**MINUTES OF CARLETON PLACE**

**PUBLIC LIBRARY BOARD**  
September 21, 2022  
7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays Chair

Andrew Tennant Trustee / Carleton Place Council Representative

Gloria Gray Trustee

Sarah Kistler Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

Serena Deschamps KPMG Auditor

ABSENT WITH REGRETS

Tim Campbell Vice Chair / Beckwith Representative

Shelley Smith Trustee

Francis Bognar Trustee

The meeting was called to order at 7:07pm.

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 an addition to item 5aiii) Canada Summer Jobs Placement Claim. Gloria Gray asked for a correction to item 11) the next meeting date as October 19, 2022. Moved by Andrew Tennant, seconded by Gloria Gray that the Agenda for the September 21, 2022 Library Board Meeting be accepted as amended. CARRIED.
2. **Disclosure of Conflict of Interest**  
   None.
3. **Meeting Minutes**
   1. Minutes from the June 15, 2022 Library Board Meeting.

Moved by Andrew Tennant, seconded by Sarah Kistler that the minutes of the June 15, 2022 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence**
   1. Outgoing –
      1. June 30, 2022 – CRA Charitable Return submitted.
      2. September 1, 2022 – 2022-2023 Public Library Operating Grant application submitted.
      3. Canada Summer Jobs Placement Claim – Meriah submitted the final claim for three 2022 summer student positions.
   2. Incoming –
      1. July 5, 2022 – Fire Inspection Order – After a request for an updated Fire Plan, Meriah submitted a new plan to the Carleton Place Fire Department that has been approved.
2. **Librarian’s Reports from June, July, August 2022**  
   Meriah presented the Librarian’s Reports from June, July, and August 2022 that included improving circulation statistics, an upcoming Poetry event with Claudia Radmore, and a special Storytime in recognition of the National Day for Truth and Recognition.

Meriah attended the Ontario Library Consortium Annual General Meeting last week, and Heidi completed a Minute Taking course in August.

Moved by Gloria Gray, seconded by Sarah Kistler, that the Librarian’s Reports from June, July, and August 2022 be accepted as presented. CARRIED.

1. **Financial Report**
   1. 2021 Audited Financial Statements – Serena Deschamps, from KPMGAuditors presented the Audited Financial Statements from 2021. After discussion, ‘Books’ will become a separate line in upcoming financial statements.

Moved by Andrew Tennant, seconded by Gloria Gray, that the 2021 Audited Financial Statements be accepted as presented. CARRIED.

* 1. August 2022 Financial Statements

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

* 1. Budget 2023 – Meriah presented the draft Budget for 2023, including small operating increases to the Integrated Library System, book shipping costs and increased digital collection demands.

Moved by Andrew Tennant, 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. **Business Arising from the Minutes**
   1. Board Succession Planning
      1. Board recruitment plan – Meriah will begin the process of advertising for new Trustees in early October.
      2. Important dates – Current Trustees will need to reapply for their positions beginning October 1, 2022, with a deadline for all Trustee applications by November 15, 2022. Approval of Trustees should be completed by December 6, 2022 for the first meeting of the new Council.

Meriah will have Board training ready for December 12, 2022.

* 1. Library Wholesaler options – Meriah discussed meeting with one of three Library wholesalers in Ontario and will update the Board in October regarding choices for a possible switch.

1. **Policy Review and Updates**
   1. FN-04 Respect and Acknowledgement Declaration
   2. FN-05 Diversity and Inclusion
   3. GOV-11 Board Evaluation
   4. GOV-08 Board Advocacy – Meriah noted the policy could include an update that states the CEO and Board Chair can both act as advocates.
   5. GOV-12 Board Code of Conduct
   6. OP-23 Records Retention
   7. OP-22 Teens in the Library
   8. OP-02 Sponsorship

Moved by Sarah Kistler, seconded by Gloria Gray that policies FN-04 Respect and Acknowledgement Declaration, FN-05 Diversity and Inclusion, GOV-11 Board Evaluation, GOV-12 Board Code of Conduct, OP-23 Records Retention, OP-22 Teens in the Library, and OP-02 Sponsorship be approved as presented. CARRIED.

Moved by Gloria Gray, seconded by Sarah Kistler that policy GOV-08 Board Advocacy be approved as amended. CARRIED.

1. **New Business**
   1. Municipal Election 2022- Library Involvement – The Library will be a designated Online Voting Assistance location in the upcoming Municipal Election. Meriah noted staff participation in videos to promote voter turnout as well.
   2. “Librarians at Large” outreach – Meriah, Heidi, and Caroline will be attending upcoming Board Meetings for community groups to encourage more collaboration.
   3. Seed Library – Donations from Giant Tiger, Carleton Place Nursery, and Reid’s Garden Center have established a seed library for the spring. More workshops are set for early spring to encourage public participation.
   4. Programming Assistant position and hiring – Hiring is underway for a new position that combines Library Assistant duties with programming developed by Heidi and Caroline.
   5. Commonwell LEAF grant – Meriah will complete a community education grant application for $30,000 for new chairs and window coverings for the Barbara Walsh Room.
   6. Low-Sensory hours – After a request from a community member, Meriah is exploring how the Library could offer regular low-sensory hours to members of the public that include dimmed lights, quiet space, sensory-kits, and book selection aid from staff.
   7. OLC AGM – Meriah will continue as Secretary for the Ontario Library Consortium for the 2022-2023 session.
2. **Date of Next Regular Meeting**: **October 19, 2022** at 7:00pm. Location: Barbara Walsh Room/Zoom
3. **Adjournment** – 8:25pm

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Chair Secretary

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Date Date