MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
April 17, 2024

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

Trisa McConkey Treasurer

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 Mike Jeays, seconded by Monique Cooke that the Agenda for the April 17, 2024 Library Board Meeting be accepted as presented. CARRIED.

1. **Disclosure of Conflict of Interest**  
   None.
2. **Meeting Minutes**
   1. Minutes from the March 20, 2024 Library Board Meeting.

Moved by Monique Cooke, seconded by Carson Mok that the Minutes from the March 20, 2024 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence**
   1. Outgoing – none.
   2. Incoming
      1. March 18, 2024 – Guy Bourgon, Director of Public Works, Town of Carleton Place, Re: 2024 Capital Construction – Library Parking Lot Rehabilitation. Two accessible parking spaces and one space for curbside pickup will be located on Beckwith street with signage once the rehabilitation begins in May or June.
      2. April 11, 2024 – Ontario Library Association. Re: OLA & FOPL: Ontario Invests $3.75M in First Nations Public Libraries. The Ontario Government will provide funding to First Nations Public Libraries to improve wages for their librarians.
2. **Librarian’s Report from March 2024**

March included a robust March Break calendar of events, Summer Literacy Tutor and Summer Program Coordinator position advertisements, and a donation of tickets to each Mississippi Mudds performance available to patrons on a first-come, first-served basis.

A new initiative to count daily patron visits indicates healthy traffic in the library, including approximately 4500 visitors in March with an average of 180 visitors per day. Data collection will identify trends that could inform future library services.

Late April and early May will be busy with two visiting practicum students, an Indigenous author event, sharing the Seed Library at EarthFest, and participation at the CHEZ 106 March Madness of Small Towns celebration party in Market Square.

Moved by Mark Hinton, seconded by Mike Jeays, that the Librarian’s Report from March 2024 be accepted as presented. CARRIED.

1. **Financial Report from Q1 2024**

Trisa McConkey discussed the new financial report format and noted the library is on track with operating expenses.

Moved by Monique Cooke, seconded by Mike Jeays, that the Financial Report from Q1 2024 be accepted as presented. CARRIED.

1. **Committee Updates**
   1. Advocacy Committee – Former Library Board member Sarah Kistler will become the Beckwith Representative on the Advocacy Committee.
2. **Business Arising from the Minutes**
   1. 2024 Library Board Work Plan review. A change to the requirements for Accreditation is causing some challenges regarding “providing meaningful dialog with First Nations peoples”. Meriah will continue to pursue clarification.
   2. Staffing Plan RFP. Chapter 3 Consulting will begin staff interviews on April 22, 2024.
   3. Library Ramp

Carleton Place Council approved additional funds needed for the new accessible ramp off Beckwith Street. Meriah confirmed a grant extension and is awaiting paperwork to update the contract.

* 1. March Break 2024 – Heidi Sinnett

March Break was successful with good attendance, interesting partnerships, and active community interest on social media platforms.

* 1. 2024 Annual Report

Meriah will adjust the report to read “Unaudited Financial Numbers from 2023” as the final audit report will not be available until mid-May or later. A printable version of the report will be made available at the front desk.

* 1. Open House Planning. Meriah will send the invitation to Beckwith Council immediately for the June 17, 2024 Open House.

1. **Policy Review and Updates**
   1. Town of Carleton Place Reserve Policy – draft. Trisa McConkey explained that the new Reserve Policy documents the reserves by department.
2. **New Business.**
   1. Development Charges. The Town of Carleton Place is updating the bylaw for Development Charges. Meriah will review and present the Board with suggested items to add to the bylaw regarding the library.
3. **Date of Next Regular Meeting**: May 15, 2024 at 7:00pm. Location: Barbara Walsh Room/Zoom
4. **Adjournment** – 8:23pm.

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Chair Secretary

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Date Date