



# Brockville Public Library

## Brockville Library Board Meeting Minutes 27 October 2025

The meeting was called to order at 5:33 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

Via Zoom:

Jane Fullarton, Councillor  
Linda Chadwick, Consultant

Regrets:

Lindsay Pennell, Trustee  
Matt Wren, Mayor

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

Moved by Chuck Quick, seconded by Jane Fullarton to approve the agenda. Carried. (motion # 060-2025)

4. Declaration of Conflict of Interest

No conflicts were declared.

## 5. Consent Agenda

Moved by Jane Fullarton and seconded by Katherine Hobbs to approve the consent agenda which includes:

- In-camera minutes from October 6, 2025
- Board Minutes October 6, 2025
- CEO report and statistics October 6, 2025. Carried. (Motion #061-2025)

## 6. For discussion/decision

### a. Governance Report back.

We have received ten applications for new library board members. Cameron, Katherine and Margaret met to review the applications with the purpose of making recommendations to the board and City Council. There will be further updates on this.

### b. Personnel

#### i. Personnel Committee: report back

Two options were presented as outlined in the report from the committee.

#### ii. Interim hiring update

Moved in camera at 6:08 pm. Moved by Cameron Wales and seconded by Chuck Quick to move "in-camera for matters related to an identifiable individual". Carried. (Motion #062-2025)

Moved by Chuck Quick and seconded by Luanne Rayvals at 6:42 p.m. to move out of camera and adopt all motions adopted in camera. Carried. (Motion #063-2025)

### c. Audits – Update

There has been further progress on the audits.

### d. Human Resources Policy 13-26(7) revision

Moved by Cameron Wales and seconded by Katherine Hobbs to revise Human Resources Policy 13-26 (7) as follows:

#### *Vacation pay in the year of retirement:*

*When a full-time employee is eligible for three (3) or more weeks of vacation and retires on OMERS Pension, the vacation pay entitlement will be calculated as follows:*

- *The employee will be paid, at retirement, full vacation pay for which they may be, or become, eligible in the calendar year of retirement, less any vacation pay taken in that calendar year prior to retirement.*
- *At the employee's request and with the CEO's approval (the Board for the CEO), the employee may take vacation pay in the retirement year as time off with pay or vacation pay only or a combination of both.*

Carried. (Motion #064-2025)

### e. Final Board By-Laws – for motion

Moved by Cameron Wales and seconded by Jane Fullarton to approve the final Board Bylaws as circulated. Carried. (Motion #065-2025)

### f. New Governance Policy: Financial Oversight – for motion

Moved by Chuck Quick and seconded by Luanne Rayvals to approved the new Governance Policy: Financial Oversight. Carried. (Motion #066-2025)

## 7. Meeting Evaluation

Please fill out the Survey Monkey form for this meeting.

## 8. Next Meetings

The next meeting will be at 5:30 p.m. on Monday November 3, 2025 in the meeting room of Brockville Public Library. Meetings will also be held on:

- Monday November 24<sup>th</sup>, 2025 at 5:30 p.m.
- Monday December 15<sup>th</sup>, 2025 at 5:30 p.m.

## 9. Adjournment.

Moved by Cameron Wales that the meeting be adjourned at 7:24 p.m. Carried.