

Cornwall Public Library Board Meeting
Tuesday, July 9, 2024

Members Present:

Jennifer Jarvis (president)	Gabirelle Fecteau
Denise Nielsen (vice-president)	Carilyn Hebert
Lindsay Below	Ryan MacKay
Carol Boileau	Chantal Tranchemontagne

Stephanie McMartin – CEO
Lise Brown - Recording Secretary

Regrets - None

1. Call to Order

The meeting was called to order at 4:50 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:**

2024-16 Motion to approve agenda: Moved by Ryan MacKay, seconded by Carol Boileau.

Carried.

2. Consent Items:

a) Minutes of May 21, 2024

2024-17 Motion to approve: Moved by Chantal Tranchemontagne, seconded by Carol Boileau.

Carried.

b) Financial report of May 2024

2024-18 Motion to approve: Moved by Carol Boileau, seconded by Gabrielle Fecteau.

Carried.

3. Correspondence

None

4. Communication/Reports

a) **Library Activities Report**

5. New Business

a) **2025 Budget**

The budget preparations are underway for 2025. Discussions with City of Cornwall Facilities and Finance departments have centered around the significant capital repairs and maintenance support needed.

Budget numbers for a return to Sunday service are also being developed.

b) **Building façade**

The City Facility Manager (Neil), Supervisor (Jason) and EVB (Greg) are coordinating the process with Al Bulloch Construction to shore up of the West side stone facade within the next few weeks.

c) **Capital repairs10-year plan**

In conjunction with the budget process a new 10-year Capital Repairs plan is being created. Based primarily on the 2024 Building Conditions Report commissioned by the City. Priority items include fixing/replacing of HVAC Units, roofing repairs, retrofitting the public elevator, asbestos remediation, masonry and concrete repairs in the basement and the exterior façade.

d) **Sunday Services**

The library may offer Sunday services, depending on our 2025 Budget which would include the increase of the cost of operations, primarily in staffing. While this was requested last year at budget deliberations the City has not included any room for funding additional services in this year's process.

6. Business Arising

a) **Steps repair tender**

There were 2 Bids received that met the specifications of the tender. Of the two DCNF is the lowest bidder for both the main steps work and the

provisional item for repointing the rest of the terrace. The combined items are within the proposed budget of the project so the recommendation is to accept their bid.

2024-19 Motion to accept DCNF (Toronto) bid: Moved by Denise Neilsen, seconded by Gabrielle Fecteau.

Carried.

b) **Fundraising**

With Capital funding tied up in major repairs, fundraising for future projects that would benefit library service was discussed and will be revisited at a later date.

7. Round table

The committee members have identified a series of upcoming summer events, Youth Programs all summer long, ages 11 to 17, ex; drop in nerf night, dance, tethered boxing, etc. check Facebook. Cultural Festival – Sept. 15 – registration is opened as of now. Pride kick off on the weekend of July 20, 2024.

Leases: Legislation / law has changed for non-profits. Unsure if this would have an impact on us or our partners. Research will be needed.

Public Services position- Hoping to interview/hire in the fall.

Ottawa Public Library New Main Branch floor plan and concept drawings are on their website. This project should be completed in 2027. It will be something to go and visit.

8. Next meeting: August 20, 2024, at 4:45 p.m.

9. Adjournment: 5:55 p.m.