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

**Minutes of the March 16, 2017 regular meeting  
Gaston R. Patenaude Meeting Room (717, Notre-Dame EMBRUN)  
(TRANSLATION)**

Attending: Morgan Cunningham-Fetch                      Jacques Héroux  
Natalie Meggison    Cindy Saucier  
Amanda Simard     Michael Tarnowski

Staff: Claire Dionne, CEO

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The meeting was called to order at 6:40 p.m.

**17.03.1 Chair's opening remarks**

Chair Amanda Simard welcomed everyone to the meeting and greeted Natalie Meggison and Jacques Héroux, the two new members nominated by Municipal Council.

17.03.1.1 An ice-breaking session was held for members to introduce themselves in turn and answer a few questions.

**17.03.2 Approval of the agenda**

***Motion 17.03.02***

That the agenda be approved as presented.

*Moved by Morgan Cunningham-Fetch. Seconded by Michael Tarnowski.  
Carried.*

**17.03.3 Pecuniary conflict of interest statement**

There was no disclosure of pecuniary interest.

**APPROVAL**

**17.03.4 Minutes of the February 16, 2017 regular meeting**

***Motion 17.03.04***

That the minutes of the February 16, 2017 regular meeting be approved as amended.

*Moved by Michael Tarnowski. Seconded by Cindy Saucier. Carried.*

### 17.03.5 Chief Executive Officer – Succession Committee

#### ***Motion 17.03.05***

Whereas the current Chief Executive Officer has advised the Library Board of her intention to retire in 2018, that the Library Board set up a Succession Committee with the following mandate:

- (1) Review the Chief Executive Officer's job description;
- (2) Establish a plan and procedures for the selection of a new Chief Executive Officer;
- (3) Set up a budget for the succession process;
- (4) Approve the candidate's profile;
- (5) Recommend members of the Selection Committee;
- (6) Approve the selection and interview process;
- (7) Discuss the Selection Committee's recommendations;
- (8) Submit recommendations to the Library Board for discussion and approval (revised job description, succession plan, budget, Selection Committee members, selection of the new Chief Executive Officer, employment contract).

*Moved by Jacques Héroux. Seconded by Morgan Cunningham-Fetch. Carried.*

## **INFORMATION and DISCUSSION**

### 17.03.6 2016 performance indicators

The report on the 2016 performance indicators was tabled. CEO Claire Dionne highlighted the report's main results and answered members' questions.

### 17.03.7 2016 financial reports

Financial reports for the period ending December 31, 2016 were tabled. CEO Claire Dionne highlighted the reports' main elements and answered members' questions.

### 17.03.8 Fast-track training: Project Outcome

CEO Claire Dionne made a brief presentation on Project Outcome, an impact assessment project of public libraries' programs and services. She demonstrated some of the provided tools and explained how the Library team intends to use available resources to initiate an impact assessment of certain Library programs.

### 17.03.9 Library Team Report

The Library Team Report for the period from February 17 to March 13, 2017 was tabled.

**OTHER**

17.03.10

**Comments on the meeting**

Chair Amanda Simard invited members to comment on the meeting.

**Next Meetings**

**Special meeting**

Tuesday March 28, 2017 – 6:00 p.m.

Gaston R. Patenaude Meeting Room

**Regular meeting**

Thursday April 20, 2017 – 6:30 p.m.

Small room at the back of the Gaston R. Patenaude Meeting Room

The meeting was adjourned at 8:20 p.m.

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Amanda Simard, Chair

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Claire Dionne, Secretary