

February 26, 2019

Cornwall Public Library Board Meeting

Members Present:

Kathleen Bergeron

Jennifer Jarvis

Denise Nielsen

Mohammed Saadouni

Carilyne Hébert

Joan Gaudreau

Jordan Ann Kevan de Haan

Brenda Quesnel

Patricia Waters

Dawn Kiddell – Secretary Treasurer

Russell Abraham – Recording Secretary

Members Absent:

None.

1. Call to order

Dawn Kiddell, CEO/Chief Librarian called the meeting to order at 4:47pm.

a) Excused absences

None.

b) Conflict of Interest

None declared.

c) Additions/Deletions/Approval of the Agenda

Addition: 3. a) Letter from Barbara Franchetto CEO of the Southern Ontario Library Service (SOLS), dated February 19, 2019, to Cornwall Public Library Board.

Addition: 5. b) Future meeting dates.

2019-01 Moved by Jordan Ann Kevan de Haan, seconded by Kathleen Bergeron, to approve the agenda as amended.

Carried.

2. Election of Library Board Executive

2019-02

a) Nomination for the position of Chair of the Cornwall Public Library Board.

The CEO nominated Jennifer Jarvis who held the position of Chair for part of the last term. Jennifer Jarvis accepted the nomination. There were no further nominations from the floor.

Carried unanimously.

2019-03

- b) Nomination for the position of Vice-Chair of the Cornwall Public Library Board. The CEO nominated Jordan Ann Kevan de Haan who held the position of Vice-Chair for part of the last term. Jordan Ann Kevan de Haan accepted the nomination. There were no further nominations from the floor.

Carried unanimously.

2019-04

- c) Nomination for the position of Secretary/Treasurer of the Cornwall Public Library Board.

Carilyne Hébert nominated the CEO who has historically held the position of Secretary/Treasurer. The CEO accepted the nomination. There were no further nominations from the floor.

Carried unanimously.

The newly elected Chair lead the proceedings of the meeting going forward.

Consent items

- a) Minutes from November 27, 2018.

2019-05 Moved by Jordan Ann Kevan de Haan, seconded by Kathleen Bergeron, to accept the minutes with the following amendment to item 5. a) typographical error, James Allie should read James Sallie.

Carried.

b)

i) The unaudited Income Statement from January 1, 2018 to December 31, 2018, was presented.

ii) The 2019 Operating and Capital Budget submitted to the City was presented.

2019-06 Moved by Carilyne Hébert, seconded by Denise Nielsen, to accept consent items.

Carried.

3. Correspondence

a) Letter from the Southern Ontario Library Service (SOLS) to the Cornwall Public Library Board. Re: Welcome and introduction to SOLS and its services to public libraries.

4. Communication/Reports

a) CEO's Report for February 2019 was presented. Discussion arising from the Report included the Spring Home & Leisure Show (April 5-7, 2019). The library will have a display table this year. A draft schedule will be circulated and interested board members can indicate availability to attend. The 2018 library use statistics were also reviewed.

b) Policy review and update – Workplace Violence and Harassment Prevention Policy.

2019-07 Moved by Carilyne Hébert seconded by Patricia Waters, to accept the policy revisions as presented.
Carried.

2019-08 Moved by Jordan Ann Kevan de Haan seconded by Kathleen Bergeron to move into closed session to address matters pertaining to Section 16.1 (4) (b) and (e) of the Public Libraries Act, R.S.O 1990, c. P.44.
Carried.

2019-09 Moved by Jordan Ann Kevan de Haan seconded by Kathleen Bergeron to move out of camera.
Carried.

5. **Business Arising from the Minutes**

a) CEO Search – Dawn Kiddell will be retiring this year with a target date of June 30, 2019. A CEO Selection committee was formed in November 2018 with Jennifer Jarvis, Jordan Ann Kevan de Haan and Kathleen Bergeron. The Selection committee will provide updates to the rest of the Board.

b) Future meeting dates.

2019-10 Moved by Joan Gaudreau seconded by Mohammed Saadouni to move April's regular meeting from April 23 to April 30, 2019.
Carried.

2019-11 Moved by Patricia Waters seconded by Carilyne Hébert to schedule the tenth required meeting on Tuesday December 17, 2019.
Carried.

6. **New Business**

a) Library Board Orientation – All new board members received an orientation binder and / or USB stick from the CEO which outlines roles of Library Board, governing legislation, and useful resources to help Board members be successful in their roles. Board orientation will be a done incrementally at future meetings as a standing agenda item.

7. Next meeting will be Tuesday March 26, 2019 at 4:45pm.

8. The meeting adjourned at 6:23 pm