MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
January 15, 2025

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

The meeting was called to order at 6:55pm.

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 items 5biii) Dyslexic Canada Decodable Book Application and iv) Better World Books 2025 Literacy Grant Application. Moved by Linda Guetta, seconded by Mike Jeays that the Agenda for the January 15, 2025 Library Board Meeting be accepted as amended. CARRIED.
2. **Disclosure of Conflict of Interest**  
   None.
3. **Meeting Minutes**
   1. Minutes from the November 20, 2024 Library Board Meeting.
   2. Minutes from the December 16, 2024 Special Library Board Meeting.

Monique Cooke noted one small spelling error in each set of Minutes. Moved by Mike Jeays, seconded by Aaron Niedbala that the Minutes from the November 20, 2024 Library Board Meeting and the December 16, 2024 Special Library Board Meeting be accepted as amended. CARRIED.

1. **Correspondence** 
   1. Incoming – none.
   2. Outgoing –
      1. November 27, 2024 – Connectivity Fund Grant submission.
      2. December 12, 2024 – Information and Privacy Commissioner of Ontario – Annual statistics submission.
      3. January 10, 2025 – Dyslexic Canada Decodable Book Application.
      4. January 14, 2025 – Better World Books 2025 Literacy Grant Application.
2. **Librarian’s Reports** from November 2024 and December 2024. Circulation numbers from 2024 were the highest ever recorded. The Canada Post strike resulted in a pause to Interlibrary Loan service in December but has now resumed. Meriah noted connectivity issues affected computer usage statistics in November and December, but a technology update in early January has restored services.

Interviews for a new Library Assistant and a Programming Coordinator will be completed by the end of January before Meriah attends SuperConference in Toronto.

Forest of Reading will begin February 3, 2025 with sponsorship from RONA Carleton Place.

Moved by Mike Jeays, seconded by Carson Mok that the Librarian’s Reports from November 2024 and December 2024 be accepted as presented. CARRIED.

1. **Financial Report –** None**.**
2. **Committee Updates**
   1. Township of Beckwith – Service Agreement – Verbal update – Meriah Caswell. A new Service Agreement has been reached with Beckwith Township, but a signed contract has not been received. Linda Guetta will ask for an update.
   2. Advocacy Committee update. – none.
3. **Strategic Planning Implementation Updates.** Library staff will meet in early February to set goals for 2024. The Board asked for monthly Strategic Plan reports going forward.
4. **Business Arising from the Minutes**
   1. 2025 Library Board work plan. In February, the Board will discuss Town Board room rental topics such as policy wording, rates, and after-hours alarm choices.
   2. 2025 Budget process – verbal update. The 2025 Library budget has been approved.
   3. 2025 Development Charges Study – verbal update. Meriah provided answers to questions posed by developers. Proposed changes to the bylaw will be discussed at the January 28, 2025 Council meeting.
   4. Library Board evaluation – Shelley Smith. Shelley presented the findings from the December Library Board Evaluation survey. Meriah will add Board policies to the website instead of asking IT for a Sharepoint site and will also begin to report monthly on any unexpected changes in any areas.
   5. Interlibrary Loans – verbal update. Interlibrary Loans have resumed under the new WorldCat service.
   6. Library public computers – verbal update. All five public computers have been reinstated and wireless print services are to be updated.
5. **Policy Review and Updates** 
   1. HR-01 Human Resources Policy.
   2. HR-02 Health and Safety Policy.
   3. HR-03 Violence and Harassment Policy. Moved by Mike Jeays, seconded by Mark Hinton that the Board accept the HR-01 Human Resources Policy, HR-02 Health and Safety Policy, and HR-03 Violence and Harassment Policy as presented. CARRIED.
   4. Reserves. After a discussion about a new Reserves policy resulted in questions about historical spending and insurance deductibles, the Board will revisit this policy in February.
6. **New Business**
   1. 2025 Library Board Meeting Schedule. Moved by Monique Cooke, seconded by Mike Jeays that the 2025 Library Board Meeting Schedule be accepted as presented. CARRIED.
   2. 2025 Library Closures and Special Hours. The Board decided to maintain the holiday hours and not add additional closures on Saturdays between Christmas and New Years. Moved by Linda Guetta, seconded by Mark Hinton that the 2025 Library Closures and Special Hours be accepted as presented. CARRIED.
   3. Staff Recruitment. Meriah informed the Board regarding several upcoming staffing changes, including interviews for a Library Assistant and the new Programming Coordinator position.
7. **Date of Next Regular Meeting**: February 19, 2025 at 7:00pm. Location: Zoom/Barbara Walsh Room.
8. **Adjournment** – 8:21pm.

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Chair Secretary

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Date Date