



Brockville Public Library

Brockville Library Board Meeting Minutes 22 September 2025

The meeting was called to order at 5:29 p.m. in the meeting room of the Brockville Public Library.

Present:

Jane Fullarton, Councillor
Luanne Rayvals, Vice-Chair (Acting Chair for this meeting)
Cameron Wales, Councillor
Laura Julien, Acting CEO
Linda Chadwick, Consultant

Via Zoom:

Lindsay Pennell, Trustee
Chuck Quick, Trustee

Regrets:

Katherine Hobbs, Councillor
Margaret Wicklum, Chair
Matt Wren, Mayor

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

Moved by Cameron Wales, seconded by Jane Fullarton to approve the agenda Carried.
(motion # 051-2025)

4. Declaration of Conflict of Interest

No conflicts were declared.

5. In-Camera Session

This item was deferred to the next meeting. It was agreed to have an additional meeting on Monday October 6, 2025.

6. Consent Agenda

Moved by Cameron Wales and seconded by Lindsay Pennell to approve the consent agenda and received information. Carried. (Motion #052-2025)

- a. August 25, 2025 Board Minutes
- b. August 2025 in-camera minutes approval
- c. Library report
 - i. Statistics
 - ii. CEO report

7. For Discussion

a. Financial Report

The board was provided with a financial report by Linda Chadwick and Laura Julien. Moved by Jane Fullarton and seconded by Lindsay Pennell to accept the financial report. Carried. (Motion #053-2025)

b. Audit updates

Work on the audits is underway.

c. Finance Committee report back

Please see the Finance Committee minutes for September 2025. There was some discussion about rationalizing space in the library.

d. Operating Budget:

Budget options presented to the board were reviewed and discussed. Moved by Cameron Wales and seconded by Lindsay Pennell to approve option AA with direction to change the CEO pay level to Step 5. Carried. (Motion #054-2025)

e. Revisions to Board Bylaws:

The Board Bylaw revisions were reviewed and some changes were made. It was agreed that we will approve the new bylaws in their final, reformatted form.

f. New Governance Policy: Financial Oversight

It was agreed that this policy will be brought to the next meeting for approval.

8. Board Development

- a. The vacant board positions have been posted by the city.
- b. The OLA Conference will be held in January 2026 from the 28th to the 31st in Toronto. We agreed to have at least one board member participate.

9. Meeting Evaluation

It was agreed to defer the "Survey Monkey" form for meeting evaluations to the next meeting.

10. Next Meeting

The next meeting will be at 5:30 p.m. on Monday October 6, 2025 in the meeting room of Brockville Public Library.

11. Adjournment.

Moved by Cameron Wales that the meeting be adjourned at 7:25 p.m. Carried.