

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

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**Minutes of the November 16, 2023 regular meeting  
In person, Gaston R. Patenaude Meeting Room**

Attending: Laurie Clement      Mélanie Lalonde      Lisa Deacon  
Dominique Bertrand      Eric Greer

Regrets: Phil Gurski      Jacques Héroux

Staff: France Séguin-Couture, CEO

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

**23.11.1 Roll call**

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

**23.11.2 Chair's opening remarks  
Pecuniary conflict of interest statement  
Approval of agenda**

Chair Eric Greer welcomed Board members to the meeting.  
There was no disclosure of pecuniary interest.

***Motion 23.11.02***

That the agenda be approved as presented.

*Moved by Laurie Clement. Seconded by Eric Greer. Carried.*

Laurie Clement read out loud the text on unceded lands.

**23.11.3 Board member report**

Chair Eric Greer informed the Board on attendance at the first Literary Café held at the Library on October 30, 2023. There were four presenters who are looking forward to a new thematic event in the future.

Eric will also participate in the next Walk with the Mayor event on Monday November 20<sup>th</sup>, 2023.

The strategic plan was unveiled to the public at the Russell Branch on Thursday evening November 9<sup>th</sup>.

Eric Greer was present at the Municipal Council meeting on Tuesday November 14<sup>th</sup> to answer questions related to statistics and strategic plan documentation.

France Séguin-Couture, Library CEO, informed members that the annual Adopt-A-Book fundraising campaign was going well. The campaign runs until November 18<sup>th</sup>, 2023.

Councillor Lisa Deacon joined the meeting at 6:54 p.m.

**APPROVAL (CONSENT AGENDA)**

**23.11.4 Approval (consent agenda)**

***Motion 23.11.04***

That the consent agenda be approved as presented.

*Moved by Laurie Clement. Seconded by Dominique Bertrand. Carried.*

**23.11.5 Budget 2024**

France Séguin-Couture, CEO, reviewed the 2024 operational budget and the 2024 capital budget with Board members and answered their questions.

***Motion 23.11.05***

That the first draft of the Library 2024 budget be accepted.

*Moved by Laurie Clement. Seconded by Eric Greer. Carried.*

**23.11.6 Library Board Constitution**

The Governance Subcommittee Chair, Laurie Clement, presented its terms of reference.

***Motion 23.11.06***

That the terms of reference of the Governance Subcommittee be approved as presented.

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

Laurie presented the Governance Subcommittee's November Report.

***Motion 23.11.06.001***

That the Board discuss parliamentary procedure and adopt Robert's Rules of Order;

That the Board approve the revised Constitution, to be called Bylaws moving forward;

That the Bylaws as well as the mission, vision and values be removed from the Policy Manual since they are not part of governance policies.

*Moved by Laurie Clement. Seconded by Dominique Bertrand. Carried.*

**23.11.7 Strategic discussion**

The Strategic Plan will now be transposed to a Key Performance Indicator (KPI) document. Staff will work with this plan in order to attain new objectives. The strategic plan will be presented quarterly to Board members.

**23.11.8 Embrun Branch**

***Motion 23.11.08***

That the minutes of the October 2023 in-camera session be approved as presented.

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

**23.11.9 Comments on the meeting**

There were no comments on the meeting.

**23.11.10 Volunteer Appreciation Evening at the Russell Branch:  
Thursday, December 14, 2023 – 6:30 p.m.**

**Next regular meeting:**

**Thursday, January 18, 2024 – 6:30 p.m.**

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

The meeting was adjourned at 8:35 p.m.

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Eric Greer, Chair

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France Séguin-Couture, Secretary