

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

**Minutes of the September 17, 2015 regular meeting
Gaston R. Patenaude Meeting Room (717 Notre-Dame EMBRUN) – 6:30 p.m.**

Attending: Morgan Cunningham-Fetch Cindy Saucier
Michelle Rogers Amanda Simard

Absence (motivated): Marc Charron, Joanne Durocher, Michael Tarnowski

Guest: Martin Laplante, RECAN

Staff: Claire Dionne, CEO

The meeting was called to order at 6:30 p.m.

15.09.1 Chair's Opening Remarks

Chair Amanda Simard welcomed everyone to the meeting. She reminded members that the scheduled September 29th meeting of public library board members of the Prescott-Russell area has been postponed.

15.09.2 Approval of the Agenda

Motion 15.09.02

That the agenda be approved as amended (addition of item 15.09.13.1 Salary Grid – Minimum wage).

*Moved by Morgan Cunningham-Fetch. Seconded by Michelle Rogers.
Carried.*

15.09.3 Pecuniary conflict of interest statement

There was no disclosure of pecuniary interest.

15.09.4 FOCUS ON OUR COMMUNITY

15.09.4.1 RECAN

Chair Amanda Simard introduced Martin Laplante representing RECAN, the Russell and Embrun Community Awareness Network. Mr Laplante explained the origins of this local group, its objectives and future plans and answered questions from Board members. He described briefly current discussions about a possible partnership with the Municipality and the Library concerning the group's community calendar.

15.09.4.2 Board Members Community Involvement

Cindy Saucier mentioned the upcoming Terry Fox Run (September 20th) and the municipal flag raising for Breast Cancer Month (October 1st). Chair Amanda Simard mentioned her recent nomination on the Board of the Ontario Federation of Public Libraries.

APPROVAL

15.09.5 Approval of the Minutes of the June 18, 2015 Regular Meeting

Motion 15.09.05

That the minutes of the June 18, 2015 regular Board meeting be approved as presented.

Moved by Michelle Rogers. Seconded by Cindy Saucier. Carried.

15.09.6 Facility Model Study – Request for proposal

Motion 15.09.06

That the deadline for receiving proposals for the Facility Model Study be extended to November 16, 2015 and that the firm who completed the recent municipal Recreation Master Plan be added to the list of firms invited to submit a proposal.

Moved by Morgan Cunningham-Fetch. Seconded by Michelle Rogers. Carried.

15.09.7 2014 Surplus

Motion 15.09.07

As the 2014 Library Audited Financial Statements indicated a \$600 surplus not already accounted for, that the surplus be transferred to the Library's Asset Management Reserve.

Moved by Michelle Rogers. Seconded by Morgan Cunningham-Fetch. Carried.

TRAINING

15.09.8 Fall, 2015 Program of events

CEO Claire Dionne presented the 2015 Program of Events as recently posted on the Library's web site.

INFORMATION AND DISCUSSION

15.09.9 Municipal strategic plan & branding exercise

Chair Amanda Simard described the municipal strategic plan process and the branding exercise and answered questions from Board members.

15.09.10 Quartely financial reports

The quarterly financial reports for the period of January to June, 2015 were tabled.

15.09.11 Performance indicators: quarterly reports

The quarterly statistical reports for the period of January to June, 2015 were tabled.

15.09.12 Correspondence and information

Correspondence

* Letter from the Friends of the Russell Library regarding funding for the 2015 Summer Reading Club.

* Letter from les Amis de la succursale Embrun regarding funding for the 2015 Summer Reading Club.

Information

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

15.09.13 Library team report

CEO Claire Dionne submitted a team report for the period from June 19 to September 18, 2015.

15.09.13.1 Salary Grid – Minimum wage

Motion 15.09.13

As the provincial government has approved an increase in the minimum wage which comes into effect October 1st, 2015;

(1) that the Annex 2 of the **Human Resources Policy** (Policy no 3.1.1) be modified in accordance with the approved increase and in accordance with the modifications to the municipal employee salary grid approved by Municipal Council;

(2) that the modifications come into effect starting October 1st, 2015.

Moved by Morgan Cunningham-Fetch. Seconded by Michelle Rogers. Carried.

EVALUATION

15.09.14 Comments on the meeting

Chair Amanda Simard invited members to comment on the meeting.

Next regular meeting

Thursday October 15, 2015 – 6:30 p.m.

Gaston R. Patenaude Meeting Room

The meeting was adjourned at 8:50 p.m.

Amanda Simard, Chair

Claire Dionne, Secretary