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

**Minutes of the February 22, 2018 regular meeting
Gaston R. Patenaude Meeting Room (717, Notre-Dame EMBRUN)
(TRANSLATION)**

<u>Attending:</u>	Joyce Chartrand Jacques Héroux	Morgan Cunningham-Fetch Michael Tarnowski
<u>Absent (motivated):</u>	Cindy Saucier	Amanda Simard
<u>Staff:</u>	Claire Dionne, CEO Nicole Moreau, head of the Embrun Branch Library	

The meeting was called to order at 6:48 p.m.

18.02.1 Chair's opening remarks

In the Chair's absence, Vice-President Michael Tarnowski took the chair.

18.02.1.1 Member resignation

Natalie Meggison's resignation letter was tabled. The CEO will contact the municipal clerk to inform her of this resignation and start the nomination process for a new member.

18.02.2 Approval of the agenda

Motion 18.02.02

That the agenda be approved as presented.

Moved by Jacques Héroux. Seconded by Joyce Chartrand. Carried.

18.02.3 Pecuniary conflict of interest statement

There was no disclosure of pecuniary interest.

MEET YOUR LIBRARY TEAM

**18.02.4 Head of the Embrun Branch Library and
Report on the "Library as Place" Conference**

The Head of the Embrun Branch Library, Nicole Moreau, presented a report on the Library as Place Conference she attended. She also discussed her duties and challenges as Branch Head and answered members' questions.

Nicole Moreau left the meeting at 7:15 p.m.

APPROVAL

18.02.5 Minutes of the November 16, 2017 regular meeting

Motion 18.02.05

That the minutes of the November 16, 2017 regular meeting be approved as presented.

Moved by Morgan Cunningham-Fetch. Seconded by Michael Tarnowski. Carried.

18.02.6 2018 Calendar of new and revised policies

Motion 18.02.06

That the 2018 Calendar of new and revised policies be approved as amended (addition of the Exam Proctoring Policy in the Revisions – Fall 2018 section).

Moved by Joyce Chartrand. Seconded by Morgan Cunningham-Fetch. Carried.

18.02.7 Revised 2018 salary grid

Motion 18.02.07

That the revised 2018 salary grid (Levels I and M) be approved as presented.

Moved by Morgan Cunningham-Fetch. Seconded by Jacques Héroux. Carried.

INFORMATION AND DISCUSSION

18.02.8 CEO succession

18.02.8.1 Resignation letter

The CEO's resignation letter dated January 18, 2017 was tabled.

18.02.8.2 Job ad

Documents relating to the CEO's job ad were tabled.

18.02.8.3 Succession Committee

Motion 18.02.08.03

That Michael Tarnowski replace Natalie Meggison as member of the Succession Committee.

Moved by Joyce Chartrand. Seconded by Morgan Cunningham-Fetch. Carried.

18.02.8.4 Selection Committee

Motion 18.02.08.04

That the list of Selection Committee members be approved as presented.

Moved by Jacques Héroux. Seconded by Joyce Chartrand. Carried.

- 18.02.9 Joint Subcommittee on the relocation of the Embrun Branch Library**
Jacques Héroux, the Library Board representative on the Joint Subcommittee on the relocation of the Embrun Branch Library, and the CEO informed members of the Subcommittee's work since the last Board meeting.
- 18.02.10 2017 Performance indicators**
Performance indicators for the year 2017 were tabled. The CEO presented the results analysis and highlighted the report's main elements.
- 18.02.11 Correspondence and information**
Correspondence
The Library CEO indicated that the Board had received no correspondence since the last regular meeting.
Information
Press releases, newspaper articles and posters on Library programs, services and activities were tabled.
- 18.02.12 Library Team Report**
The CEO gave a brief oral report for the period of November 16, 2017 to February 21, 2018. She provided an overview of the new website that will be launched on March 21.

OTHER

- 18.02.13 Comments on the meeting**
The meeting chair, Michael Tarnowski, invited members to comment on the meeting.

Next meeting
Thursday, March 22, 2018 – 6:30 p.m.
Gaston R. Patenaude Meeting Room

The meeting was adjourned at 8:10 p.m.

Michael Tarnowski, Vice-President

Claire Dionne, Secretary