteau, seconded by Lindsay Below. **Motion carried.**

### 3. **Communication/Reports**

#### a) **Library Activities Report**

**Stephanie McMartin** presented updates on the following items:

##### **Capital Repairs and Building Updates**

- Terrace repairs are scheduled for mid-May completion, pending weather.
- HVAC tender to be bundled with Benson Centre project, expected soon.
- Elevator tender engineering report completed; potential service impact discussed, including use of freight elevator for accessibility.

##### **Community Engagement and Terrace Usage**

- Discussion on the future use of the repaired terrace space.
- Potential collaboration with a new cafe opening nearby, subject to legal, liability, and fairness considerations.
- Suggestions made to create a public, outdoor library space with sponsorship opportunities for tables and seating.
- Agreement to revisit terrace usage in the May meeting.

##### **Library Activities and Outreach**

**Pierre Dufour** presented updates on the following:

- March Break Week: twenty programs held, four hundred participants.
- Total for March: fifty-six programs, six hundred and three participants.
- Attended three outreach events, new partnerships with African Newcomers Homework Club and Lire et Faire Lire reading program (seniors reading to children).

### **Summer Reading Club Preparations**

- Theme: "Libraries Through the Ages" (130th anniversary).
- Programs divided by age group: 3–5, 6–9, 10–13, and All Ages (3-13).
- Running Monday to Saturday, excluding Friday.
- Collaboration with Cornwall Transit confirmed.
- Introduction of book reports for prize entries.
- Summer movie afternoons planned.

### **Future Program Ideas Discussed**

- Proposed adult programs: leadership workshops, career readiness, public speaking.
- Orientation sessions for St. Lawrence College students.
- Career exploration events with community partners.

### **4. New Business (None)**

### **5. Business Arising**

#### **a) Board Planning**

#### **Strategic Plan Review**

- Agreement to review the Strategic Plan in June (simple assessment).
- Discussion of future simplified metrics.
- Risk assessment discussion planned for Fall.

#### **Governance Discussion**

- Reflection on the board self-assessment exercise.
- Code of Conduct review postponed to next meeting.
- Library policies and signage for the Code of Conduct to be updated.
- CEO review to be held in January of 2026

b) **Update on personnel issue – In Camera**

Pursuant to the Cornwall Public Library Board of Directors Bylaw-4 and PLA 16.1(4)(b), personal matters about an identifiable individual.

**2025-19** Motion to move In Camera at 5:58 p.m. Moved by Jennifer Jarvis, seconded by Carol Boileau. **Motion carried.**

**2025-20** Motion to move out of camera at 6:07 p.m. Lindsay Below, seconded by Carol Boileau. **Motion carried.**

6. **Round table**

- Community engagement updates (youth fairs, volunteer opportunities).
- Reminder of art exhibit at Cline House.
- Discussion of future initiatives with the incoming SDC Executive Director and OHT engagement opportunities.

7. **Next meeting:** May 28, 2025

8. **Adjournment:** 6:17 p.m. Moved by Lindsay Below, seconded by Chantal Tranchemontagne.