MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
October 2, 2024

7:00pm, Zoom Teleconference/24 Lansdowne Avenue

IN ATTENDANCE

Shelley Smith Chair

Monique Cooke Vice Chair

Mark Hinton Trustee / Carleton Place Council Representative

Linda Guetta Trustee / Beckwith Representative

Aaron Niedbala Trustee

Carson Mok Trustee

Trisa McConkey Treasurer

Meriah Caswell CEO

Heidi Sinnett Secretary

ABSENT WITH REGRETS

Mike Jeays Trustee

The meeting was called to order at 6:54pm.

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 Mark Hinton, seconded by Carson Mok that the Agenda for the October 2, 2024 Library Board Meeting be accepted as presented. CARRIED.
2. **Disclosure of Conflict of Interest**  
   None.
3. **Meeting Minutes**
   1. Minutes from the September 23, 2024 Library Board Meeting.

Moved by Monique Cooke, seconded by Linda Guetta that the Minutes from the September 23, 2024 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence** – none.
2. **Librarian’s Report** – none. September Librarian’s Report to be presented at the November 20, 2024 meeting.
3. **Financial Reports** - none.
4. **Committee Updates**
   1. Moved by Carson Mok, seconded by Mark Hinton, to enter an In-Camera session at 6:57pm 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.

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

* 1. Valuing Ontario Libraries Toolkit – October 22, 2024 Council Presentation. The Board decided against using the Toolkit during the upcoming Council Budget Presentation but expressed interest in using the information in discussions with the Beckwith Recreation Department.

1. **Business Arising from the Minutes**
   1. Closed session to discuss personal matters about an identifiable individual including municipal or local board employees. *This item was discussed during the In-Camera session that began at 6:57pm.*
   2. 2025 Operational Budget draft. Trisa will update the spreadsheets and send to the Board with extended categories. The Board suggested reducing several items in the Budget draft to maintain a healthy Reserve Fund, including professional development, professional services, supplies, a Facility Plan, blinds and some Development Charges.

Moved by Monique Cooke, seconded by Mark Hinton that the 2025 Operational Budget draft be accepted as amended. CARRIED.

* 1. 2025 Capital Budget draft – Trisa will update the draft to include changes to WiFi, seating, and staffing.

Moved by Monique Cooke, seconded by Mark Hinton to amend the previous motion regarding the 2025 Operational Budget to accept both the 2025 Capital and 2025 Operational Budgets with amendments. CARRIED.

* 1. 2024 Library Board work plan review. Deferred until the November 20, 2024 Board meeting.

1. **Policy Review and Updates** – none**.**
2. **New Business**
   1. Library Board Evaluation – preparation. Deferred until November 20, 2024 meeting.
3. **Date of Next Regular Meeting**: November 20, 2024 at 7:00pm. Location: Zoom/Barbara Walsh Room.
4. **Adjournment** – 9:13pm.

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Chair Secretary

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Date Date