

March 26, 2019

## Cornwall Public Library Board Meeting

### Members Present:

Jennifer Jarvis (Chair) Denise Nielsen  
Jordan Ann Kevan de Haan (Vice Chair) Joan Gaudreau  
Mohammed Saadouni Patricia Waters (via teleconference)  
Carilyne Hébert

Dawn Kiddell – Secretary Treasurer  
Russell Abraham – Recording Secretary

### 1. Call to order

Jennifer Jarvis, Chair called the meeting to order at 4:47pm.

#### a) Excused absences

Kathleen Bergeron, Brenda Quesnel

#### b) Conflict of Interest

None declared.

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

**2019-12** Moved by Jordan Ann Kevan de Haan, seconded by Carilyne Hébert, to approve the agenda as presented.

Carried.

### 2. Consent items

a) Minutes from February 26, 2019.

b) The Income Statement from January 1, 2019 to February 28, 2019, was presented.

**2019-13** Moved by Joan Gaudreau, seconded by Denise Nielsen, to accept consent items.

Carried.

### 3. Correspondence

No correspondence.

### 4. Presentations / delegations

Systems and Technical Services Manager Stephanie McMartin explained her role at the library and reviewed recent projects. Stephanie presented items from the new "Library of Things" collection, which will be available to the public soon.

5. **Communication/Reports**

a) CEO's Report for March 2019. Discussion arising from the Report included library staff attending a Dementia Friendly Communities training session presented by the Alzheimer Society.

c) Policy review and update

Policy Update - Code of Conduct

**2019-14** Moved by Carilyne Hébert seconded by Mohamed Saadouni, to accept the policy revisions with an amendment to add "responsibly" to "consume food and drink in designated areas."

Carried.

New policy – Trespass Policy

**2019-15** Moved by Patricia Waters seconded by Carilyne Hébert, to accept the policy as presented.

Carried.

6. **Business Arising from the Minutes**

a) CEO Search – The Selection Committee reported on the status of CEO recruitment. The position profile is being reviewed and will be posted soon.

b) Spring Home and Leisure Show (April 5-7, 2019). Interested board members indicated their availability to attend. The library will be introducing the Library of Things and highlighting digital resources. A ballot for the draw prize will be given out in exchange for filling out a short survey.

7. **New Business**

a) Adopt-a-Street – The attached project outline indicated the tasks that the library would be responsible for should it participate in the project.

**2019-16** Moved by Jordan Ann Kevan de Haan seconded by Denise Nielsen to participate in the Adopt-a-Street initiative for a trial period of one season (April – October 2019).

Carried.

8. **Library Board Orientation**

a) Jennifer Jarvis presented the roles and responsibilities of a Library Board. All material is available on [www.librarygovernance.ca](http://www.librarygovernance.ca)

b) The video "What does a library board look like" was viewed by the Board. <https://resources.learnhq.ca/governance-roles-and-responsibilities>

9. The next meeting will be Tuesday April 30, 2019 at 4:45pm.

10. The meeting adjourned at 6:18 pm