

**MINUTES OF CARLETON PLACE  
PUBLIC LIBRARY BOARD**

**Special meeting**

March 17, 2020

10:00am, Teleconference

IN ATTENDANCE

Mike Jeays

Chair

Bev Rogers

Trustee / Mississippi Mills Representative

Andrew Tennant

Trustee / Carleton Place Council Representative

Meriah Caswell

CEO / Secretary / Treasurer

Absent, with regrets: Gloria Gray, Tim Campbell, Francis Bognar, Sarah Kistler

**1. Respect and Acknowledgement Declaration:**

*We would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Algonquin Anishnaabeg People.*

**2. Additions to and approval of the Agenda**

None.

**3. Disclosure of Conflict of Interest**

None Declared.

**4. New Business**

a. Library RFP- scheduling changes

The CORVID-19 pandemic has made it challenging for contractors to make submissions to the RFP. Limitations on in person meetings also creates challenges for the Renovation committee to meet and select the successful bid.

It was recommended that RFP deadlines be pushed back one month, with the project starting in September and complete by December 31, 2020.

Meriah will release details via email and the Board will vote on these changes electronically.

b. CORVID-19 Pandemic - Library response.

Meriah reported the Library has done the following in response to CORVID-19:

- Posted closure notices on doors, on the library Facebook page, and on the website
- Staff are being paid for their scheduled shifts until March 31, when Council is scheduled to reevaluate the situation
- Staff checking building, emptying book drop every other day. Meriah has provided gloves to help protect staff handling materials.
- the Children’s Librarian is posting daily online activities for families
- Meriah is sending regular email updates to staff. Staff were informed it is their responsibility to check their email daily for updates
- Meriah is investigating work that may be done at end of the two week period, including inventory, weeding, and perhaps scheduled pickups of materials
- Staff may be redeployed to other departments

**5. Date of Next Regular Meeting:**

Mike recommends cancelling the March Library Board meeting due to the CORVID-19 Pandemic. The next scheduled meeting will be April 15, 2020 at 7:00pm.

**6. Adjournment – 10:37am.**

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Chair

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Secretary

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Date

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Date