

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

**Minutes of the November 21, 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
Amanda Simard Michael Tarnowski

Absence (not motivated): Michelle Rogers

Staff: Claire Dionne, CEO

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

15.11.1 Chair's Opening Remarks

Chair Amanda Simard welcomed everyone to the meeting.

15.11.2 Approval of the Agenda

Motion 15.11.02

That the agenda be approved as presented.

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

15.11.3 Pecuniary conflict of interest statement

There was no disclosure of pecuniary interest.

INFORMATION and DISCUSSION

15.11.4 Business arising from the minutes

15.11.4.1 Legal training

Board members discussed the legal training session that they attended with Municipal Council members on September 15. They agreed to follow up on the following recommendations: annual meeting (or training session) with Municipal Council members, notice of Library Board meetings on Municipal website, notice of Municipal Council meetings on Library website and presentation of regular Library Board reports to Municipal Council.

15.11.4.2 Municipal Strategic Plan

The revised Municipal Strategic Plan 2015-2018 approved recently by Municipal Council was tabled. The development and implementation of a plan for the relocation of the Embrun Branch Library is part of the strategies adopted under the "Foster Healthy Communities" strategic pillar.

15.11.4.3 BUDGET 2016

The Library's presentation during the 2016 budget sessions was tabled. The budget was adopted by Municipal Council on November 2nd. With the adopted budget, an additional \$9,500 will be taken from Library Reserves to pay for 2016 capital expenditures (computer equipment and shelving/furniture).

APPROVAL

15.11.5 Approval of the Minutes of the September 17, 2015 Regular Meeting

Motion 15.11.05

That the minutes of the September 17, 2015 regular Board meeting be approved as presented.

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

Carried.

15.11.6 eBook Fair Pricing

Motion 15.11.06

That the Township of Russell Public Library Board direct the Township of Russell Public Library to join the *Canadian Public Libraries for Fair Ebook Pricing Coalition* to advocate for fair pricing models for ebooks.

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

15.11.7 eResources provincial funding

Motion 15.11.07

WHEREAS The Ontario Government's Ministry of Tourism, Culture and Sport has announced they will be ending the public library e-resources funding (\$2 million+) as of Dec. 31, 2015; and

WHEREAS No alternative source of funding has been identified or provided to Ontario's public libraries to serve students and the public; and

WHEREAS Ontario's public libraries are facing increasing budgetary pressure to increase the levels of eServices as well as traditional services; and

WHEREAS many school boards are cutting library budgets and staff bringing more learners into the public library at night and on weekends for homework help, as well as inequitable access in rural, remote and urban areas;

BE IT RESOLVED that the Township of Russell Public Library Board requests that the Ministry of Tourism, Culture and Sport and the Ministry of Education make a sustainable funding source available to Ontario's public libraries, learners and residents so they can continue to invest in 21st Century eServices that support and benefit all Ontarians.

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

Carried.

15.11.8 Finances – 2015 anticipated surplus

Motion 15.11.08.01

WHEREAS one of the strategic actions of the Library's 2015-2018 Strategic Plan is to "identify a strategy for improving facilities for residents in the eastern part of the Township", and

WHEREAS one of the strategic priorities of the 2015-2018 revised Municipal Strategic Plan is to "develop and implement a plan for the Embrun Library relocation";

BE IT RESOLVED that the Township of Russell Public Library Board create a Reserve for the development and implementation of a plan for the relocation of the Embrun Branch Library facilities: the "Embrun Relocation Reserve".

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

Motion 15.11.08.02

WHEREAS the 2015 Library surplus is currently estimated at \$24,000 (not audited);

BE IT RESOLVED that the Township of Russell Public Library Board transfer the amount of the 2015 surplus to the "Embrun Relocation Reserve" for the development and implementation of a plan to improve services for the residents in the eastern part of the Township.

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

15.11.9 Constitution – Notice of motion

Motion 15.11.09

That the Board receive a notice of motion to approve a revision of the Township of Russell Public Library Board Constitution and its English version and consider a motion to adopt the proposed changes at its next regular meeting.

Moved by Morgan Cunningham-Fetch. Seconded by Marc Charron. Carried.

15.11.10 Policies – New

15.11.10.1 Programming Policy

Motion 15.11.10.01

That the Programming Policy be approved as presented.

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

15.11.10.2 Exam Proctoring Policy

Motion 15.11.10.02

That the Exam Proctoring Policy be approved as presented.
Moved by Michael Tarnowski. Seconded by Marc Charron. Carried.

15.11.10.3 Media Relations Policy

Motion 15.11.10.03

That the Media Relations Policy be approved as presented.
Moved by Marc Charron. Seconded by Michael Tarnowski. Carried.

15.11.11 Policies - Revisions

15.11.11.1 Circulation Policy

Motion 15.11.11.01

That the revised Circulation Policy be approved as modified (eliminating all articles related to cederoms and eBook readers).
Moved by Joanne Durocher. Seconded by Marc Charron. Carried.

15.11.11.2 ILL Policy

Motion 15.11.11.02

That the revised ILL Policy be approved as presented.
Moved by Joanne Durocher. Seconded by Michael Tarnowski. Carried.

15.11.11.3 Health and Safety Policy

Motion 15.11.11.03

That the revised Health and Safety Policy be approved as presented.
Moved by Morgan Cunningham-Fetch. Seconded by Cindy Saucier. Carried.

15.11.11.4 Working Alone Policy

Motion 15.11.11.04

That the revised Working Alone Policy be approved as presented.
Moved by Marc Charron. Seconded by Michael Tarnowski. Carried.

15.11.12 Facility Model Study

Motion 15.11.12

That the contract for the Facility Model Study be awarded to Beth Ross and Associates/Allan Arvis Architects for the maximum amount of \$20,000 (taxes excluded).
Moved by Michael Tarnowski. Seconded by Cindy Saucier. Carried.

15.11.13 2016 Schedule of meetings

Motion 15.11.13

That the 2016 schedule of Public Library Board meetings be adopted as modified.

Moved by Marc Charron. Seconded by Morgan Cunningham-Fetch.

INFORMATION AND DISCUSSION

15.11.14 Library team report

This item was deferred to the next regular Board meeting. CEO Claire Dionne reminded members of the annual Volunteer Recognition Event held on December 10.

OTHER

15.11.15 Comments on the meeting

Chair Amanda Simard invited members to comment on the meeting.

Next regular meeting

Thursday January 21, 2016 – 6:30 p.m.

Gaston R. Patenaude Meeting Room

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

Amanda Simard, Chair

Claire Dionne, Secretary