

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

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**Minutes of the June 15, 2023 regular meeting  
Hybrid format: In person, Gaston R. Patenaude meeting room,  
and online via ZOOM application**

Attending:                    Dominique Bertrand    Lisa Deacon                    Eric Greer  
                                         Phil Gurski                    Mélanie Lalonde

Regrets:                    Laurie Clement                    Jacques Héroux

Staff:                            France Séguin-Couture, CEO

Guest:                            Annik Blanchard, CPA, CA / BDO Canada

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The meeting was called to order at 6:32 p.m.

**23.06.1            Roll call**

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

**23.06.2            Chair's opening remarks, Pecuniary conflict of interest statement and  
                                         Approval of the agenda**

Chair Eric Greer welcomed members of the Board.  
Mélanie Lalonde read out loud the text on unceded lands.  
There was no disclosure of pecuniary interest.

***Motion 23.06.02***

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

**PRESENTATIONS**

**23.06.3            Library's 2022 financial statements**

Annik Blanchard presented the results and analysis of the Library's 2022 financial statements and answered members' questions.

***Motion 23.06.03***

That the Library's 2022 financial statements be approved as presented.

*Moved by Dominique Bertrand. Seconded by Mélanie Lalonde. Carried.*

**23.06.4 Board member report**

Lisa Deacon, municipal councillor, gave members information on the Pride flag-raising ceremony to be held on Saturday, June 17 at 717 Notre Dame, Embrun. Partnerships were established between Russell High School, the Prescott-Russell Arts Council (CAPRAC) and the Library. The event will include speakers and entertainment, and a community arts work will be created, which will be exhibited at the Russell Branch in July.

Chair Eric Greer explained that a gala concert will be performed on Saturday, June 17 at 8 Blais Street. Funds raised will be donated to the local Food Bank.

Mélanie Lalonde, member, pointed out that the Summer Festival will take place Saturday and Sunday, June 17 and 18, at Yahoo Park. Several family activities are planned.

France Séguin-Couture, CEO, added that 11 authors attended the Local Author Book Fair at Yahoo Park on Saturday, June 10. The event was a success. The book ***From Village to Vimy to Victory*** by Phil Gurski will be launched on Thursday, June 22 at 7:00 p.m. at the Russell Branch.

**APPROVAL (CONSENT AGENDA)**

**23.06.5**

- 1- Minutes of the May 18, 2023 regular meeting
- 2- January–May 2023 financial report
- 3- January–April 2023 statistics
- 4- CEO report

Lisa Deacon pulled the CEO report for discussion regarding trees in front of the Russell Branch.

At the September meeting, France Séguin-Couture will present a service and lease agreement for the Library in cooperation with Dan Faughnan, Township Chief Administrative Officer, and Richard Godin, Township Treasurer.

***Motion 23.06.05***

That the consent agenda be approved as presented.

*Moved by Eric Greer. Seconded by Dominique Bertrand. Carried by all except Mélanie Lalonde (absent at the last meeting).*

**23.06.6 Policy revision / Policy Committee**

The Circulation Policy, 4.1.2, was revised by the Committee.

***Motion 23.06.06***

That the Circulation Policy, 4.1.2, be approved as amended.

*Moved by Mélanie Lalonde. Seconded by Lisa Deacon. Carried.*

**23.06.7 Commercial dishwasher**

Chair Eric Greer will pursue discussions with the Recreation and Culture Department regarding the potential purchase of a commercial dishwasher.

**23.06.8 Collection development**

France Séguin-Couture answered members' questions regarding the Library's Collection Development Policy and purchasing process.

**23.06.9 Strategic discussion**

France Séguin-Couture confirmed that the community survey will be posted for two weeks. Comments will be used as input for the development and implementation of the 2024-2028 Strategic Plan.

**23.06.10 Construction drawing at 30%, Embrun Branch**

The cost estimate, Level D, was presented.

France Séguin-Couture will take part in a meeting with François Landry, Project Manager, Louise Lalande, Architect, Lalande & Doyle, Dan Faughnan, Township Chief Administrative Officer, and Richard Godin, Township Treasurer, to discuss a financial plan and our respective directions for the next steps.

**23.06.11 Settlement of closed session on human resources**

A confirmation of the next steps was presented to members.

***Motion 23.06.011***

That motion 23.05.11 be settled.

*Moved by Dominique Bertand. Seconded by Eric Greer. Carried.*

**23.06.12**      **Comments on the meeting**

Chair Eric Greer invited members to comment in turn on the meeting.

**23.06.13**      **Next meeting – Strategic planning session:**

**Tuesday, July 18, 2023** – 9:00 a.m. to 4:00 p.m.

**In person, Gaston R. Patenaude Meeting Room, Town Hall**

The meeting was adjourned at 8:52 p.m.

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Eric Greer, Chair

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France Séguin-Couture, Secretary