**MINUTES OF CARLETON PLACE**

**PUBLIC LIBRARY BOARD**  
March 16, 2022  
7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays Chair

Tim Campbell Vice Chair / Beckwith Representative

Gloria Gray Trustee

Sarah Kistler Trustee

Francis Bognar Trustee

Shelley Smith Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

ABSENT WITH REGRETS

Andrew Tennant Trustee / Carleton Place Council Representative

The meeting was called to order at 7:01pm.

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 Shelley Smith, seconded by Tim Campbell that the Agenda for the March 16, 2022 Library Board Meeting be accepted as presented. CARRIED.
2. **Disclosure of Conflict of Interest**  
   None.
3. **Meeting Minutes**
   1. Minutes from the February 16, 2022 Library Board Meeting

Moved by Gloria Gray, seconded by Sarah Kistler that the minutes of the February 16, 2022 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence**
   1. Outgoing – none.
   2. Incoming – IESO Save on Energy lighting refund – Meriah received a refund cheque from the Independent Electricity System Operator of Ontario for $4031.84 for the upgrades to our lighting during the renovation.
2. **Librarian’s Report from February 2022**  
   Meriah presented the Librarian’s Report from February 2022 that included successful digital circulation numbers, an increase in newsletter subscribers, and $269.00 collected in library fines. Mike Jeays requested a comparison of circulation numbers from 2019 for the next Librarian’s Report.

Meriah carried out several resume reviews for Library Tech students at Algonquin College. Later this month, Meriah will take a Mental Health in the Workplace workshop, and both Meriah and Heidi will do training with the Town of Carleton Place for accessible word documents.

Several staff attended the visitation at Barker’s Funeral Home for former Children’s Specialist and Library volunteer Jean Black. A donation will be made to the Carleton Place & District Memorial Hospital in her name.

Self-directed March Break activities have been well attended, and 100 March Break bags were collected by children in the community.

Moved by Gloria Gray, seconded by Tim Campbell, that the Librarian’s Report from February 2022 be accepted as presented. CARRIED.

1. **Financial Report from February 2022**

The Financial Report from February 2022 included an update regarding an OLC Membership charge that was misattributed to the wrong line in the December 2021 report. Moved by Shelley Smith, seconded by Tim Campbell that the Financial Report from February 2022 be accepted as presented. CARRIED.

1. **Business Arising from the Minutes**
   1. Beckwith Cost Sharing Agreement – The Beckwith Cost Sharing Agreement document has been signed by all parties and is now in effect for the next three years. The Town of Carleton Place will send the first invoice to Beckwith soon.
   2. Library Programming Update – Meriah thanked the Library Board for being supportive of staff while creating an updated Programming plan while provincial restrictions changed. A hybrid of In-Person and Virtual programming will begin in mid-April and run through the end of May.
2. **Strategic Plan Implementation Updates**

Library space renovation updates – The final ramp details were completed this week including a change in the orientation of the railing due to the new grade of the ramp, as well as the installation of textured plates for the visually impaired.

No progress has been made on the Universal washroom. Parts are still unavailable.

1. **Policy Review and Updates** 
   1. OP-21 Community Partnerships Policy – Meriah presented a new Community Partnerships Policy which outlines the roles of the CEO and Library Board, the parameters of a partnership between groups and individuals, and the details involved in the contracts. The Board was satisfied with the wording of the document that allows flexibility depending on the circumstance.

Moved by Tim Campbell, seconded by Sarah Kistler that the Community Partnerships Policy be accepted as presented. CARRIED.

1. **New Business**
   1. March 21 – Mask mandate repeal – The Town of Carleton Place will not require masks in public spaces beginning March 21, 2022. Safety measures at the Library such as the plexiglass will remain in place for now, and staff will wear masks based on their personal safety concerns in varying situations. Meriah will follow up on screening requirements with the Health Unit.
   2. Future Library Board meeting locations – After a brief discussion, the Board decided to continue virtual meetings for one more month, at which point a reassessment can be determined.

Francis Bognar recused himself at 7:40pm due to a scheduling conflict. Quorum was maintained.

1. **Date of Next Regular Meeting**: **April 20, 2022** at 7:00pm
2. **Adjournment** – 7:41pm

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Chair Secretary

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Date Date