

**Minutes of the September 17, 2026 Regular meeting
In person, Town Hall – Gaston R. Patenaude Room**

Attending: Lisa Deacon Laurie Clement Mélanie Génier
Dominique Bertrand Mélanie Lalonde

Absent: Michelle Stinziano

Staff: France Séguin-Couture, Library CEO

Member of the public: Marc Bruyère

The meeting was called to order at 6:01 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 26.09.02

That the agenda be approved as modified.

*Moved by Dominique Bertrand. 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

5.2 a) – Digital Communications Policy O4a) and O4b) was removed from Consent Agenda and moved to 6.2 under Governance subcommittee and

5.2 b) Briefing note: Annual Declaration for Vulnerable Sector / Criminal Record Check, was removed from the Consent Agenda for further discussion.

5.1 Minutes of the special meeting of the Board of Directors held on August 20, 2026

5.3 Activity Report of the Library CEO

Motion 26.09.05

The remaining Consent Agenda items were approved as presented.

*Moved by Mélanie Génier. Seconded by Mélanie Lalonde. All in favor.
Carried.*

5.2 b) Briefing note: Annual Declaration for Vulnerable Sector / Criminal Record Check

The Board discussed the process and suggested additional information required in the HR plan that is currently under development.

Motion 26.09.05b)

That the Library amend its current Vulnerable Sector / Criminal Record Check practice to require employees to submit a new application to the OPP once the five-year validity period has expired.

For new hires, the cost of the Vulnerable Sector / Criminal Record Check will be the employee's responsibility. When a new check is subsequently required at the request of the employer, the Library will reimburse the employee for the applicable fee.

Staff will also be required to complete and sign an annual declaration form as part of the annual performance evaluation process.

*Moved by Mélanie Génier. Seconded by Mélanie Lalonde. All in favor.
Carried.*

Lisa Deacon arrives at 6:14 pm.

6. Committee reports**6.1 Governance subcommittee****a) Board recruitment action plan and board handover**

Dominique Bertrand informed board members about the recruitment session that Lisa Deacon, Mélanie Lalonde and herself will host at both Library branches in early October.

Dominique encourages everyone to speak with colleagues and members of the public about the Library Board and the Board member recruitment process.

Lisa Deacon encourages Board members to participate in drafting the Board transition plan, based on the guidelines added to the document shared for this purpose.

6.2 Grants and Fundraising subcommittee**a) Terms of reference**

Dominique Bertrand presented the final, bilingual and revised terms of reference of the Grants and Fundraising subcommittee.

Motion 26.09.06.2a)

That the Grants and Fundraising subcommittee terms of reference be approved as presented.

Moved by Lisa Deacon. Seconded by Mélanie Lalonde. All in favor. Carried.

b) Grant Match and Ontario Francophone Grant Opportunity

Conversation around grants opportunity for the new Embrun Branch for francophones.

Motion 26.09.06.2b)

That the Library CEO investigate available grants and funding opportunities for francophone initiatives related to the new Embrun Branch, including with MPP Stéphane Sarrazin.

Moved by Lisa Deacon. Seconded by Laurie Clement. All in favor. Carried.

6.3 Finance subcommittee

There was no update for the 2026 budget.

For the 2027 Budget, the new position will be budgeted at Level E instead of Level F, as this is the proper level for a coordinator position.

7. Items Under Review, Decision Reports

7.1 2028 (Impact) Dashboard Report

The revised *2028 (Impact) Dashboard* was presented to the Board Members.

Motion 26.09.07.1

That the Board of Directors defer the decision to approve the revised *2028 (Impact) Dashboard* to reflect the proposed changes and align the *2027-2028 Action Plan* directly with the questions from the *2028 (Impact) Dashboard*.

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

7.2 Library Organizational Structure Report

The Board reviewed the proposed organizational structure by function, as well as the revised allocation of functions and responsibilities by position title, as presented by the Library CEO.

The Board asked questions, reviewed the proposed organizational structure, and provided feedback.

Motion 26.08.07.2

That the Board of Directors direct the CEO to present the revised job descriptions for the four full-time staff positions, along with the revised organizational chart, at the next Board meeting.

The CEO is also directed to present a 10-month transition plan outlining the steps and timeline for implementing the new organizational structure.

Moved by Laurie Clement. Seconded by Lisa Deacon. All in favor. Carried.

7.3 Service Agreement between Library and Township Report

The board received the final document per legal revision along with the highlighted changes or modifications.

Motion 26.09.07.3

That the Board of Directors approve the Service Agreement, along with six appendices: Human Resources, Finance, Facility Maintenance, Insurance and Risk Management, General Management Services (CAO) and Registry (Governance Support), Project Management. That the Board approve as well the two leases (sublease for the Embrun Branch) and the appendix concerning the Allocation of shared service costs.

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

Following this approval, the documents will be forwarded to the Municipal Chief Administrative Officer (CAO) for legal review, if required.

Following this review, the Mutual Agreement, the two leases, and the Cost Allocation Schedule may be submitted to the Municipal Council for final approval.

This approval may, where applicable, be formalized through the adoption of a municipal by-law.

8. Progress / Performance / Compliance Reports

8.1 Board Transition Report

The Board received the report. The CEO will follow up with the Municipality to obtain the appropriate committee forms and related links.

The board will meet in October. November and December meetings to be determined.

8.2 New Embrun Branch

The board received confirmation that the Tender for the Library inside of the Co-op Multipurpose building was in process and closing in approximately two weeks. Discussion around furniture equipment and questions were raised about making a deposit for some items that suppliers could hold in storage for the construction time.

The Library CEO will inquire about this with the Designer.

8.3 Radio Maweja FM

The board had a discussion around the official request from Radio Maweja FM for recording a live session in the Library.

Per the Library G15 - Policy on Elections and Political Campaigns, the Board had no issue with the request as long that the policy was followed.

The Library CEO will follow up with Radio Maweja FM.

8.4 Closed Session

As per section 4 of the Public Libraries Act, 1990;

(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 (and or group);

Motion 26.09.08.4

That the discussion be brought in camera at 8:15 p.m.

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

Motion 26.09.08.04

That the in camera session be adjourned at 8:59 p.m.

Moved by Dominique Bertrand. Seconded Laurie Clement. Carried.

The Board has reviewed the CEO performance evaluation process to have a plan in place before the new board's nomination.

9. Other Business – Business presented by Directors

There was no other business.

10. **Next Regular meeting:**
Thursday, October 15, 2026 – 6:00 p.m.
Gaston Patenaude Room: Town Hall

11. The meeting was adjourned at 9:00 p.m.

Laurie Clement, Chair

France Séguin-Couture, Secretary