MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
August 21, 2024

7:00pm, Zoom Teleconference

IN ATTENDANCE

Shelley Smith Chair

Monique Cooke Vice Chair

Linda Guetta Trustee / Beckwith Representative

Aaron Niedbala Trustee

Mike Jeays Trustee

Carson Mok Trustee

Trisa McConkey Treasurer

Meriah Caswell CEO

Heidi Sinnett Secretary

ABSENT WITH REGRETS

Mark Hinton Trustee / Carleton Place Council Representative

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**  
   Trisa McConkey will present a Library Quarterly Financial Report July 31, 2024 as item 7a. Meriah also noted an addition to item 10a) Reserves Policy Creation.

Moved by Monique Cooke, seconded by Aaron Niedbala that the Agenda for the August 21, 2024 Library Board Meeting be accepted as amended. CARRIED.

1. **Disclosure of Conflict of Interest**  
   None.
2. **Meeting Minutes**
   1. Minutes from the June 19, 2024 Library Board Meeting.

Moved by Linda Guetta, seconded by Monique Cooke that the Minutes from the June 19, 2024 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence** –
   1. Incoming
      1. July 4, 2024 – Canada Revenue Agency. Confirmation of annual information return filing.
      2. July 23, 2024 – Shoppers Drug Mart Community Foundation. The library was unsuccessful in its grant application.
   2. Outgoing
      1. June 28, 2024 – Canada Revenue Agency 2023 Charitable Return.
2. **Librarian’s Report from June, July 2024**

Meriah applauded the success of the Summer Reading Programs and Literacy Tutoring sessions in July and August, including special events such as the Swiftie Soiree, a well-attended magic show at the Carleton Place Arena, and the Mad Hatter kick-off event for the BIA’s “August in Wonderland” series.

In September, the library will begin a weekly English as a Second Language Conversation Circle in partnership with the Canadian Career Academy. September will also see the beginning of the Library’s Municipal Parking Lot rehabilitation.

Meriah will update the June door counter statistics to more accurately reflect library attendance.

Moved by Monique Cooke, seconded by Aaron Niedbala, that the Librarian’s Report from June, July 2024 be accepted as amended. CARRIED.

1. **Financial Reports –** 
   1. Trisa McConkey shared the Library’s quarterly financial update including discussions about Development Charges, the book budget, and a library-specific registration portal vs. townwide registration software.

Moved by Mike Jeays, seconded by Carson Mok that the Library Quarterly Financial Report July 31, 2024 be accepted as amended. CARRIED.

1. **Committee Updates**
   1. Advocacy Committee – August 14 Draft meeting minutes. Advocacy Committee Chair Aaron Niedbala gave a verbal update regarding the next steps for the Valuing Ontario Libraries Toolkit. Meriah will present conclusions to Town Council during Ontario Public Library Week in October, 2024.

Linda Guetta and Monique Cooke will research information about a Friends of the Library Group.

* 1. Closed Session 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. Deferred to a later date.

1. **Business Arising from the Minutes**
   1. 2024 Library Board Work Plan review. Meriah will have a recommendation regarding budget review later in 2024.
   2. Library Staffing
      1. Staffing Plan – Chapter 3 Consulting. The Board discussed the results of the Staffing Plan provided by Chapter 3 Consulting.

Moved by Monique Cooke, seconded by Mike Jeays that the 10 Year Staffing Plan by Chapter 3 Consulting be accepted as presented. CARRIED.

* + 1. Staffing Plan – CEO Notes. Meriah noted many of the recommendations from the Staffing Plan would not be possible in 2025 as presented. Meriah and Trisa can work with the budget before the September meeting to see if budget items can be moved around to accommodate the addition of one Programming Staff position in 2025. At the September meeting, the Board will discuss how Meriah should go forward with the reserves in the future.
  1. Development Charge By-law and back study (verbal update). Meriah noted all requested historical data and 2025 Development Charge requests have been submitted.
  2. IT Changes (verbal update). Implementation of a new single-sign on system for staff has been mostly completed. A date for an upcoming change to separate the Public Computer system from Town systems has not been determined yet.

1. **Policy Review and Updates**
   1. Reserves Policy creation – A Reserves Policy to be created after the budget process.
2. **New Business** 
   1. 2025 Operational Budget draft. Meriah noted several increases to the Operational Budget draft such as supplies after a decrease in 2021 due to Covid, and changes in some IT items that will improve our WiFi infrastructure. Meriah did not anticipate any increased costs with the implementation of the new Interlibrary Loan system.
   2. 2025 Capital Budget Draft. Meriah requested approximately $30,000 in funding for library blinds, $30,000 in Development Charges for a Facilities Plan, and funding for Mobile Book Lockers. The upcoming Budget reports will include a new Development Charges line.
3. **Date of Next Regular Meeting**: September 18, 2024 at 7:00pm. Location: Barbara Walsh Room/Zoom Meeting
4. **Adjournment** – 9:03pm.

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Chair Secretary

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Date Date