

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

**Minutes of the February 15, 2024 regular meeting
In person, Gaston R. Patenaude Meeting Room**

Attending: Laurie Clement Jacques Héroux Mélanie Lalonde
Lisa Deacon Dominique Bertrand Eric Greer
Phil Gurski (arrived at 7:30 p.m.)

Staff: France Séguin-Couture, CEO

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

1. Roll call

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

2. Chair's opening remarks

Pecuniary conflict of interest statement

Approval of the agenda

Vice-chair Dominique Bertrand welcomed members and public attendee to the meeting.

There was no disclosure of pecuniary interest.

Motion 24.02.02

That the agenda be approved as amended.

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

Lisa Deacon read out loud the text on unceded lands and acknowledged the support of individuals who help with family while volunteers sit on boards or take on other commitments.

3. Consent agenda

- Minutes of the January 18, 2024 regular meeting
- 2024 Super Conference Report
- Correspondence and Information

Motion 24.02.03

That the consent agenda be approved as presented.

Moved by Mélanie Lalonde. Seconded by Jacques Héroux. Carried.

4. Committee and CEO Reports

a) Governance Committee

- **G6 Financial Monitoring, Control and Oversight Policy**

CEO to review with Township CAO the language around appropriations and report back to the Finance Committee.

- **G9 CEO Evaluation Process**
Board members must provide comments on the draft evaluation by February 19, 2024. Chair will send final version to members to fill in CEO evaluation before March 6, 2024.
- **032 Unscheduled Closure & Inclement Weather Policy**
CEO to compare policy on unscheduled closure to Township policy for consistency.

b) Finance Committee

Dominique Bertrand presented the terms of reference of the Finance Committee.

Motion 24.02.04b

That the terms of reference of the Finance Committee be approved as presented.

Moved by Laurie Clement. Seconded by Mélanie Lalonde. Carried.

c) CEO Report

- **KPI for Strategic Plan**
- **Template received from OLS, at a Super Conference session**
CEO to review strategic plan KPI workplan.

5. Closed session

Under section 4 of the 1990 *Public Libraries Act*:

(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(b) personal matters about an identifiable individual;

(g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s. 24 (5).

Motion 24.02.05

That the discussion on the Embrun Branch relocation, human resources and the Board evaluation survey results be moved in camera at 7:36 p.m.

Moved by Laurie Clement. Seconded by Jacques Héroux. Carried.

Motion 24.02.05.001

That the discussion on the Embrun Branch relocation, human resources and the Board evaluation survey results be moved out of camera at 8:52 p.m.

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

Several items concerning identifiable individuals or groups were discussed, and the Board gave instructions to the Library administration.

c) CEO Report (continued)

- **Russell Trivia for the relocation of the Embrun Branch**
The number of items received was presented, and logistics was briefly discussed.
- **MNP – Financial Audit**
Letter of engagement presented and signed by Chair and Treasurer.
- **Hoopla, follow-up**
Discussion around different options for Hoopla resources.

Motion 24.02.05c

Starting in March, the number of loans will be lowered to 5 and the new monthly Hoopla Bonus Borrows will be promoted on social media. In order to be aligned with our \$8,000 yearly cap, the monthly maximum will be set at \$666.

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

6. **Other Business – Business presented by Council Members**
 - **Critical hours and programming for youth : Report to the board**
CEO to prepare a report on critical hours and programming for youth at the Library.
7. **Comments on the meeting**
There were no comments on the meeting.
8. **Next regular meeting:**
Thursday, March 21, 2024 – 6:30 p.m.
In person, Gaston R. Patenaude meeting room, Town Hall

The meeting was adjourned at 9:38 p.m.

Eric Greer, Chair

France Séguin-Couture, Secretary