TOWNSHIP OF RUSSELL Public Library | Bibliothèque publique DE LA MUNICIPALITÉ DE RUSSELL

# TOWNSHIP OF RUSSELL PUBLIC LIBRARY BOARD
# CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE DE LA MUNICIPALITÉ DE RUSSELL

## Minutes of the June 18, 2026 regular meeting
## In person, Town Hall – Gaston R. Patenaude Room

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| Attending: | Lisa Deacon<br>Dominique Bertrand | Laurie Clement<br>Mélanie Lalonde | Mélanie Génier<br>Michelle Stinziano |

Absent (motivated): Dawn O'Donnell

Staff: France Séguin-Couture, Library CEO

Guests: TCI Management Consultants and Beth Ross Associates:
Beth Ross, Principal - Beth Ross & Associate
John Thompson, Senior Associate - Beth Ross & Associates
Greg Young, Director TCI Management Consultants
John Linton, Director - TCI Management Consultants

Public: Marc Bruyère

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The meeting was called to order at 6:00 p.m.

**1. Roll Call**

Chair, Laurie Clement welcomed everyone to the meeting. The Board secretary confirmed that there was a quorum for the meeting.

**2. Approval of the agenda**

> ***Motion 26.06.02***
> That the agenda be approved as modified.
>
> *Moved by Michelle Stinziano. Seconded by Mélanie Génier. All in favor. Carried.*

**3. Disclosure of conflicts of interest or roles (if applicable)**

There was no disclosure of conflicts of interest.

**4. Land acknowledgment statement**

Mélanie Lalonde read out loud the text on unceded lands.

**5. Agenda by mutual agreement**

> ***Motion 26.06.05***
> That the agenda by mutual agreement be approved as presented.
>
> *Moved by Mélanie Génier. Seconded by Lisa Deacon. All in favor. Carried.*

5.1 Minutes of the regular meeting of the Board of Directors held on May 21, 2026

**6. Committee reports**

**6.1 Governance subcommittee**

**a) Organizational Structure Assessment Report from TCI Management Consultants**

The final report was presented to the Board of Directors virtually by Zoom application. This report presented a new organizational structure by functions and with several recommendations for consideration. A subcommittee was created and formed with members Laurie Clement, Dominique Bertrand and Library CEO, France Séguin-Couture

ACTION: France to add comments to the suggested recommendations, review job descriptions and bring an action plan to the sub-committee by July 17.

***Motion 26.06.06***
That the Board direct administration to communicate with the Designer to explore options for customer-oriented service desk, and it's cost associate.

*Moved by Lisa Deacon. Seconded by Mélanie Génier. All in favor. Carried.*

TCI Management thanked the Library Board and staff for their time and help in this process. They left at 6:40 p.m.

**b) Recruitment and orientation report**

Lisa Deacon and Dominique Bertrand presented an action plan and a handover document, to be reviewed by board members for the future recruitment of new board members.

**6.2 Grants and Fundraising subcommittee**

**Donor Tree Report**

Dominique Bertrand presented the list and letter for the Embrun Donor Tree to board members and received feedback.

**6.3 Finance subcommittee**

**Revised Budget, Q2**

France Séguin-Couture presented Q2 (January to May 2026) financial review and summarized the expenses.

The Board received the report.

**7. Matter Under Consideration / Decision Reports**

**a. Report: Service Agreement Municipality-Library**

France Séguin-Couture and Chair Laurie Clement updated Board members on the Municipality-Library Service Agreement final version.

A minor addition for the Capital Asset Planning including the DC Study will be added to the Finance appendix.

***Motion 26.06.07.1***
That the Board of Directors approve the Service Agreement between the Library and the Municipality along with six appendices (Human Resources, Finance, Facility Maintenance, Insurance and Risk Management, CAO and Clerk Services (Municipal Governance Support), Project Management); the two leases (Russell and Embrun) and the Shared Services Cost allocation.

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

***Motion 26.06.07.1b)***
That the Board of Directors direct the CEO to obtain the cost of a legal analysis and risk assessment review of the Municipality-Library Service Agreement and proceed in accordance with Board policy.

*Moved by Lisa Deacon. Seconded by Mélanie Génier. All in favor. Carried.*

ACTION: The Municipality-Library Service Agreement will need to be reflected in the 2027 budget and will show increased revenue for the library and an offset in expense for the municipality.

Item to be brought back in final form to the August meeting.

The board wishes to ensure that there is no duplication of finance effort with the services charged by the municipality. France will prepare a list of potential issues and communicate those to the municipality and set a meeting in the fall to discuss next steps.

Governance Committee to review the reserve policy.

**b. Action Plan 2027-2028 and 2028 Dashboard**
France Séguin-Couture presented the new format for the 2027-2028 Action plan.

***Motion 26.06.07.2***
That the Board of Directors receive and approve the proposed template as modified to include the full 15 objectives and email the document to the Board members by July 30th 2026.

*Moved by Laurie Clement. Seconded by Michelle Stinziano. All in favor. Carried.*

France Séguin-Couture presented the new format for the 2028 Dashboard.

***Motion 26.06.07.2b)***
That the Board of Directors receive and approve the proposed template for the 2028 Dashboard with the addition of current statistic and matching strategic pillars and vocabulary.

*Moved by Laurie Clement. Seconded by Mélanie Lalonde. All in favor. Carried.*

8. **Progress / Performance / Compliance reports**
   a. **Compliance Report: Back-up Plan in case of Prolonged Absence**
      The Board received the report and made suggestions. The Library CEO will take note and bring it back to the next regular meeting.

   b. **Performance Report: Satisfaction Survey Results**
      The Library received a total of 346 responses to the survey. The received data and information will be further evaluated by library staff and board. Other survey tools could be used in the future in order to allow cross-referencing and consolidation.

      It was agreed that an annual mini-survey to evaluate progress on the impact objectives be organized provided that the feedback is directly incorporated into the action plan.

   c. **Progress Report: Relocation of the Embrun Library**
      The Board received the report. A meeting between La Co-op, the Township and the Library will be held on Monday June 29th.

9. **Communication (Information)**
   d. **Activities of the Library CEO**
      The Board received the report.

   e. **Township Presentation, June 8th 2026 / The Value of the Library**
   f. **Partnership Agreement – Library at Embrun Elementary School – Confirmation of Extension (in French)**
   g. **Briefing Note: Ontario's New Recycling Rules for Public Libraries**
   h. **Briefing Note: Bill No. 28, Province of Alberta**

10. **Other Business – Business presented by Officers**
    Lisa Deacon informed members of an upcoming meeting with Grant Match on July 22nd to explore a grant application

    <u>ACTION:</u> France to enquire with OLS/OLA whether there are applicable programs.

    Lisa Deacon informed members of the new provincial government reduced development charges program.

    Laurie noted the excellent work done by the coaching consultant in terms of accompaniment, tools and processes.

**11.** **Next Special meeting:**
**Thursday, August 20, 2026 – 6:00 p.m.**
**Gaston Patenaude Room: Town Hall**

**12.** The meeting was adjourned at 9:25 p.m.

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|---|---|
| Laurie Clement, Chair | France Séguin-Couture, Secretary |