MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
November 15, 2023  
7:00pm, Zoom Teleconference/Barbara Walsh Room

IN ATTENDANCE

Shelley Smith Chair

Monique Cooke Vice Chair

Mark Hinton Trustee / Carleton Place Council Representative

Linda Guetta Trustee / Beckwith Representative

Aaron Niedbala Trustee

Mike Jeays Trustee

Carson Mok Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

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**  
   Meriah requested the addition of item 8b) Council Budget Presentation, and item 10d) Delegation to Council to present the Strategic Plan.

Mark Hinton requested the addition of item 10e) Barbara Walsh Room rental discussion.

Moved by Linda Guetta, seconded by Mike Jeays that the Agenda for the November 15, 2023 Library Board Meeting be accepted as amended. CARRIED.

1. **Disclosure of Conflict of Interest**  
   Meriah Caswell and Heidi Sinnett noted a conflict of interest at item 10c) and will recuse themselves at that point.
2. **Meeting Minutes**
   1. Minutes from the October 18, 2023 Library Board Meeting.

Moved by Carson Mok, seconded by Aaron Niedbala that the minutes of the October 18, 2023 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence**
   1. October 23, 2023 – A letter to Beckwith Township and the Ministry of Tourism, Culture and Sport confirming library services to Beckwith residents.
   2. October 31, 2023 – Public Library Operating Grant Submission
   3. October 30, 2023 – Meriah noted a $600 donation to the Summer Reading program from the Canadian Federation of University Women – Perth and District
   4. November 7, 2023 – A letter of thanks to Sarah Wallace for sitting on the Strategic Planning Committee
2. **Librarian’s Report from October 2023**

Fall included two community Halloween storytimes in partnership with Deadly Grounds Café, Meriah’s attendance at the Federation of Ontario Public Libraries Rural Caucus meeting, and a webinar on AI for Libraries.

Upcoming events include a partnership with Lanark County Interval House to bring author Margaret Carson to the library on November 29, 2023, the annual Cookie Exchange in December, a Forest of Reading Kick Off and an upcoming holiday breakfast for staff, Library Board members and volunteers.

Moved by Mark Hinton, seconded by Carson Mok, that the Librarian’s Report from October 2023 be accepted as presented. CARRIED.

1. **Financial Reports**
   1. Financial statements organization and presentation. Aaron Niedbala presented a simplified version of the monthly Financial Statements. After discussion, Meriah will work with Aaron and consult Trisa McConkey to see if the Town could supply something similar.
   2. October 2023 Financial Statements – Meriah will follow up on the $1300 noted for the photocopier.

Moved by Monique Cooke, seconded by Mike Jeays, that the Financial Statements from October 2023 be accepted as presented. CARRIED.

1. **Business Arising from the Minutes –**
   1. Beckwith PLOG payment – Meriah attended the Beckwith Council Meeting on November 14, 2023 with Deputy Mayor Andrew Tennant to discuss the Public Library Operating Grant payment. Beckwith Council needs further review.
   2. Council Budget Presentation. Meriah presented the 2024 Carleton Place Public Library Budget to Town Council on November 9, 2023. Council’s final decision will be announced on December 7, 2023.
2. **Policy Review and Updates**
   1. FN-01 Intellectual Freedom. Meriah presented an updated Intellectual Freedom Policy, which included an addition of item 2d “to safeguard and foster free expression and the right to safe and welcoming places and conditions” to the policy.

Moved by Linda Guetta, seconded by Mike Jeays that Policy FN-01 Intellectual Freedom be accepted as presented. CARRIED.

* 1. GOV-08 Board Advocacy. Meriah recommended the creation of a Library Board Advocacy Committee. The Board recommended that section 2.1b) read “Meet with Council(s) as deemed appropriate at least once a year to discuss the Library’s resources, services, plans and achievements.”

An update to section 2.1.a)i should read “Forming an Advocacy Committee to advise and recommend to the Board, as per the Carleton Place Public Library Board’s By-laws”.

Moved by Mike Jeays, seconded by Monique Cooke that the changes to Policy GOV-08 Board Advocacy be accepted as amended. CARRIED.

Meriah will draft a Terms of Reference for the January 17, 2024 meeting.

* 1. OP-01 Privacy, Access to Information and Electronic messages under CASL. Meriah noted simple changes to update outdated information.

Moved by Aaron Niedbala, seconded by Carson Mok that the update to Policy OP-01 Privacy, Access to Information and Electronic messages under CASL be accepted as presented. CARRIED.

1. **New Business**
   1. Appreciation Night – December 1, 2023.
   2. Mini Maker Craft Fair – Heidi gave a verbal report on the recent successful craft fair.
   3. Closed session to discuss:
      1. Personal matters about an identifiable individual

Meriah Caswell and Heidi Sinnett recused themselves. Moved by Carson Mok, seconded by Mike Jeays to enter an In-Camera session at 8:19 to discuss personal matters about an identifiable individual.

The Board returned to open session at 8:33pm.

* 1. Delegation to Town Council to present the Carleton Place Public Library Strategic Plan. Meriah will present the new Strategic Plan to Council November 21, 2023, and will contact Beckwith Council regarding a presentation.
  2. Barbara Walsh Room. After discussion, the Board will update the Barbara Walsh Room rental policy to allow Town Committees to use the space after hours. Meriah will notify the three committees that currently use it of the changes.

Shelley Smith questioned the fee policy of other Town facilities for Municipal Committees. Mark Hinton will follow up with Council.

Moved by Carson Mok, seconded by Mike Jeays to modify the Meeting Room Usage Policy as requested. CARRIED.

1. **Date of Next Regular Meeting**: **January 17, 2024** at 7:00pm. Location: Barbara Walsh Room/Zoom
2. **Adjournment** – 8:20pm.

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Chair Secretary

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Date Date