MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
June 19, 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

Mike Jeays Trustee

Carson Mok Trustee

Trisa McConkey Treasurer

Meriah Caswell CEO

Heidi Sinnett Secretary

Lori Huber KPMG Auditor

Michelle Osborne Chapter 3 Consulting

ABSENT WITH REGRETS

Aaron Niedbala Trustee

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 item 11b) Budget Priorities be added to the agenda.

Moved by Monique Cooke, seconded by Mike Jeays that the Agenda for the June 19, 2024 Library Board Meeting be accepted as amended. CARRIED.

1. **Disclosure of Conflict of Interest**  
   None.
2. **Meeting Minutes**
   1. Minutes from the May 15, 2024 Library Board Meeting. Shelley noted an incorrect spelling of her name in Item 9d.

Moved by Mark Hinton, seconded by Carson Mok that the Minutes from the May 15, 2024 Library Board Meeting be accepted as amended. CARRIED.

1. **Correspondence** – none.
2. **Librarian’s Report from May 2024**

Meriah noted a donation of $500 from Big Brothers, Big Sisters to improve the library’s LGBTQ+ youth collection, and a donation of $500 from Ken Bennett toward the Literacy Tutoring program.

Summer programming preparation continued with the arrival of three new summer students, plans for children, teen, and adult summer reading, and a fun collaboration with Lanark Immigration Partnership and Culture Connect focusing on three community-centric craft programs including rock painting, tea handouts and book bingo.

June will round out with a refreshed Literacy Info Night, the Library Lemonade Stand Summer Reading Kick Off event, and plans for participating with the Town in Summerfest and August in Wonderland later in the summer.

Moved by Monique Cooke, seconded by Carson Mok, that the Librarian’s Report from May 2024 be accepted as presented. CARRIED.

1. **Financial Report** 
   1. KPMG Auditor Lori Huber presented the 2023 Audited Financial Statements and answered questions about the new reporting standards, noting 2023 was a quiet, clean, status quo year for the library.

Moved by Linda Guetta, seconded by Mark Hinton, that the 2023 Audited Financial Statements be accepted as presented. CARRIED.

* 1. Q2 Financial Reports – Trisa McConkey, Treasurer. Questions about expenses and thoughts about creating a policy for reserve spending were discussed.

Moved by Mark Hinton, seconded by Mike Jeays, that the Q2 Financial Reports be accepted as presented. CARRIED.

1. **Committee Updates**
   1. June 4, 2024 Advocacy Committee Meeting Minutes. Meriah noted the completion of the Valuing of Ontario Libraries Toolkit and a $4, 693, 871.00 total return of investment. The Committee will meet in August to discuss fund raising, the advocacy plan and how to use the toolkit’s results in the future.
   2. Negotiation Committee Terms of Reference.

Moved by Mike Jeays, seconded by Mark Hinton, to accept the Negotiation Committee Terms of Reference as presented. CARRIED.

* 1. Moved by Monique Cooke, seconded by Mark Hinton, to enter an In-Camera session at 7:22pm 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. CARRIED.

The Board returned to open session at 8:05pm.

1. **Business Arising from the Minutes**
   1. 2024 Library Board Work Plan review. Meriah noted an online registration portal for summer will be reviewed again in August.
   2. Staffing Plan – Chapter 3 Consulting. Michelle Osborne presented a brief overview of the 10 Year Staffing Plan prepared by Chapter 3 Consulting, with the key finding that Carleton Place Public Library is severely understaffed based on the current population community demands for services. Meriah will forward the final report to the Library Board when received.
2. **Policy Review and Updates** – none**.**
3. **New Business** 
   1. Development Charges Background Study. Meriah noted the addition of larger requests for Development Charges based on changes resulting from the study. The Board will send questions to Meriah about the updated study before the meeting with consultants in mid-July.
   2. Budget Priorities. Staffing and what to do with the reserve funds will be discussed at the August meeting.
4. **Date of Next Regular Meeting**: August 21, 2024 at 7:00pm. Location: Virtual Zoom meeting only.
5. **Adjournment** – 9:09pm.

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Chair Secretary

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Date Date