MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
June 21, 2023  
7:00pm, Zoom Teleconference/Barbara Walsh Room

IN ATTENDANCE

Shelley Smith Chair

Monique Cooke Vice Chair

Linda Guetta Trustee / Beckwith Representative

Carson Mok Trustee

Aaron Niedbala Trustee

Mike Jeays Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

ABSENT WITH REGRETS

Mark Hinton Trustee / Carleton Place Council Representative

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, 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.*

1. **Additions to and approval of the Agenda**  
   None.

Moved by Linda Guetta, seconded by Monique Cooke that the Agenda for the June 21, 2023 Library Board Meeting be accepted as presented. CARRIED.

1. **Disclosure of Conflict of Interest**  
   None.
2. **Meeting Minutes**
   1. Minutes from the May 17, 2023 Library Board Meeting.

Moved by Monique Cooke, seconded by Aaron Niedbala that the minutes of the May 17, 2023 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence**
   1. Outgoing – none.
   2. Incoming –
      1. Sarah Badgley Literacy Fund. The Library was not successful in its application for funding this year.
2. **Librarian’s Report from May 2023**

Circulation statistics for May reflect the regular circulation numbers as well as the recently implemented automatic renewals. Meriah will continue to report statistics in this format for July and August and a review will take place in September.

Library staff received Naloxone training in May, and several staff took the “Librarian’s Guide to Homelessness” workshop and found it informative.

Meriah noted library representation at the Beckwith Public School Literacy Night and Beckwith Heritage Days, as well as upcoming participation in The Bridge Street Reopening events and Summerfest.

Meriah attended the Planet Youth Goal Setting workshop and a United Way session addressing youth mental health and substance abuse in our community. Programming staff will create new fall sessions based on the suggestions from these workshops.

The Summer Program Coordinator and two new Literacy Tutors are busy planning summer sessions.

Moved by Mike Jeays, seconded by Monique Cooke, that the Librarian’s Report from May 2023 be accepted as presented. CARRIED.

1. **Financial Reports**
   1. May 2023 Financial Statements. Meriah will reach out to Trisa McConkey to find out how interest is being calculated.

Meriah will also prepare data to see if removing fines has prompted new non-resident memberships.

Moved by Aaron Niedbala, seconded by Linda Guetta, that the Financial Reports from May 2023 be accepted as presented. CARRIED.

1. **Business Arising from the Minutes –**
   1. Strategic Planning – Strategic Planning Committee creation. Meriah will update the Strategic Planning Committee composition to include the CEO, the Library Board Chair and two Library Board members, two staff members, and one community representative.

Moved by Monique Cooke, seconded by Mike Jeays that the Strategic Planning Committee Terms of Reference document be accepted as amended. CARRIED.

* 1. Needs Analysis – library food shelf. After staff input and community resource consultation, staff will continue to monitor community needs and will inform the Board if changes are necessary. Improved signage including local resource contact information and events will be posted on the library bulletin board and lobby display.
  2. 2022 Beckwith payment status. The invoice for 2023 library services was once again paid with a $9424 shortage. Linda Guetta brought this issue to the attention of Cassandra McGregor at the Township of Beckwith.

1. **Policy Review and Updates**
   1. OP-04 Meeting Room Usage Policy – The Board recommended removing “after hours rentals” from the revised policy - Barbara Walsh Room, Item #9, and an addition to the general policy to include “Library programming will have priority over room rentals”.

Moved by Monique Cooke, seconded by Aaron Niedbala that OP-04 Meeting Room Usage Policy be accepted as amended. CARRIED.

* 1. Town of Carleton Place Human Resources policies – Progressive Discipline policy. The Board reviewed the policy.
  2. Volunteer Policy (in progress) – Meriah noted an updated volunteer policy would be available for review at the August Board meeting.

1. **New Business**
   1. Summer 2023 – programs and plans. Heidi Sinnett gave a verbal report on Summer 2023 program plans.
2. **Date of Next Regular Meeting**: **August 16, 2023** at 7:00pm. Location: Barbara Walsh Room/Zoom
3. **Adjournment** – 8:35pm

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Chair Secretary

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Date Date