



# Brockville Public Library

## Brockville Library Board Meeting Minutes 06 October 2025

The meeting was called to order at 5:28 p.m. in the meeting room of the Brockville Public Library.

Present:

Katherine Hobbs, Councillor

Chuck Quick, Trustee

Luanne Rayvals, Vice-Chair

Cameron Wales, Councillor

Margaret Wicklum, Chair

Laura Julien, Acting CEO

Linda Chadwick, Consultant

Lindsay Armstrong, Human Resources Manager, City of Brockville

Via Zoom:

Jane Fullarton, Councillor

Regrets:

Lindsay Pennell, Trustee

Matt Wren, Mayor

1. Call to order
2. Land Acknowledgement
3. Approval of Agenda

Moved by Cameron Wales, seconded by Chuck Quick to approve the agenda with an agreement that part of the Personnel section will be held "in-camera". Carried. (motion # 055-2025)

4. Declaration of Conflict of Interest

No conflicts were declared.

## 5. Consent Agenda

Moved by Cameron Wales and seconded by Katherine Hobbs to approve the consent agenda and received information. Carried. (Motion #056-2025)

- a. September 22, 2025 Board Minutes

## 6. For discussion/decision

### a. Personnel

- i. Personnel Committee: report back

Moved in camera at 5:33 pm. Moved by Cameron Wales and seconded by Luanne Rayvals to move "in-camera for matters related to an identifiable individual". Carried. (Motion #057-2025)

Moved by Katherine Hobbs and seconded by Chuck Quick at 5:53 p.m. to move out of camera and adopt all motions adopted in camera. Carried. (Motion #058-2025)

- ii. CEO hiring

The Personnel Committee Chair Cameron Wales provided an update from the Personnel Committee. It was recommended that we hire an interim CEO. The board agreed with this general direction. The Personnel Committee will meet again to discuss further and report back. The CEO job description was discussed. Lindsay Armstrong from the city agreed to make a few minor changes as discussed and will send the amended version to the Chair of the Personnel Committee.

- b. Audits – Update

There has been further progress on the audits.

- c. 2026 Draft Operating Budget: final review

Moved by Cameron Wales and seconded by Katherine Hobbs to receive the approved 2026 budget request presented today at this meeting. Carried. (Motion #059-2025)

- d. Revisions to Board By-Laws – final review

This item was deferred to the October 27, 2025 board meeting.

- e. New Governance Policy: Financial Oversight – final review

This item was deferred to the October 27, 2025 board meeting.

## 7. Meeting Evaluation

The Survey Monkey form has been completed. It will be implemented for the next meeting.

## 8. Next Meeting

The next meeting will be at 5:30 p.m. on Monday October 27, 2025 in the meeting room of Brockville Public Library.

## 9. Adjournment.

Moved by Katherine Hobbs that the meeting be adjourned at 6:57 p.m. Carried.