

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

**Minutes of the November 29, 2018 regular meeting
Gaston R. Patenaude Meeting Room (717 Notre-Dame EMBRUN) – 6:30 p.m.**

Attending: Joyce Chartrand Morgan Cunningham-Fetch
 Jacques Héroux Jamie Laurin
 Cindy Saucier Michael Tarnowski
 Ginette Trottier

Staff: France Séguin, CEO

The meeting was called to order at 6:37 p.m.

18.11.1 Roll call

The Board Secretary confirmed that there was a quorum for the meeting.

18.11.2 Chair's opening remarks

Chair Michael Tarnowski welcomed everyone to the meeting and thanked all for their volunteer work over the past years.

18.11.3 Approval of the agenda

Motion 18.11.03

That the agenda be approved as presented.

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

18.11.4 Pecuniary conflict of interest statement

There was no disclosure of pecuniary interest.

APPROVAL

18.11.5 Minutes of the October 25th, 2018 regular meeting

Motion 18.11.05

That the minutes of the October 25th, 2018 regular Board meeting be approved as presented.

Moved by Joyce Chartrand. Seconded by Cindy Saucier. Carried.

18.11.6 Budget 2018 (First Draft)

Motion 18.11.06

That the budget be revised to reflect questions raised at the meeting. An extraordinary meeting will be held in December for approval. *Moved by Michael Tarnowski. Seconded by Jamie Laurin. Carried.*

REVISIONS

18.11.7 Planning Policy 1.3.1 (In French) (REVIEW)

Motion 18.11.07

That the Planning Policy be accepted without changes and updated for next review in 2023. *Moved by Jacques Héroux. Seconded by Morgan Cunningham-Fetch. Carried.*

18.11.8 Purchasing Policy 1.4.1 (REVIEW) –Online manual

Motion 18.11.08

That the Purchasing Policy be reviewed in 2019 to reflect Township practices. *Moved by Michael Tarnowski. Seconded by Jacques Héroux. Carried.*

18.11.9 Human Resources Program – including Employee Evaluation 3.1.1 (REVIEW) – online manual

Motion 18.11.09

That the Human Resources Program Policy be reviewed in 2019 to reflect the updated version of the Township's Human Resources Policy. *Moved by Michael Tarnowski. Seconded by Jacques Héroux. Carried.*

18.11.10 Hiring Policy 3.1.1.1 (REVIEW)

Motion 18.11.010

That the Hiring Policy be accepted without changes and updated for next review in 2021. *Moved by Cindy Saucier. Seconded by Morgan Cunningham-Fetch. Carried.*

18.11.11 Privacy Policy 3.3.9.1 (Website / Bilingual) (REVIEW)

Motion 18.11.011

That the Privacy Policy be accepted without changes and updated for next review in 2021. *Moved by Morgan Cunningham-Fetch. Seconded by Joyce Chartrand. Carried.*

NEW POLICIES

18.11.12 Services to Children, Teens and Young Adults 4.4.4.1 (NEW)

Motion 18.11.012

That the Services to Children, Teens and Young Adults policy be reviewed in 2019 taking into consideration suggestions made and highlights of changes to the current policy: Rights of Children, Teens and Young Adults. *Moved by Morgan Cunningham-Fetch. Seconded by Joyce Chartrand. Carried.*

18.11.13 2018 Calendar of Adoption and Revision of policies (update)

An updated calendar was presented to the Board.

INFORMATION AND DISCUSSION

18.09.14 Correspondence and information

The Library CEO received operational correspondence and responded as required.

18.09.15 Library Team Report

Updates on Library activities, the Annual General Meeting for the Health and Safety in the Workplace, Ontario Library Association Board meeting in Toronto, Financial Statement updates and acceptance for the PLOG Grants application were tabled.

CEO France Séguin provided comments and answered members' questions.

A Board Evaluation Form will be sent to members of the Board for their end-of-term evaluation to be completed before December 31st, 2018.

EVALUATION

18.09.16 Comments on the meeting

Chair Michael Tarnowski invited members to comment on the meeting and their term on the Library Board.

Next extraordinary meeting

Wednesday, December 12th, 2018 – 5:00 p.m.
Township of Russell Public Library – RUSSELL BRANCH

The meeting was adjourned at 8:20 p.m.

Michael Tarnowski, Chair

France Séguin, Secretary