

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

**Minutes of the September 21, 2017 regular meeting
Small room at the back of the Gaston R. Patenaude Meeting Room
(717, Notre-Dame EMBRUN)**

(TRANSLATION)

<u>Attending:</u>	Joyce Chartrand Jacques Héroux Michael Tarnowski	Morgan Cunningham-Fetch Cindy Saucier
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<u>Absent (motivated):</u>	Amanda Simard
<u>Absent (not motivated):</u>	Natalie Meggison

<u>Staff:</u>	Claire Dionne, CEO
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The meeting was called to order at 6:37 p.m.

17.09.1 Chair's opening remarks

In the Chair's absence, Vice-Chair Michael Tarnowski took the chair and welcomed everyone to the meeting.

17.09.2 Approval of the agenda

Motion 17.09.02

That the agenda be approved as presented.

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

17.09.3 Pecuniary conflict of interest statement

There was no disclosure of pecuniary interest.

APPROVAL

17.09.4 Joint Sub-Committee for the Relocation of the Embrun Branch Library

17.09.4.1 Terms of reference

Motion 17.09.04.01

That the terms of reference of the Joint Sub-Committee for the Relocation of the Embrun Branch Library be approved as presented.

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

17.09.4.2 Board representatives

Motion 17.09.04.02

That Jacques Héroux be named Library Board representative, and Claire Dionne, CEO, Library management representative to the Joint Sub-Committee for the Relocation of the Embrun Branch Library.

Moved by Michael Tarnowski. Seconded by Joyce Chartrand. Carried.

17.09.5

CEO succession

17.09.5.1 Job description: revisions

Motion 17.09.05.01

That revisions to the CEO's job description be approved as presented.
*Moved by Jacques Héroux. Seconded by Morgan Cunningham-Fetch.
Carried.*

17.09.5.2 Timeline

The CEO succession process timeline was presented.

17.09.6

2018 BUDGET

17.09.6.1 Financial report (31/08/2017)

The financial report for the period ending August 31, 2017 was tabled.

17.09.6.2 2017 Anticipated surplus

A report on the 2017 anticipated surplus was tabled.

Motion 17.09.06.02

That the total amount of the surplus for the 2017 financial year be transferred to the Embrun Branch Relocation Reserve.
*Moved by Morgan Cunningham-Fetch. Seconded by Joyce Chartrand.
Carried.*

17.09.6.3 Five-year Capital Plan – revised

Motion 17.09.06.03

That the revised Five-year Capital Plan (2014-2018) be approved as presented.
*Moved by Cindy Saucier. Seconded by Morgan Cunningham-Fetch.
Carried.*

17.09.6.4 2018 BUDGET

17.09.6.4.1 Reserves

A summary document of Library reserves was presented.

17.09.6.4.2 2018 Budget

Motion 17.09.06.04.2

That the 2018 Budget be approved as presented.
*Moved by Joyce Chartrand. Seconded by Morgan Cunningham-Fetch.
Carried.*

17.09.7

Minutes of the June 15, 2017 regular meeting

Motion 17.09.07

That the minutes of the June 15, 2017 regular meeting be approved as presented.
Moved by Cindy Saucier. Seconded by Joyce Chartrand. Carried.

INFORMATION and DISCUSSION

17.09.8 Correspondence and information

Information

Press releases, newspaper articles and posters on Library programs, services and activities were tabled.

17.09.9 Library Team Report

CEO Claire Dionne gave a brief oral report for the period of June 16 to September 18, 2017.

OTHER

17.09.10 Comments on the meeting and other

The meeting chair, Michael Tarnowski, invited members to comment on the meeting.

Cindy Saucier invited members to take part in two upcoming community events: the Russell Heritage Festival and the tree-planting event in the park next to the Russell Branch building.

Next regular meeting

Thursday, October 19, 2017 – 6:30 p.m.

Gaston R. Patenaude Meeting Room

The meeting was adjourned at 8:50 p.m.

Michael Tarnowski, Vice-Chair

Claire Dionne, Secretary