

**TOWNSHIP OF RUSSELL PUBLIC LIBRARY BOARD  
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE  
DU CANTON DE RUSSELL**

**Minutes of the March 17, 2016 regular meeting  
Gaston R. Patenaude Meeting Room (717 Notre-Dame EMBRUN) – 6:30 p.m**

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<u>Attending:</u>	Morgan Cunningham-Fetch Cindy Saucier	Joanne Durocher Michael Tarnowski
<u>Absent (motivated):</u>	Marc Charron	Amanda Simard
<u>Absent (not motivated):</u>	Michelle Rogers	
<u>Staff:</u>	Claire Dionne, CEO	

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The meeting was called to order at 6:38 p.m.

**16.03.1 Chair's Opening Remarks**

In the absence of the Chair, Vice-Chair Michael Tarnowski presided the meeting and welcomed everyone.

**16.03.2 Approval of the Agenda**

***Motion 16.03.02***

That the agenda be approved as amended (item 16.03.9 "Training" postponed to the next meeting).

*Moved by Joanne Durocher. Seconded by Cindy Saucier. Carried.*

**16.03.3 Disclosure of pecuniary interest**

There was no disclosure of pecuniary interest.

**APPROVAL**

**16.03.4 Minutes of the February 11, 2016 regular meeting**

***Motion 16.03.04***

That the minutes of the February 11, 2016 regular meeting be approved as presented.

*Moved by Morgan Cunningham-Fetch. Seconded by Joanne Durocher. Carried.*

**16.03.5 Information Services Policy**

***Motion 16.03.05***

That the Information Services Policy be approved as presented.

*Moved by Morgan Cunningham-Fetch. Seconded by Cindy Saucier. Carried.*

**16.03.6 Customer Service Promise and Employee Code of Conduct**

***Motion 16.03.06***

That the Customer Service Promise and Employee Code of Conduct be approved as presented.

*Moved by Joanne Durocher. Seconded by Morgan Cunningham-Fetch. Carried.*

**16.03.7 Finance – Credit Cards limits: modification**

***Motion 16.03.07***

That a request be made to the financial institution to increase the credit limits of the credit cards used by Library personnel, as follows:

(1) Card issued under the name of the CEO: \$2,500;

(2) Card issued under the name of the Head of the Russell Branch: \$2,000.

*Moved by Morgan Cunningham-Fetch. Seconded by Cindy Saucier. Carried.*

**INFORMATION AND DISCUSSION**

**16.03.8 EVALUATIONS**

**16.03.8.1 Public Library Board Self-Evaluation**

The Public Library Board annual self-evaluation documentation was distributed to Board members. Members are asked to submit their responses to the Library CEO. Results will be compiled and discussed at one of the Board's next regular meetings.

**16.03.8.2 CEO Evaluation**

CEO evaluation documentation was distributed to Board members for their information. A 360 degree feedback section will be added and the documentation will be translated. The evaluation process will be discussed at the next regular meeting.

**16.03.9 Correspondence and information**

*Correspondence*

The Board received no correspondence during this period.

*Information*

Press releases, newspaper articles and posters on Library programs, services and activities were tabled.

**16.03.10 Library team report**

The team report for the period from January 21 to March 16, 2016 was tabled.

**OTHER**

16.03.11

**Comments on the meeting**

Meeting Chair Michael Tarnowski invited members to comment on the meeting.

**Next regular meeting**

**Thursday April 28, 2016** – 6:30 p.m.

Gaston R. Patenaude Meeting Room

The meeting was adjourned at 7:55 p.m.

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Michael Tarnowski, Vice-Chair

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Claire Dionne, CEO