



# Brockville Public Library

## **Brockville Library Board Meeting Minutes 15 December 2025**

The meeting was called to order at 5:36 p.m. in the meeting room of the Brockville Public Library.

### **Present:**

Adam Brescacin, Trustee  
Ida Duc, Trustee  
Jomol Joseph, Trustee  
Luanne Rayvals, Vice-Chair  
Cameron Wales, Councillor  
Margaret Wicklum, Chair  
Laura Julien, Acting CEO  
Linda Chadwick, Consultant

### **Via Zoom:**

Linda Gandy, Trustee  
Chuck Quick, Trustee

### **Guests:**

Ryan Moore, Auditor, MNP (Via Zoom)

### **Regrets:**

Lindsay Pennell, Trustee

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

Moved by Ida Duc and seconded by Jomol Joseph to approve the agenda. Carried. (motion # 075-2025)

4. Declaration of Conflict of Interest

No conflicts were declared.

5. Presentation by Ryan Moore

Ryan Moore, auditor from MNP, gave an overview of the 2022 audit. The documents need to be signed by the board signatories.

6. In-Camera Session

Moved in camera at 6:04 pm. Moved by Cameron Wales and seconded by Luanne Rayvals to move "in-camera for matters related to an identifiable individual". Carried. (Motion #076-2025)

Moved by Cameron Wales and seconded by Chuck Quick at 6:44 p.m. to approve the in-camera minutes from November 24, 2025 and to move out of camera and rise without report. Carried. (Motion #077-2025)

***The regular meeting resumed at 6:44 p.m., and we returned to agenda item #5***

Moved by Cameron Wales and seconded by Adam Brescacin to accept the 2022 Audited Financial Statements. Carried. (Motion #078-2025)

7. Consent Agenda

i. Acting CEO report

Laura Julien gave an overview of the CEO report (refer to November/December 2025 CEO report)

a. Audit and budgets

Board members were reminded to add the 2023 Audit Plan and Policies to their binders.

Moved by Adam Brescacin and seconded by Ida Duc to accept all items on the Consent Agenda. Carried. (Motion #079-2025)

8. For Discussion/Decision

a. Items to add to Agenda for January 2026 board meeting

- I. Board positions/elections
- II. Policy review
- III. Board orientation (review finder section)
- IV. Committee makeup

b. Finance

- I. November Operating Statement
  - i. Moved by Jomol Joseph and seconded by Adam Brescacin to accept the November 2025 Operating Statement. (Motion #080-2025)
- II. 2026 Draft Operating Budget
  - i. This budget was previously passed and sent to the city. Since then, there have been some adjustments which brought the costs down, and it has been brought forward again to the board for approval.

Moved by Ida Duc and seconded by Cameron Wales to approve the 2026 budget as amended. Carried. (Motion #081-2025)

III. 2027 Draft Budget

This is FYI only.

c. Personnel

I. Interim CEO Hiring

The new CEO is undergoing the onboarding process.

d. Policy

I. Health and Safety Policy Annual Review

Moved by Adam Brescacin and seconded by Jomol Joseph to approve the Health and Safety Policy. Carried. (Motion #082-2025)

II. Emergency and Safety Manual Annual Review

Moved by Linda Gandy and seconded by Cameron Wales to approve the Emergency Safety Manual as reviewed. Carried. (Motion #083-2023)

e. Sculpture Report

A general discussion was held about this item and how to best utilize it to benefit of the library. Moved by Cameron Wales and seconded by Linda Gandy to defer the discussion about this and to inform the artist. Carried. (Motion #084-2025)

9. Meeting Evaluation

Please fill out the Survey Monkey form for this meeting.

10. Next Meeting

The next meeting of the Brockville Public Library Board of Directors will be on Monday January 26, 2026 at 5:30 p.m. in the Meeting Room of the Brockville Public Library.

11. Adjournment.

Moved by Cameron Wales that the meeting be adjourned at 7:30 p.m. Carried.