

May 21, 2024

Cornwall Public Library Board Meeting

Members Present:

Jennifer Jarvis	Lindsay Below
Carol Boileau	Ryan MacKay
Gabrielle Fecteau (virtually)	Chantal Tranchemontagne (virtually)

Stephanie McMartin – CEO
Pierre Dufour - Recording Secretary

Regrets

Denise Nielsen, Carilyn Hebert

1. Call to Order

The meeting was called to order at 4:47 p.m.

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

2024-12 Motion to approve agenda: moved by Lindsay Below, seconded by Ryan MacKay.

Carried.

2. Consent Items

- a) Minutes of April 16, 2024.

2024-13 Motion to approve: Moved by Ryan Mackay, seconded by Chantal Tranchemontagne.

Carried.

- b) Financial report of March 2024

2024-14 Motion to approve: Moved by Lindsay Below, seconded by Gabrielle Fecteau.

Carried.

3. **Correspondence**

a) None

4. **Communication/Reports**

Library Activities Report

-Discussions revolved around library security, emphasizing the importance of staff safety and emotional well-being, especially in response to recent incidents. The deliberations also encompassed security protocols and de-escalation strategies.

-Stephanie was asked about her quest for a successor to her previous managerial role within technical services. Stephanie provided an update on the progress of this search and indicated where the job posting may be made available.

- Stephanie is optimistic that the financial audit will be presented during the June board meeting.

5. **New Business**

a) Board member resigns.

Stephanie formally informed the board of Tara Francis's resignation from the board and that the City's lay appointment committee has been informed in order to recruit a new member.

6. **Business Arising**

a) Capital Repairs Update

-The roof repair for the loading dock is near completion, with minor tasks like flashing and drainage work pending.

-The expenses for repairing the Second Street entrance stairs have escalated significantly, almost tripling the initial estimate. The tender for these repairs is set to be issued in early June.

-The HVAC system is visibly aging and in need of attention.

-Replacing lighting and wiring on the first floor might incur considerable costs.

7. **In Camera**

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

2024-15 Motion to move in-camera by Lindsay Below @ 5:18 PM, seconded by Carol Boileau.

Carried.

024-16 Motion to move out of camera by Ryan MacKay @ 5:23 PM, seconded by Carol Boileau.

8. **Round table**

The committee members have identified a series of upcoming summer events, such as the Incredible Edible event scheduled for June 1st, the 1784 events at Lamoureux Park taking place from June 7th to June 9th, the Seniors' Month Proclamation towards the end of May, a Senior's Fair on June 19th, and the River Institute's Annual General Meeting on May 29th.

9. **Next meeting:** June 18, 2024, at 4:45 p.m.

10. **Adjournment:** Motion to adjourn by Carol Boileau, seconded by Lindsay at 5:35.