



# Brockville Public Library

## **Brockville Library Board Meeting Minutes March 23, 2026**

The meeting was called to order at 5:35 p.m. in the meeting room of the Brockville Public Library.

### **Present:**

Ida Duc, Trustee  
Jomol Joseph, Trustee  
Luanne Rayvals, Vice-Chair  
Cameron Wales, Councillor  
Margaret Wicklum, Chair  
Christine Row, Interim CEO

### **Via Zoom:**

Chuck Quick, Trustee

### **Guests:**

***Ryan Moore: MNP (Auditor)***  
***Cory Watkins: MNP (Auditor)***

### **Regrets:**

Adam Brescacin, Trustee  
Linda Gandy, Trustee

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

### **Motion # 019-2026**

Moved by: Luanne Rayvals  
Seconded by: Cameron Wales

THAT the Board Public Library Board (BPLB) approve the agenda as presented.

**CARRIED**

4. Declaration of Conflict of Interest

Nil.

5. Delegations
  - a) Ryan Moore, MNP - 2023 Library Audit
  - b) Cory Watkins, MNP – 2023 Library Audit

Ryan Moore and Cory Watkins presented the 2023 Library Audit. Thanks were extended by the auditors to Christine Row for her support.

**Motion # 020-2026**

Moved by: Jomol Joseph  
Seconded by: Chuck Quick

THAT BPLB accept the 2023 Audited Financial Statement as presented.

**CARRIED**

**Motion # 021-2026**

Moved by: Cameron Wales  
Seconded by: Ida Duc

To appoint Jomol Joseph, Board Treasurer, as a signatory for the Brockville Public Library Board of Directors.

**CARRIED**

**Motion #022-2026**

Moved by: Jomol Joseph  
Seconded by: Ida Duc

To pay the OLC (Ontario Library Consortium) Invoice #2075 in the amount of \$35,666.19.

**CARRIED**

It was noted that BPL is the lead for this consortium, and we will be reimbursed by the consortium members. We are also paid an administrative fee by the members for our role as lead.

It was also noted that we should add “Finance Approvals” to the agenda for board meetings.

6. Closed Session

**Motion # 023-2026**

Moved by: Jomol Joseph

Seconded by: Cameron Wales

THAT BPLB move into a closed session at 6:52 p.m. to discuss matters related to an identifiable individual.

**CARRIED**

**Closed Meeting Matter**

**Motion # 024-2026**

Moved by: Cameron Wales

Seconded by: Ida Duc

THAT Closed Meeting adjourn and the Open Session resume at 7:10 p.m. and (rise without a report).

**CARRIED**

**Motion # 025-2026**

Moved by: Cameron Wales

Seconded by: Ida Duc

That the Brockville Public Library Board approve increasing the Interim CEO hours from 24 to 27 hours per week, effective March 20, 2026.

**CARRIED**

7. Consent Agenda

a) February 23, 2026 Board minutes, February 23, 2026 Closed Session minutes, and March 18, 2026 Closed Session minutes.

b) Correspondence  
Nil

c) CEO report

**Motion # 026-2026**

Moved by: Luanne Rayvals

Seconded by: Jomol Joseph

THAT BPLB approve the consent items as presented.

**CARRIED**

8. For Discussion/Decision

- a) Agenda for April 27, 2026 Board meeting
  - 1. Discussion of finances and City of Brockville reconciliation
  - 2. Internal Financials (including "Finance Approvals" as noted above)
  - 3. Handling of Library Information
  - 4. Board Assemblies
  - 5. Training
  
- b) CEO/Board Work Plan 2026
  - 1. Add "Strategic Plan" to the Work Plan
  - 2. Add "Statement of Financial Position" under Finance (semi-annual and then quarterly)
  
- c) Finance Updates and reports
  - i. Statement of Operations February 2026

**Motion # 027-2026**

Moved by: Jomol Joseph

Seconded by: Cameron Wales

THAT BPLB accept the February 2026 Statement of Operations as presented.

**CARRIED**

- d) Sculptures report update

Further suggestions were discussed and will be followed up on.

- e) Policy review –

This item was deferred to the April 2026 meeting.

- f) MOU: BPL and City of Brockville

We had some discussion about this draft document. It was agreed that it should not supersede the Libraries Act and that roles and responsibilities re: finance needs more detail.

9. Meeting Evaluation

Members to complete the online evaluation form.

10. Next Meeting

The next meeting of the Brockville Public Library Board will be on Monday April 27, 2026 at 5:30 p.m. in the Meeting Room of the Brockville Public Library.

11. Adjournment

**Motion # 028-2026**

Moved by: Cameron Wales

THAT the meeting be adjourned at 8:14 p.m.

**CARRIED**