**MINUTES OF CARLETON PLACE**

**PUBLIC LIBRARY BOARD**  
April 20, 2022  
7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays Chair

Andrew Tennant Trustee / Carleton Place Council Representative

Tim Campbell Vice Chair / Beckwith Representative

Gloria Gray Trustee

Shelley Smith Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

Kory Earle Elections Ontario Delegation

ABSENT WITH REGRETS

Sarah Kistler Trustee

Francis Bognar Trustee

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 Anishinaabeg People.*

1. **Additions to and approval of the Agenda**  
   Meriah noted the addition of 11g) Presentation by Kory Earle for Elections Ontario. Gloria Gray noted several incorrect dates listed on the agenda to be adjusted. Moved by Shelley Smith, seconded by Andrew Tennant that the Agenda for the April 20, 2022 Library Board Meeting be accepted as amended. CARRIED.
2. **Disclosure of Conflict of Interest**  
   None.
3. **Meeting Minutes**
   1. Minutes from the March 16, 2022 Library Board Meeting

Moved by Tim Campbell, seconded by Gloria Gray that the minutes of the March 16, 2022 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence**
   1. Outgoing –
      1. April 14, 2022 – Senior’s Grant Agreement – Meriah returned the signed Agreement for the new accessible ramp off Beckwith Street.
      2. April 14, 2022 – Ken Bennett – Letter of thanks – Meriah sent Ken Bennett a letter thanking him for his donation of $500 to the Summer Literacy program.
   2. Incoming –
      1. April 8, 2022 – Ken Bennett – Donation – Patron Ken Bennett made a $500 donation to the Summer Literacy program.
2. **Librarian’s Report from March 2022**  
   Meriah presented the Librarian’s Report from March 2022 that included statistics showing circulation growth from March 2021, workshops attended for Accessibility and Mental Health, as well as participation in a Parks, Recreation & Culture Master Plan meeting with various members of Town Staff.

Meriah also participated in a consultation session with CBC Radio regarding a pilot project for resource sharing in cooperation with Ontario, Quebec, and Manitoba libraries.

The library was the central location for the 2022 Bunny Run. Organizer Kory Earle noted his appreciation for continuous library participation in this event.

Author Heather Tucker partnered with the library for a well-attended book event.

Moved by Shelley Smith, seconded by Gloria Gray, that the Librarian’s Report from March 2022 be accepted as presented. CARRIED.

1. **Financial Report from March 2022**

The Financial Report from March 2022 included funds received from Beckwith Township for 2022, funds received from Mississippi Mills Public Library pertaining to 2021, and payment of $24,000 for the ILS software. Moved by Tim Campbell, seconded by Andrew Tennant that the Financial Report from March 2022 be accepted as presented. CARRIED.

1. **Business Arising from the Minutes**
   1. Future Library Board meeting locations – With only two meetings left before summer and an increase in community Covid cases, the Library Board will meet virtually for May and June and will revisit options in September.
2. **Strategic Plan Implementation Updates**

Library space renovation updates – Ross Rankin indicated the universal washroom would be completed by the end of April.

1. **Policy Review and Updates** 
   1. OP-03 The Library and Political Elections – Meriah presented a revised Library and Political Elections Policy.

Moved by Tim Campbell, seconded by Andrew Tennant that the Library and Political Elections Policy be accepted as presented. CARRIED.

* 1. GOV – 10 Succession Planning – Meriah suggested a Succession planning discussion be added to the May agenda.

1. **New Business**
   1. Municipal Elections 2022 – The library will be designated as a service point to help individuals who need assistance with the voting process.
   2. Provincial Election 2022 – The Ontario Library Association is providing libraries with advocacy packages for the upcoming election. Lanark County libraries will be approaching candidates as a group to talk about the importance of libraries in these communities.
   3. Roof Repair –Ross Rankin has put out a tender that closes on Friday, April 22, 2022 for upcoming repairs to the library roof.
   4. Summer Student Hiring – A job posting for Summer Literacy Tutors only produced one suitable applicant. A second posting will begin shortly to hire one more student.
   5. Seniors Grant – Diane Smithson applied for a special Seniors Grant that was to be used by the library in conjunction with the Active Living Center, but it did not produce the results expected. Although the Grant has been received, it will aid the Active Living Center more than the library this year.
   6. Mississippi Mills/Petawawa Public Library Cost Sharing Agreement – Meriah noted the Cost sharing agreement between Carleton Place Public Library and Mississippi Mills Public Library and Petawawa Public Library for the shared ILS database has expired. Meriah updated the contract, suggesting no significant changes aside from a new expiry date of December 31, 2026 and the addition of the Bibliocommons catalog. Moved by Tim Campbell, seconded by Andew Tennant that the Cost Sharing Agreement be accepted as presented. CARRIED.
   7. Kory Earle – Elections Ontario information. Kory Earle presented details regarding the upcoming election process, acting as the Public Engagement Officer for the Provincial Election on June 2, 2022.
2. **Date of Next Regular Meeting**: **May 18, 2022** at 7:00pm
3. **Adjournment** – 8:36pm

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Chair Secretary

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Date Date