

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

**Minutes of the August 20, 2026 Special meeting
In person, Town Hall – Gaston R. Patenaude Room**

Attending: Lisa Deacon Laurie Clement Michelle Stinziano
Dominique Bertrand Mélanie Lalonde

Absent (motivated): Mélanie Génier

Resignation: Dawn O'Donnell

Staff: France Séguin-Couture, Library CEO

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 26.08.02

That the agenda be approved as modified.

Moved by Michelle Stinziano. Seconded by Mélanie Lalonde. 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

Dominique Bertrand read out loud the text on unceded lands.

5. Agenda by mutual agreement

5.1 Minutes of the regular meeting of the Board of Directors held on June 18, 2026

5.2 Follow-up from last meeting: Service Agreement Municipality-Library was submitted to a law firm selected to provide legal advice.

5.3 Activity Report of the Library CEO

Motion 26.08.05

That the agenda by mutual agreement be approved as presented.

Moved by Michelle Stinziano. Seconded by Dominique Bertrand. All in favor.

6. Committee reports

6.1 Governance subcommittee

a) Briefing Note: Board Member Resignation

The board received the briefing note.

b) Library CEO coaching (verbal information)

The board approved the proposal from Consultation LiBourg Coaching until the end of this year.

c) **Social Media Policy XX and Frequency (in development)**

ACTION: The policy and the frequency document will be sent to board members for their comments before the next board meeting.

6.2 Grants and Fundraising subcommittee

There was no meeting during the summer period.

6.3 Finance subcommittee

There was no subcommittee meeting during the summer period.

The Ontario Trillium Foundation (OTF) Capital Grant proposition was unfortunately decline due to limited funding.

An Ontario Trillium Foundation (OTF) Seed Grant application was submitted on behalf of the Library before August 19, 2026 deadline.

7. **Items Under Review, Decision Reports**

7.1 Action Plan 2027 and 2028, 2028 Dashboard (Strategic Plan 2024-2028)

The revised 2027-2028 Action plan was presented to Board Member.

Motion 26.08.07.1

That the Board of Directors approve the revised 2027-2028 Action Plan.

Confirm that the Plan will remain a living document, with the flexibility to incorporate future additions as appropriate.

Defer a decision on the 2028 Dashboard until a 2026 baseline is presented at the next Board meeting.

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

7.2 Organisational Structure, TCI Management Consultants with Beth Ross Associates Study

The board reviewed the TCI recommended structure by functions.

Motion 26.08.07.2

That the Board of Directors direct the CEO to revise the current Library organizational structure, as recommended by TCI Management Consultants in partnership with Beth Ross Associates, to organize positions by functions and library services rather than by branch assignment, in alignment with the Strategic Plan 2024–2028 and the current staffing complement, and to present the revised structure and recommendations at the next Board meeting.

Moved by Michelle Stinziano. Seconded by Dominique Bertrand. All in favor. Carried.

Motion 26.08.07.2b)

Approve the inclusion of a new full-time **Youth and Adult Programming Coordinator** position, at 35 hours per week, with benefits at **Level F** of the 2027 Salary Grid, in the 2027 Library Operational Budget; and

Approve funding for this position for an **eight-month period commencing May 1, 2027**, as part of the 2027 budget.

Moved by Lisa Deacon. Seconded by Dominique Bertrand. All in favor. Carried.

7.3 First Draft 2027 Budget

The board received the drafted 2027 budget. Members had the chance to review, modify and asked questions around the proposed numbers.

Motion 26.08.07.3

That the First Draft of the 2027 Operational and Capital Library Budget be approved in principals, as modified.

Moved by Lisa Deacon. Seconded by Dominique Bertrand. All in favor. Carried.

8. Progress / Performance / Compliance Reports

8.1 Library Embrun Branch Relocation Strategy and project Timeline

The Board received the report.

9. Other Business – Business presented by Directors

10. Next Regular meeting:

Thursday, September 17, 2026 – 6:00 p.m.

Gaston Patenaude Room: Town Hall

11. The meeting was adjourned at 9:12 p.m.

Laurie Clement, Chair

France Séguin-Couture, Secretary