



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Wednesday, March 18, 2026, 5:00 p.m.

Virtual

	Pages
1. Call to Order	
2. Adoption of Agenda	
3. Declaration of Pecuniary Interest	
4. Action Items	
a. Williamstown Branch	2
5. Adjournment	

ACTION REQUEST

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: March 18, 2026

SUBJECT: Williamstown Branch

BACKGROUND:

1. St. Mary's Centre, likely constructed sometime between 1940 and 1960, serves as a community hall and hosts the Williamstown branch.
2. Over the years, several facility deficiencies have been noted, including lack of central air, windows that either cannot be opened or do not have screen, dead bugs and condensation between windowpanes, damaged floor tiles, evidence of water damage on ceiling tiles, peeling paint, a general musty smell, evidence of rodents, evidence of mould in the bathroom, granular parking lot with pot holes, and lack of accessibility in the washrooms.





3. An Indoor Air Quality and Limited Mould Assessment was completed in 2021, with a follow up assessment completed in 2022. Results indicated that the measurements recorded were within their respective recommended guidelines and/or legislated minimums and that indoor mould ecology was similar to the outdoor mould ecology with the exception of mould spore concentrations found in the sample collected in the women's washroom.
4. In December 2023, site visits were conducted at Williamstown's fire halls (both old and new) and the Celtic Hall of Fame to assess potential leasing opportunities within municipally owned facilities. At that time, no suitable opportunities were identified.
5. On February 16, 2026, we received a formal notice of work refusal. As a result of the investigation, the Williamstown branch has been closed to the public since February 19, 2026.
6. On March 2, 2026, Greenough Environmental Consulting Inc. (consultant) completed a Designated Substances Report (DSR) and a precautionary TEM Air sampling. The DSR would include an analysis of asbestos bulk samples – a bulk sample of three (3) samples per homogenous materials including floor tile, tile mastic, acoustic ceiling tile and countertop. The consultant fees for the work were in the amount of \$4,455 (excluding HST).
7. Although the DSR has not yet been received, the SDG Library has been in regular contact with the consultant. The set of bulk sampling results indicate no asbestos within the tile mastic, acoustic ceiling tile and countertop, while the vinyl floor tile, for the blue and red tiles, returned as 6% and 8% chrysotile asbestos respectively. Precautionary sampling returned fibre concentrations below 0.05 f/cc, which is considered acceptable

(PASS) under O. Reg. 278/05. There were no asbestos fibres identified in the TEM air sample results.

8. The asbestos-containing vinyl floor tiles are considered a non-friable material. Non-friable materials have little potential to release airborne fibres, even when damaged by mechanical breakage, but can become friable if disturbed by drilling or abrading. This, coupled with the TEM air sampling results, demonstrates that walking on or in the area of non-friable vinyl floor tiles does not pose a risk to the occupants even in a damaged state.
9. In terms of best practices, vinyl floor tiles that have broken should be removed to maintain the Good Condition of the asbestos-containing material (ACM). Disposal of asbestos-containing materials needs to be completed by a licensed abatement contractor.
10. It is not recommended to install new flooring without having the poor condition/damaged tiles removed. All floor tiles should be in good condition before replacing or covering with a new floor.

ANALYSIS:

11. In speaking with a local abatement contractor, it would cost \$1,750 (exclusive of HST) to supply all labour, equipment, and material to safely remove and dispose of the existing tiles, in accordance with the Occupational Health and Safety Act.
12. In speaking with a local flooring company, to supply all labour, equipment, and material, it would cost:
 - a. \$2,975 (exclusive of HST) to install a 20-ounce commercial carpet
 - b. \$3,475 (exclusive of HST) to install a 28-ounce commercial carpet
 - c. \$4,975 (exclusive of HST) to install carpet floor tiles

ALTERNATIVES FOR CONSIDERATION:

13. SDG Library staff have requested a special meeting of the Board to seek feedback on which direction should be taken for the immediate future of the Williamstown branch.
14. The following options exist for the Board to consider and provide feedback:
 - a. Alternative 1: Remove the existing floor tiles and install carpeting in the approximate minimum amount of \$4,725 (exclusive of HST). Library Services will continue to monitor budget variances through the end of 2026; if the costs cannot be accommodated within the current budget, the necessary funding will be drawn from reserves.
 - b. Alternative 2: Remain closed until a suitable alternate location can be found. The Library's lease agreement can be terminated by providing ninety (90) days written notice.
 - c. Alternative 3: That consideration of this matter be deferred, and that staff be directed to report back at a future meeting with updated analysis and options.



ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure