**MINUTES OF CARLETON PLACE**

**PUBLIC LIBRARY BOARD**  
October 19, 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

Sarah Kistler Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

Duncan Rogers Delegation re: HMCS CarlPlace

ABSENT WITH REGRETS

Shelley Smith Trustee

Francis Bognar Trustee

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

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 additions of items 10e) Summer Activity Report and 10f) Resignation of a Board Member. Moved by Sarah Kistler, seconded by Tim Campbell that the Agenda for the October 19, 2022 Library Board Meeting be accepted as amended. CARRIED.
2. **Disclosure of Conflict of Interest**  
   None.
3. **Meeting Minutes**
   1. Minutes from the September 21, 2022 Library Board Meeting. Gloria Gray noted the absence of Trustee Sarah Kistler’s name on the attendance list. Sarah Kistler noted a spelling error on item 7C.

Moved by Gloria Gray, seconded by Sarah Kistler that the minutes of the September 21, 2022 Library Board Meeting be accepted as amended. CARRIED.

1. **Correspondence**
   1. Outgoing – Commonwell LEAF Grant application. Meriah noted positive community support online.
   2. Incoming – none.
2. **Librarian’s Report from September 2022**  
   Meriah presented the Librarian’s Report from September 2022 that included Dementia Support training for staff, collection of statistics for Typical Week, and a webinar on hosting Drag Queen storytimes. The Library is also a designated Voting Help Center for the Municipal Elections running from October 17-24, 2022.

Meriah did a radio interview with Lake 88 regarding Ontario Public Library Week.

Moved by Tim Campbell, seconded by Sarah Kistler, that the Librarian’s Report from September 2022 be accepted as presented. CARRIED.

1. **Financial Report**
   1. September 2022 Financial Statements

Moved by Andrew Tennant, seconded by Gloria Gray, that the September 2022 Financial Statements be accepted as presented. CARRIED.

* 1. Budget 2023 – Meriah noted two changes to the 2023 Budget presentation including a reduction to the Non-Resident Membership Fee line to $2000 and the continuation of Library Fines until early 2023.

1. **Business Arising from the Minutes**
   1. Board Recruitment – Meriah reminded current Board members to reapply by November 15, 2022.
   2. Programming Assistant Position –Andy Lafleur Bell will join the library staff as a Programming Assistant starting Friday, October 21, 2022.
2. **Policy Review and Updates**
   1. Circulation Policy – Meriah noted an addition to section 1.4 of the OP – 12 Circulation Policy.

“A patron who is experiencing homelessness or who is precariously housed and unable to provide a permanent address is eligible for a library card for a period of three months. The individual shall have full access to library services including those available through digital channels.”

The library will provide privacy cards to Interval House that future residents can present to get a library card.

Moved by Andrew Tennant, seconded by Gloria Gray that policy OP – 12 Circulation Policy be approved as amended. CARRIED.

1. **New Business**
   1. Delegation – Duncan Rogers – HMCS CarlPlace – Duncan Rogers presented the Board with a manual detailing the history of the WWII vessel HMCS Carl Place.
   2. Partnership with Conseil des écoles Catholiques du Centre-Est – Meriah shared a partnership proposal from the French Catholic Board to donate 570+ books and provide French language activities through June 30, 2023.

Moved by Andrew Tennant, seconded by Tim Campbell that the proposal be further explored under the guidance of the CEO to ensure compliance with the library’s collections and partnership criteria. CARRIED.

* 1. 2021 Ontario Public Library Statistics are now available.
  2. In Camera Session to discuss matters pertaining to an identifiable individual.

Moved by Tim Campbell, seconded by Sarah Kistler 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.

* 1. Summer Activities Report – Heidi presented the 2022 Summer Reading Program report.
  2. Resignation of a Board Member.

Moved by Tim Campbell, seconded by Sarah Kistler 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.

1. **Date of Next Regular Meeting**: **November 16, 2022** at 7:00pm. Location: Barbara Walsh Room/Zoom
2. **Adjournment** – 8:15pm

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Chair Secretary

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Date Date