

January 16, 2024

## Cornwall Public Library Board Meeting

### Members Present:

Jennifer Jarvis

Carilyn Hebert (Via Teams)

Denise Nielsen

Chantal Tranchemontagne

Gabrielle Fecteau (Via Teams)

Ryan MacKay (Via Teams)

Stephanie McMartin – CEO

Pierre Dufour – Recording Secretary

### Regrets

Lindsay Below, Kashenniostha – Tara Francis

### 1. Call to Order

Denise Neilson called the meeting to order at 4:52 p.m.

- a) 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) Conflict of Interest: None declared.
- c) Additions/Deletions/Approval of the Agenda: None declared

**2024-01** Motion to approve: moved by Carol Boileau, seconded by Ryan MacKay.

Carried.

### 2. Consent Items

- a) Minutes of March 07, 2023.
- b) Financial report of October 2023

**2024-02** Motion to approve: Moved by Ryan MacKay, seconded by Gabrielle Fecteau.

Carried.

3. **Correspondence**

a) None

4. **Communication/Reports**

a) Library Activity Report April 2023 was presented.

- Stephanie has raised concerns about TD Crawford, the contractor who was awarded the contract for the roofing project. They have not responded to our calls or initiated any of the work. Stephanie will be reaching out to the City to evaluate our options regarding this matter as it is part of their procurement process.
  
- The repairs to the steps at the Library's Second Street entrance which is having to rebuild the foundation are estimated at \$100,000 according to the engineering report. If the stones cannot be salvaged, it will add significantly to the cost because of their heritage designation. The rebuild would extend just past the main steps in front of the door.

5. **New Business**

a) Changing the board meeting dates to the 3<sup>rd</sup> Tuesday of the month at the same time.

**2024-03** Motion to confirm the change moved by Carol Boileau, seconded by Chantal Tranchemontagne.

Carried.

6. **Business Arising**

a) Budget Submission 2024

Stephanie reports that she has engaged in several discussions with the City's finance department following the submission of our budget request. We will be presenting our budget to the council on January 24th. Adjustments to the budget were made to help meet the requested 3% increase, in part by postponing hiring some staff until later in the year. Our budget asks for a bit more than a 4%

increase. It was noted that we have yet to return to being fully operational as we still are not open on Sundays as we were before the pandemic.

b) Staffing

We recently experienced the departure of two employees. One of the roles that were vacated was the Program Coordinator position. To enhance the programming department's efficiency, we have opted to restructure the role into multiple union part-time clerk-level positions. The other position that was vacated was that of a supervisor. To address this gap, we are currently focusing on internal movement within the public service department to fill the vacant positions.

A hire for the new HR position will be delayed by a few weeks, as well as the hiring of a new technical services manager.

7. Round Table

a) Ryan talked about budget cycles for post-secondary education and the difficulties that universities are experiencing right now.

b) Carilyn Hebert: The city has just launched the Building Safer Communities micro-grant. Organizations posting youth initiatives can apply. SDC will manage the fund on the City's behalf. SDC will be hosting the Youth Engagement Fair on April 10 at the Cornwall Civic Complex. A Job Fair is coming on April 24<sup>th</sup>. SDC along with various agencies will be hosting a series of workshops regarding educating parents and guardians on the potential risks associated with social media. One which will be held at CPL on March 21.

c) Carol Boileau: Transition Cornwall's Transition into Spring event will be held in March. The Tenants Association will be creating a study panel to address various situations in the city relating to housing.

d) Jennifer: the Science Speaker Series has begun and is being held here at the Library. reminded us of the Incredible Edible event at the Civic Complex on June 3.

e) Chantal: CHMA is having a mental first aid course in February. SVHC along with OHT will be holding a cancer screening day on Feb 3.

f) Denise: St. Lawrence College Cornwall will have a new dean come mid-February. Jennifer ( ). Denise is putting together an Artificial Intelligence

event at the college level and one for the community as well. Details will be forthcoming.

g) Pierre: planning for programming is ongoing and despite our current programming staffing level, we can plan events for Black History Month, Family Day, and March Break along with some weekly regular programs.

h) Stephanie invited board members to attend part of the OLA Superconference to be held next week.

9. The next meeting is February 20, 2024, at 4:45 p.m. in person and via Teams.

10. The meeting adjourned at 6:14 p.m. Moved by Gabrielle Fecteau, seconded by Carol Boileau.