**MINUTES OF CARLETON PLACE**

**PUBLIC LIBRARY BOARD**  
January 18, 2023  
7:00pm, Zoom Teleconference/Barbara Walsh Room

IN ATTENDANCE

Shelley Smith Chair

Monique Cooke Vice-Chair

Carson Mok Trustee

Dean Steadman Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

ABSENT WITH REGRETS

Mark Hinton Trustee / Carleton Place Council Representative

Aaron Niedbala Trustee

APPOINTMENT PENDING

Trustee / Beckwith Representative

The meeting was called to order at 6:57pm.

1. **CEO Assumes the Chair**
2. **Respect and Acknowledgement Declaration:**  
   *We would like to begin by acknowledging that the land on which we gather is the traditional unceded, unsurrendered territory of the Algonquin Anishinaabeg People. We are meeting on land that has been inhabited by Indigenous peoples from the beginning. We are grateful to the generations of people who have been, and continue to be, stewards of this place.*
3. **Election of Officers**
   1. Election of Library Board Chair
      1. Meriah opened the nominations for Library Board Chair.
      2. Monique Cooke nominated Shelley Smith as Library Board Chair. Meriah called three times for nominations. No other nominations were offered, and the Library Board Chair nominations were closed.
      3. Members of the Library Board voted unanimously to appoint Shelley Smith as Library Board Chair.
   2. Election of the Library Board Vice Chair
      1. Meriah opened the nominations for Library Board Vice Chair.
      2. Shelley Smith nominated Monique Cooke as Library Board Vice Chair. Meriah called three times for nominations. No other nominations were offered, and the Library Board Vice Chair nominations were closed.
      3. Members of the Library Board voted unanimously to appoint Monique Cooke as Library Board Vice Chair.
   3. Appointment of Secretary, Treasurer – Meriah recommended maintaining the current Secretary and Treasurer. The Board agreed with the recommendation.
4. **CEO Vacates the Chair.** Shelley Smith assumes the role of Chair.
5. **Additions to and approval of the Agenda**  
   Meriah noted the addition of items 8av) – IPC Statistical Report and 8avi) –Memorandum of Understanding for CAVI’s Canadian CO2 Monitor Expansion Program. Moved by Monique Cooke, seconded by Carson Mok that the Agenda for the January 18, 2023 Library Board Meeting be accepted as amended. CARRIED.
6. **Disclosure of Conflict of Interest**  
   None.
7. **Meeting Minutes**
   1. Minutes from the November 16, 2022 Library Board Meeting. Moved by Monique Cooke, seconded by Carson Mok that the minutes of the November 16, 2022 Library Board Meeting be accepted as presented. CARRIED.
8. **Correspondence**
   1. Outgoing
      1. December 5, 2022 – CAVI’s Canadian CO2 Monitor Expansion Program application. An application for this program has resulted in the library obtaining $1800 worth of CO2 monitors engraved with the Library’s logo for availability to the public.
      2. December 7, 2022 – Ontario Trillium Foundation Resilient Communities Fund Grant application. An application for chairs and updated HEPA filter furnaces will be decided in approximately March or April, 2023.
      3. December 24, 2022 – The 2022-2023 Connectivity Fund application through the Ontario Library Service for internet fees was submitted.
      4. January 5, 2023 – Meriah submitted an application for the 2023 Canada Summer Jobs Grant for two Literacy summer students and one Summer Coordinator.
      5. January 2023 - The IPC Statistical Report was submitted.
      6. January 2023 – Meriah signed the Memorandum of Understanding for the CAVI Canadian CO2 Monitor Expansion Program.
   2. Incoming
      1. December 7, 2022 – Although the Library did not receive the Commonwell LEAF Grant for chairs and blinds, the outpouring of support from the community through shared comments was uplifting.
      2. December 27, 2022 – CAVI’s Canadian CO2 Monitor Expansion Program application was received.
9. **Librarian’s Report from December 2022**  
   Meriah presented the Librarian’s Report from December 2022 that included steady circulation growth since 2019, details regarding the Volunteer Christmas brunch, Meriah’s presentation at the Lanark County Children and Youth Services Collaborative meeting regarding Lanark County based library activities for children, and an invitation to Carleton Place Community Programmer Jessica Hansen to attend the next Library program planning meeting to share ideas.

Meriah and Heidi will attend the Ontario Library Association SuperConference in Toronto from February 1-3, 2023.

Budget presentations to Carleton Place Town Council will include Meriah’s proposed 2023 Library budget on January 19, 2023.

Moved by Monique Cooke, seconded by Dean Steadman, that the Librarian’s Report from December 2022 be accepted as presented. CARRIED.

1. **Financial Report**
   1. Meriah will share the December 2022 Financial Statements once received.
2. **Business Arising from the Minutes**
   1. Food for Fines – The Library collected over 175 pounds of food for the Lanark County Food Bank in late 2022, removing two dollars in fines for every item donated. A final delivery to the Food Bank this month should yield similar results.
3. **Policy Review and Updates**
   1. BL-05 – Meetings of the Board – Meriah noted minor changes to the Policy that update the use of virtual attendance at meetings.

Moved by Carson Mok, seconded by Dean Steadman that policy BL-05 Meetings of the Board be approved as presented. CARRIED.

1. **New Business**
   1. Board Trustee education preferences – To be deferred until the Ontario Library Service sets dates for training.
   2. AODA Training – Meriah noted Accessibility training is available online and will be scheduled prior to an upcoming Library Board meeting.
   3. 2023 Budget Presentation to Council. Meriah will present the Library budget on January 19, 2023 that includes expenditures, the creation of a Library Strategic Plan, and information about an Accessibility Grant to construct a ramp leading to Beckwith Street.
   4. Fine Free Carleton Place Public Library – Deferred until February meeting.
   5. 2023-2027 Strategic Plan

Moved by Monique Cooke, seconded by Carson Mok that the Library Board direct staff to draft the Request for Proposal for the Library’s 2023-2027 Strategic Plan in consultation with the Library Board, and to release the document as Council completes their Strategic Planning process. CARRIED.

* 1. Meriah presented the 2023 Board Meeting schedule for consideration. No changes requested.
  2. 2023 Scheduled Closures and Special Hours. Meriah noted a rare Stat holiday issue for consideration by the Board.

Moved by Monique Cooke, seconded by Dean Steadman that the 2023 Scheduled Closures and special hours be accepted as presented. CARRIED.

1. **Date/Location of Next Regular Meeting**: **February 15, 2023** at 7:00pm. Location: Barbara Walsh Room/Zoom
2. **Adjournment** – 8:13pm

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Chair Secretary

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Date Date