



**4. Presentations**

a) Marc Pharand, Partner accountant MNP

Marc presented the Library's 2025 Financial statements.

Board members were given the opportunity to ask questions and requested that: note 1 be modified, deferred revenue be expanded to list partnerships and significant donations and note 6 be further expanded to outline the source and allocation of the three reserves.

The modified version will be circulated by email for a final vote.

Board members reviewed the Management Letter as presented and requested a quotation from MNP for an Internal Controls Review.

Marc left at 6:37 p.m.

**5. Committee and CEO reports**

a) **Governance subcommittee**

i) **G15- Policy on Elections and Political Campaigns**

This policy was revised by the Governance Committee and presented to the Board.

The policy was moved from Operational to Governance umbrella.

***Motion 26.04.05a)i)***

That the G15-Policy on Elections and Political Campaigns be approved as modified.

*Moved by Michelle Stinziano. Seconded by Mélanie Génier. All in favor. Carried.*

ii) **Evaluating your Library CEO**

Thanks to vice-chair Dominique Bertrand for attending the Ontario Library Services, Evaluating your Library CEO training. She presented a report to the Board with recommendations for implementation.

***Motion 26.04.05a)ii)***

That the first recommendation be removed.

That recommendations 2 and 4 be implemented by the Library CEO.

That recommendation #3 be evaluated with the Organizational Structure Assessment.

*Moved by Michelle Stinziano. Seconded by Mélanie Génier. All in favor. Carried.*

b) **Sponsorship subcommittee**

i) **Donor Wall, Verbal updates**

Dominique Bertand met with Isabelle Camiré to work on a design for sponsorship pitch to local personal/business. The idea is to launch the campaign at groundbreaking with a QR Code to link to our donation page. A business letter

will be drafted, and a list of local businesses will circulate amongst board members.

**ii) Embrun Branch**

a. Verbal updates to Board members and donors

Item no. 6 was moved forward.

France Séguin-Couture gave a verbal update on the Embrun Branch with the information received from the Designer:

- Site Plan Agreement signed from La Co-op
- Base Building plans expected last week of April
- Tenant Fit-up plan for the Library are expected after the Base Building plans are done
- Construction beginning: June/July 2026

France Séguin-Couture will also send a project update to all project partners and sponsors.

**c) Finance subcommittee**

**i) Financial Report, January to March 2026:**

France presented a new financial report model.

The grouping of financial budgeted lines was created to represent the budget at a high level and 10% variances were explained.

The Board appreciated the work that France and her coach, Lise Bourgeois have done for this T1 presentation. It is recommended that this format be used moving forward.

The report was received as presented.

**d) CEO Reports**

**i) Verbal report, User Satisfaction Survey**

France informed the board that a survey will be launched alongside the rebranding initiative to collect user satisfaction data, helping to better understand community needs and inform the Library's strategic plan and 2027 budget planning.

A draft survey questionnaire will be sent beforehand to board members to review before May 1<sup>st</sup>, 2026.

**ii) United Counties of Prescott-Russell, IT Services comparison**

The board received France's report for information, acknowledged its contents. The library will continue under the current service agreement.

**iii) Financial Controls at the Library Report**

As requested, France presented a Financial Controls Report to the Board along with the internal financial controls.

The role of the Finance sub-committee will be added to the control's checklist. If the auditor prepares an internal controls review, the process and recommendations will be added to the internal report. In addition to the discussion, it was noted that during the transition to the new Board, a review of staff safety and security policies will be encouraged early in the term.

**iv) Report on Organizational Structure Assessment**

The organizational structure assessment report was presented by France and Laurie to the Board. A Steering Committee will be included with the following members: Board Chair; Laurie Clement, Board member; Lisa Deacon, library CEO; France Séguin-Couture and library staff; Isabelle Camiré.

***Motion 26.04.05d)iv)***

That TCI Management Consultants be selected to conduct an assessment of the Library's organizational structure.

That the firm be notified by April 17, 2026, to sign a contract.

That initial discussions begin the following week, if possible.

*Moved by Lisa Deacon. Seconded by Michelle Stinziano. All in favor. Carried.*

**e) Officer's report**

**i) End of Term Priorities**

Lisa Deacon presented the End of Term Priorities report to Board officers.

Officers reviewed the report, discussed the items related to the board's functioning recommendations and determined governance-related priorities and identified members to oversee the items.

**6. Other Business – Business presented by Officers**

Vice chair, Dominique Bertrand attended the Les Amis de la Bibliothèque meeting and was happy to report that they are interested in helping the library with the new rebranded merchandise sale.

Dominique also attended the Township Senior Advisory Committee on April 9<sup>th</sup>, 2026. She suggested that the Library set up a table at the senior fair planned for the end of the summer.

Staff will arrange to have a mock up of the new branch for the Meet me on Main July 9th in Embrun.

**7. Comments on the meeting**

There are no comments on the meeting.

8. **Next regular meeting:**  
**Thursday, May 21, 2026 – 6:00 p.m.**  
**LIBRARY: Russell Branch**
9. The meeting was adjourned at 7:54 p.m.

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Laurie Clement, Chair

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France Séguin-Couture, Secretary