

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

**Minutes of the June 18, 2015 regular meeting
Gaston R. Patenaude Meeting Room (717 Notre-Dame EMBRUN) – 6:30 p.m.**

Attending: Marc Charron Morgan Cunningham-Fetch
 Joanne Durocher Cindy Saucier (left the meeting at 7:45 p.m.)
 Amanda Simard Michael Tarnowski

Absence (motivated): Michelle Rogers

Staff: Claire Dionne, CEO

The meeting was called to order at 6:34 p.m.

15.06.1 Chair's Opening Remarks

Chair Amanda Simard welcomed everyone to the meeting.

15.06.2 Approval of the Agenda

Motion 15.06.02

That the agenda be approved as presented.

Moved by Marc Charron. Seconded by Michael Tarnowski. Carried.

15.06.3 Pecuniary conflict of interest statement

There was no disclosure of pecuniary interest.

15.06.4 FOCUS ON OUR COMMUNITY

15.06.4.1 RECAN

This item will be on the agenda of the next regular meeting.

15.06.4.2 Board Members Community Involvement

Chair Amanda Simard explained that the Library is presenting cash prizes and certificates of excellence to graduating students of local elementary schools. Board members are invited to make presentations on behalf of the Board.

APPROVAL

15.06.5 Approval of the Minutes of the May 28, 2015 Regular Meeting

Motion 15.06.05

That the minutes of the May 28, 2015 regular Board meeting be approved as presented.

Moved by Marc Charron. Seconded by Joanne Durocher. Carried.

15.06.5.1 Business Arising From the Minutes

CEO Claire Dionne provided an update on business arising from the minutes of past meetings, including the *Leadership by design* provincial library board training program, the location of the next used-book sale and the upcoming legal workshop for Board members.

15.06.6

Policies

15.06.6.1 Security Video Surveillance Policy (New)

Motion 15.06.06.1

That the **Security Video Surveillance Policy** (Policy no 3.5.4) be approved as presented.

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

15.06.6.2 Library Records Management Policy (New)

Motion 15.06.06.2

That the **Library Records Management Policy** (Policy no 1.1.4) be approved as presented.

Moved by Michael Tarnowski. Seconded by Marc Charron. Carried.

15.06.6.3 Website Terms of Use Policy (Revision)

Motion 15.06.06.2

That the **Website Terms of Use Policy** (Policy no 3.3.9.2) be approved as revised (no modification proposed).

Moved by Joanne Durocher. Seconded by Michael Tarnowski. Carried.

15.06.7

Organizational Structure

Motion 15.06.07

That the new revised **organizational structure** be approved as presented.

Moved by Michael Tarnowski. Seconded by Marc Charron. Carried.

15.06.8

Opening Hours

Motion 15.06.08

That the revised opening hours be approved as presented and that the new schedule come into effect on September 8th, 2015.

Moved by Joanne Durocher. Seconded by Marc Charron. Carried.

15.06.9

Facility Model Study – Request for Proposal

Motion 15.06.09

That the Facility Model Study Request for Proposal be approved as presented.

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

TRAINING

15.06.10 2012 User and Non-User Survey

CEO Claire Dionne presented (Power Point) the main results of the user and non-user survey done in 2012 as part of the strategic planning process and answered questions from Board members.

Cindy Saucier left the meeting at 7:45 p.m.

INFORMATION AND DISCUSSION

15.06.11 Township of Russell Parks and Recreation Master Plan

CEO Claire Dionne presented sections of the *Township of Russell Parks and Recreation Master Plan (Sierra Planning and Management, 2015)* that deal with the Library and commented on the inaccuracy of some of the statements made by the consulting firm.

15.06.12 Upcoming Meetings

CEO Claire Dionne and Board Chair Amanda Simard remind Board members of upcoming meetings:

- * Special Board meeting in July to adopt the 2014 Audited Financial Statements.
- * Legal training – September 15, 6:30 p.m.
- * Meeting of the members of Prescott-Russell public library boards – September 29, 7 p.m., Casselman Public Library.

15.06.13 Correspondence and information

Correspondence

- * Thank-you card sent to the RAPA team for the success of the Murder Mystery evening.
- * Thank-you card received from the Russell Community Concert Band with a \$200 donation.

Information

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

15.06.14 Library team report

CEO Claire Dionne submitted a team report for the period from May 28 to June 18, 2015.

EVALUATION

15.06.15 Comments on the meeting

Chair Amanda Simard invited members to comment on the meeting. Some members suggested that there be a break when the meeting runs for more than two hours.

Next regular meeting

Thursday September 17, 2015 – 6:30 p.m.

Gaston R. Patenaude Meeting Room

The meeting was adjourned at 8:36 p.m.

Amanda Simard, Chair

Claire Dionne, Secretary