MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD
September 20, 2023
7:00pm, Zoom Teleconference/Barbara Walsh Room

IN ATTENDANCE

Shelley Smith Chair

Monique Cooke Vice Chair

Linda Guetta Trustee / Beckwith Representative

Mark Hinton Trustee / Carleton Place Council Representative

Mike Jeays Trustee

Carson Mok Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

ABSENT WITH REGRETS

Aaron Niedbala 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, 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**
Item 8b) will be deferred until a future meeting due to no new information.

Moved by Linda Guetta, seconded by Monique Cooke that the Agenda for the September 20, 2023 Library Board Meeting be accepted as amended. CARRIED.

1. **Disclosure of Conflict of Interest**
None.
2. **Meeting Minutes**
	1. Minutes from the August 16, 2023 Library Board Meeting.

Moved by Mike Jeays, seconded by Mark Hinton that the minutes of the August 16, 2023 Library Board Meeting be accepted as presented. CARRIED.

* 1. Minutes from the August 30, 2023 Special Library Board Meeting.

Moved by Mark Hinton, seconded by Monique Cooke that the minutes of the August 30, 2023 Special Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence**

None.

1. **Librarian’s Report from August 2023**

Meriah noted August and September continued to be busy months for circulation, programs and meetings. Several staff took part in SirsiDynix training, while Meriah attended the Ontario Library Consortium Annual General Meeting and will be participating in a Rural Homelessness Conference in October.

A STEM Robotics program funded by the Elizabeth Kelly Foundation in conjunction with Steampunk Education was a huge success with over 68 participants. A new monthly STEM program with Adrian Filip will provide more opportunities for interested patrons.

The Library Strategic Planning Committee met on several occasions to develop an updated Mission Statement and future plans. The Committee will present a report in October.

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

1. **Financial Reports**
	1. August 2023 Financial Statements. Payments are expected soon from Petawawa Public Library and Mississippi Mills Public Library for their portion of the Ontario Library Consortium partnership.

Moved by Mark Hinton, seconded by Mike Jeays, that the Financial Statements from August 2023 be accepted as presented. CARRIED.

1. **Business Arising from the Minutes –**
	1. Moved by Mike Jeays, seconded by Monique Cooke to enter an In-Camera session at 7:21pm to discuss a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Library Board. CARRIED.

The Board left the In-Camera session at 8:10pm.

* 1. 2022 Beckwith Payment Status – Deferred.
	2. Strategic Planning update – verbal report. The Strategic Plan report from Chapter 3 Consulting will be presented to the Board in October.
	3. Drag Queen Storytime – verbal report. Meriah reported it was a very successful event with approximately 75 -100 people in attendance at the Carleton Place Town Hall on September 16, 2023. Negative correspondence and a false bomb threat were treated accordingly but resulted in no issues overall.
1. **Policy Review and Updates**

None.

1. **New Business**
	1. 2024 Capital Budget – Meriah presented the 2024 Capital Budget draft to the Board which included a delay in the Beckwith Street ramp construction, the need for an overhaul to the HVAC system, and the request for a consultant to create a staffing plan. The Board suggested the library defer installation of an adult change table in the Universal washroom until 2025 and agreed with the need for a program registration portal. Meriah will also update the Operational Budget spreadsheets to reflect the accounting changes made by KPMG regarding books.

Moved by Mike Jeays, seconded by Monique Cooke to accept the 2024 Capital Budget draft as amended. CARRIED.

* 1. Minimum wage increase. Council will fund any additional costs from reserves when the minimum wage increases on October 1, 2023.
	2. Summer Reading 2023 Report. Heidi presented the Summer Reading 2023 statistics including a successful Literacy program, exciting daily activities and increased registration in the TD Summer Reading program.
1. **Date of Next Regular Meeting**: **October 18, 2023** at 7:00pm. Location: Barbara Walsh Room/Zoom
2. **Adjournment** – 8:50pm.

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Chair Secretary

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Date Date