**MINUTES OF CARLETON PLACE**

**PUBLIC LIBRARY BOARD**  
December 15, 2021  
7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays Chair

Tim Campbell Vice Chair / Beckwith Representative

Andrew Tennant Trustee / Carleton Place Council Representative

Gloria Gray Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

Caroline Zeeman Library Technician

WITH REGRETS

Francis Bognar Trustee

Sarah Kistler Trustee

Shelley Smith Trustee

The meeting was called to order at 7:00pm.

1. **Respect and Acknowledgement Declaration:**  
   *We* would like to begin by acknowledging that the land on which we gather*is the traditional* *unceded territory of the Algonquin Anishnaabeg People.*

1. **Additions to and approval of the Agenda**  
   None. Moved by Andrew, seconded by Gloria Gray that the agenda be accepted as presented. CARRIED.
2. **Disclosure of Conflict of Interest**  
   Tim Campbell noted a conflict of interest at item 8a) and will recuse himself at that point.
3. **Meeting Minutes**
   1. Minutes from the November 17, 2021 Library Board Meeting

Moved by Gloria Gray, seconded by Tim Campbell that the minutes of the November 17, 2021 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence**
   1. Outgoing
      1. November 19, 2021 – Patty Carson, Re: Non-residency fees – Mike addressed the patron’s concerns in a letter and Meriah felt Ms. Carson had been satisfied with the Board’s response.
   2. Incoming
      1. December 2, 2021, Cassandra McGregor, Beckwith Township. A counteroffer of $128 000 with 3% interest for 3 years was received.
2. **Librarian’s Report from November 2021**  
   Meriah presented the Librarian’s Report from November 2021 that included information about Bibliocommons, staff training, and an update on the total non-resident fees collected in 2021 so far.

Moved by Andrew Tennant, seconded by Tim Campbell, that the Librarian’s Report from November 2021 be accepted as presented. CARRIED.

1. **Financial Report from November 2021**

Meriah presented the Financial Report from November 2021 that included a line designated ‘membership dues’ at $11000. Meriah noted the line had been coded incorrectly and will follow up. Moved by Gloria Gray, seconded by Andrew Tennant that the Financial Report from November 2021 be accepted as amended. CARRIED.

1. **Business Arising from the Minutes**
   1. Tim Campbell noted a conflict of interest and recused himself. Moved by Gloria Gray, seconded by Andrew Tennant to enter an In-Camera session to discuss a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by the library board. CARRIED. Due to Tim Campbell’s conflict of interest and recusal, Quorum was lost and no binding decisions were made.
   2. Capital budget 2022 –
      1. Strategic Planning – Meriah presented a proposal for preparing a Strategic Plan in 2022, and an option to delay until 2023 because of the late 2022 release of relevant Census information. Moved by Andrew Tennant, seconded by Gloria Gray, to defer the Strategic Plan decision until 2022 to prepare an informed Request for Proposal for 2023.
   3. January 2022 Programming - Presentation – Caroline Zeeman and Heidi Sinnett presented an in-depth study of community data and library trends influencing an updated programming plan for 2022. Andrew suggested they collaborate with the Town when applying for future funding grants. Tim suggested Beckwith Township Hall as a possible program location. Caroline and Heidi will record a version of the presentation to be shared with both Councils.
2. **Strategic Plan Implementation Updates**

Library space renovation updates – Meriah noted three items still pending completion: the universal washroom, the ramp railing, and several electrical projects. Meriah will follow up with Ross Rankin for updates.

New shelving was installed in the Young Adult area but shelving for the Local History room is still awaiting parts.

Grand Reopening Plans include a ribbon cutting ceremony, speeches by local dignitaries, and self-guided tours of the library on Thursday, January 13, 2022 at 1pm.

1. **Policy Review and Updates** 
   1. Proof of Vaccination – Library Board – Meriah noted several Board members still needed to provide Proof of Vaccination.
   2. OP-13 Programming Policy – Updates to the Programming Policy include Proof of Vaccination guidelines.

“Anyone attending a program age 5 and up must have Proof of Vaccination.” Andrew suggested a recent PCR test also be accepted to prevent a barrier of service.

Moved by Andrew Tennant, seconded by Time Campbell that the Programming Policy updates be accepted as presented. CARRIED.

* 1. GOV – 07 – Board Evaluation – Meriah gave a deadline of January 10, 2022 for the Board to submit their evaluation forms.

1. **New Business**
   1. Library Assistant position – Emma Fernandes will be leaving after her contract ends in December. Hiring will begin for a permanent position in January.
   2. Lanark County STEM program – Meriah informed the Board about plans for a county-wide STEM program for children to be developed in 2022. Mississippi Mills Public Library will be responsible for hiring and procuring funds for this year-long contract position.
   3. Accessibility funding for ramp – Meriah noted a grant proposal submitted in 2020 was approved on December 10, 2021 for almost $60 000, however the ramp project was not to have started. Andrew noted there might be some leniency and Meriah will follow up.
2. **Date of Next Regular Meeting**: **January 19, 2021** at 7:00pm
3. **Adjournment** – Could not be officially adjourned due to loss of Quorum at 8:47pm.

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Chair Secretary

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Date Date