MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
November 20, 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

Trisa McConkey Treasurer

Meriah Caswell CEO

Heidi Sinnett Secretary

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**  
   Meriah noted the addition of item 2b) Canada Summer Jobs application, and item 11g) Board Assembly Verbal update by Linda Guetta. Moved by Linda Guetta, seconded by Mike Jeays that the Agenda for the November 20, 2024 Library Board Meeting be accepted as amended. CARRIED.
2. **Disclosure of Conflict of Interest**  
   None.
3. **Meeting Minutes**
   1. Minutes from the October 2, 2024 Library Board Meeting.

Moved by Monique Cooke, seconded by Linda Guetta that the Minutes from the October 2, 2024 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence** 
   1. Incoming – none.
   2. Outgoing –
      1. September 23, 2024 – 2024-2025 Public Library Operating Grant application submitted.
      2. November 20, 2024 – Canada Summer Jobs application submitted.
2. **Librarian’s Reports** from September 2024 and October 2024. Meriah noted a variety of programming such as STEM activities with Adrian Filip, an active D&D program on Saturdays, Halloween Storytimes at Deadly Grounds Café, and two Lego Robotics programs with Steampunk Education.

Upcoming activities include a Wacky Tacky Sweater Soiree on December 5th to build community, and the annual Library Volunteer Breakfast on Tuesday, December 17. Moved by Monique Cooke, seconded by Mark Hinton that the Librarian’s Reports from September 2024 and October 2024 be accepted as presented. CARRIED.

1. **Financial Report to October 31, 2024.**

Trisa McConkey presented the financial reports up to October 31, 2024 and answered questions. Moved by Monique Cooke, seconded by Mike Jeays that the Financial Report to October 31, 2024 be accepted as presented. CARRIED.

The Treasurer left the meeting at 7:12pm.

1. **Committee Updates**
   1. Moved by Monique Cooke, seconded by Mike Jeays, to enter an In-Camera session at 8:14pm 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 an open session at 8:46pm.

1. **Business Arising from the Minutes**
   1. 2024 Library Board work plan review. Meriah noted the Advocacy Committee did not meet due to staff illness, and needs to be rescheduled. The Advocacy Plan remains pending.
   2. 2025 Library Board work plan review. The plan will be reviewed according to the Strategic Plan goals at the January 2025 meeting.
   3. 2025 Budget process. Meriah presented the 2025 Budget to Council on November 14, 2024. Meriah reported that Council made strong suggestions that the Board investigate various options for generating revenue, including room rentals and fundraising.
   4. Library Board evaluation. Moved by Monique Cooke, seconded by Mike Jeays that the Board will adopt the proposed anonymous Library Board Evaluation Form to be compiled by the Board Chair and presented in a report in 2025. CARRIED.
2. **Policy Review and Updates** 
   1. BL-05 Meetings of the Board. Moved by Mike Jeays, seconded by Aaron Niedbala that the Board accept the BL-05 Meetings of the Board By-Law as amended. CARRIED.
3. **New Business**
   1. Interlibrary Loans - All Interlibrary Loans are paused due to the postal strike. Configuration and training are complete on the new provincial Interlibrary Loan portal.
   2. Library public computers- Meriah noted that while awaiting updates to the Public Computer infrastructure, there are only three stations available with patron-driven printing.
   3. Kinder Bin replacement – Moved by Monique Cooke, seconded by Mark Hinton that a replacement Kinder Bin be ordered and the costs taken from the Library Reserves in 2025. CARRIED.
   4. Programming update – Heidi made a verbal update regarding 2024 Summer Reading and the Mini Maker Craft Fair on November 2, 2024.
   5. Volunteer Breakfast – A volunteer holiday breakfast will take place on Tuesday, December 17, 2024.
   6. 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 8:14pm.*
   7. Board Assembly – Linda Guetta gave a verbal report about the virtual meeting she attended on October 24, 2024, that included information about the Ontario Digital Library, cultural accessibility, and AI safety workshops.
4. **Date of Next Regular Meeting**: January 15, 2025 at 7:00pm. Location: Zoom/Barbara Walsh Room.
5. **Adjournment** – 8:47pm.

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Chair Secretary

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Date Date