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

Minutes of the May 18, 2023 regular meeting Hybrid format: In person, Gaston R. Patenaude Meeting Room, and online via ZOOM application

Présences :	Laurie Clement Eric Greer	Lisa Deacon Jacques Héroux	Dominique Bertrand
Regrets:	Phil Gurski	Mélanie Lalonde	
<u>Staff</u> :	France Séguin-Couture, CEO		
<u>Guests</u> :	Hélène Quesnel, Head, Russell Branch Anne-Marie Gammon, MBA, FCPA, FCMA, volunteer, CPA Canada Financial Literacy Program		

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

23.05.1 Roll call The Board Secretary confirmed that there was a quorum for the meeting.

23.05.2 Chair's opening remarks, Pecuniary conflict of interest statement and Approval of the agenda Chair Eric Greer welcomed members of the Board and the guests (both virtually and in person). There was no disclosure of pecuniary of interest.

Motion 23.05.02

That the agenda be approved as presented. Moved by Dominique Bertand. Seconded by Lisa Deacon. Carried.

Lisa Deacon read out loud the text on unceded lands.

MEET YOUR LIBRARY TEAM

23.05.3 Head of Russell Branch

Hélène Quesnel met Board members and gave an overview of her role at the Library.

23.05.4 Anne-Marie Gammon, MBA, FCPA, FCMA / Volunteer, CPA Canada Financial Literacy Program Anne-Marie gave an e-presentation entitled: Understanding Financial Statements

for Non-Financial Not-for-Profit Directors, to members. The Chartered Professional Accountants of Canada (CPA Canada) sponsored this presentation.

23.05.5 Board member report

Lisa Deacon, municipal councilor, informed members of the Pride flag-raising which will be held on June 17, 2023. In cooperation with Russell High School and CAPRAC (Prescott-Russell Art Council), a live community visual arts creation will take place onsite. The Russell Branch of the Library will be hosting the exhibit for the month of July.

APPROVAL (CONSENT AGENDA)

23.05.6 Approval (consent agenda)

Laurie Clement pulled the minutes from the consent agenda to change the

wording.

Motion 23.05.06

That the minutes of the April 20, 2023 regular meeting be approved as modified.

Moved by Laurie Clement. Seconded by Lisa Deacon. Carried.

Motion 23.05.06.001

That the consent agenda be approved as presented.

Moved by Laurie Clement. Seconded by Lisa Deacon. Carried.

23.05.7 Policies revision / Policy Committee

There are no policies assigned for review. The Board agreed that the Secretary prepare and suggest the policies to be reviewed for each month and provide access to the entire year's documents.

23.05.8 CEO Report and Certificate of Excellence in the quality of written English or French

The Board approved providing a Chapters' gift card along with the Certificate of Excellence in the quality of written English or French to grade 6 students of elementary schools in the Township. School directors will provide the students' names. Board members and Library staff will attend the school ceremonies.

23.05.9 Embrun Branch: timeline

The Library Board reviewed the 30% drawing by Lalande & Doyle Architects Inc. Comments are to be received by May 23rd, 2023.

The plans will also be presented to Municipal Council on Monday, June 12, 2023.

23.05.10 Strategic discussion

Users will be surveyed in June about the Library's future, vision and programming. The collected data from the survey will be reviewed by Board

members this summer as input for the 2024-2028 Strategic Plan. OLS (Ontario Library Service) will also be participating in this process to help and guide the Board.

23.05.11 Closed Session for Human Resources discussion

Motion 23.05.11

That the meeting be moved in camera at 20h45. Moved by Lisa Deacon. Seconded by Laurie Clement. Carried.

Motion 23.05.11.001

That the meeting be moved out of camera 20h52. Moved by Eric Greer. Seconded by Jacques Héroux. Carried.

Human resources staffing was discussed. The CEO will follow up on posting.

23.05.12 Comments on the meeting

The new consent agenda format will help to improve the efficiency of future meetings, in order to keep within a two- hour timeframe.

Next regular meeting: Thursday, June 15, 2023 – 6:30 p.m. In person, Gaston R. Patenaude Meeting Room, Town Hall, and online via Zoom application.

The meeting was adjourned at 9:01 p.m.

Eric Greer, Chair

France Séguin-Couture, Secretary