

**Stormont, Dundas and Glengarry County Library Board**

**Minutes**

**December 19, 2:00pm**

**SDG Counties Administration, Council Chambers**

Members Present: Margaret MacDonald, Chair; François Landry; James Algire;  
David Smith; Lyle Warden

Members Absent: Tony Fraser, Vice-Chair; Alex MacIsaac

Staff Present: Karen Franklin, Director of Library Services

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1. **Call to Order** – The meeting was called to order at 2:25pm (start time was delayed due to the regular Council Meeting that was held prior to this meeting).

2. **Adoption of Agenda**

**Moved by:** Lyle Warden

**Seconded by:** François Landry

That the Stormont, Dundas and Glengarry County Library Board approves the Meeting Agenda, as presented.

**CARRIED**

3. **Declaration of Pecuniary Interest** – None

4. **Adoption of Minutes**

**MOTION**

**Moved by:** Lyle Warden

**Seconded by:** James Algire

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the October 20, 2022 regular Meeting, as written.

**CARRIED**

**MOTION**

**Moved by:** James Algire  
**Seconded by:** François Landry

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the 2023 Library Services Budget Meeting, as written.

**CARRIED**

5. **Delegations – None.**

6. **Consent Items**

**MOTION**

**Moved by:** Lyle Warden  
**Seconded by:** David Smith

That the Stormont, Dundas and Glengarry County Library Board approves all items listed under the Consent Items section of the Agenda, as presented.

**CARRIED**

7. **Action Items**

8. **Discussion Items**

9. **In Camera**

**MOTION**

**Moved by:** Lyle Warden  
**Seconded by:** David Smith

That, as per Section 5.2 of the Stormont, Dundas and Glengarry County Library Board's Procedure Bylaw, subsection (b) "personal matters about an identifiable individual, including staff", the Board proceeds In Camera.

**CARRIED**

**MOTION**

**Moved by:** Lyle Warden  
**Seconded by:** François Landry

That the Library Board rises and reconvenes and authorizes staff to proceed as directed.

**CARRIED**

**MOTION**

**Moved by:** François Landry

**Seconded by:** Lyle Warden

That the Stormont, Dundas and Glengarry County Library Board authorizes the Director of Library Services to work with Counties staff to revise the Job Description for the **Systems Librarian** position to that of **Manager of Information Services**, with the goal of having this new job title/role at the same position on the Salary Grid, and

That the Director of Library Services be authorized to start the recruitment process for this new job title/role once revisions have been completed and approved.

**CARRIED**

**MOTION**

**Moved by:** Lyle Warden

**Seconded by:** David Smith

That the Stormont, Dundas and Glengarry County Library Board authorizes the Director of Library Services to work with Counties staff to revise the Job Description for the **Community Librarian** position to that of **Manager of Community Services**, with the goal of having this new job title/role at the same position on the Salary Grid, and

That the Director of Library Services be authorized to start the recruitment process for this new job title/role once revisions have been completed and approved.

**CARRIED**

**MOTION**

**Moved by:** Lyle Warden  
**Seconded by:** David Smith

That the Stormont, Dundas and Glengarry County Library Board authorizes staff to revise the job descriptions for the **Communications & Marketing Coordinator** and **Systems Support Coordinator**, and work with Counties staff to bring these positions to Council for approval.

**CARRIED**

**MOTION**

**Moved by:** François Landry  
**Seconded by:** Lyle Warden

That the Stormont, Dundas and Glengarry County Library Board receives and makes public the Service Delivery Review for the Stormont Dundas and Glengarry County Library report, prepared by TCI Management Consultants, in association with Beth Ross & Associates and Bibliotechs, Inc., and bring the report forward in early 2023 to the new Library Board.

**CARRIED**

**8. Adjournment**

**MOTION**

**Moved by:** François Landry  
**Seconded by:** Lyle Warden

That the Special Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again at the Call of the Director of Library Services for the first meeting of the Board in a new term (*PLA, 14.1*).

**CARRIED**

Board Chair/Vice-Chair

Secretary