

**MINUTES OF CARLETON PLACE  
PUBLIC LIBRARY BOARD**

November 18, 2020

7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays	Chair
Andrew Tennant	Trustee / Carleton Place Council Representative
Tim Campbell	Vice Chair / Beckwith Representative
Bev Rogers	Trustee / Mississippi Mills Representative
Francis Bognar	Trustee
Sarah Kistler	Trustee
Gloria Gray	Trustee
Meriah Caswell	CEO / Secretary / Treasurer

**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**

Notice of typo to correct Item 12, Date of Next Regular Meeting to state December 16, 2020.

Moved by Gloria Gray, seconded by Francis Bognar, to accept the agenda as amended.  
CARRIED.

**3. Disclosure of Conflict of Interest**

None Declared.

**4. Minutes from the October 21, 2020 Library Board Meeting**

Moved by Tim Campbell, seconded by Sarah Kistler, that the minutes of the October 21, 2020 meeting be accepted as presented. CARRIED.

**5. Correspondence**

- a. Outgoing- none.
- b. Incoming- none.

## **6. Librarian's Report from October 2020**

Moved by Francis Bognar, seconded by Bev Rogers, that the Librarian's Report from October 2020 be accepted as presented. CARRIED.

## **7. Financial Reports from October 2020**

Moved by Tim Campbell, seconded by Sarah Kistler, that the Financial Reports from October 2020 be accepted as presented. Carried.

## **8. Business Arising from the Minutes**

- a. Howard Allan Cost Sharing Agreement – a meeting between the Mayors of Carleton Place, Beckwith, and Mississippi Mills to discuss the future of the Howard Allan Agreement was held on November 16, 2020. A Terms of Reference for this agreement will be created, and Howard Allan will be retained to investigate alternative cost-sharing methodologies.
- b. Budget 2021 – Meriah presented the library's 2021 budget to Council on November 6, 2020. The library's request for a new Library Program Assistant position was denied, however, the rest of the library budget requests were well received.
- c. OLC Contract Vote – OLC will be meeting to vote on the results of the service contract RFP on November 27, 2020. Meriah noted she would be voting to continue service with SirsiDynix, which happens to be the lowest priced option. The Board supported this direction. Meriah will report on the results of this vote at the December meeting.
- d. Library Shelving – As tender bids have come in at a price that will also allow the library to purchase new library shelving, Meriah has been working to put together an RFP for new shelving. Meriah will present this at a Renovation Committee meeting.
- e. Senior's Grant – Meriah informed the Board that the ipads and internet hotspots have been purchased. The packages will be ready to distribute to Senior's residences by early December.

## **9. Strategic Plan Implementation Updates**

- a. Library space planning updates – Meriah noted that the library renovation Tender closed on November 4, with the successful submission going to Preston

Construction. Meriah is currently awaiting required documents from Preston, including insurance documents, bond, and list of subcontractors.

**10. Policy Review and Updates** - none.

**11. New Business**

- a. Pay equity – Meriah noted that library staff are participating in the Town’s Pay Equity process. The results of this review are pending.
- b. Christmas celebrations – Library staff plan to celebrate Christmas with a socially-distanced breakfast in the Station on December 15.
- c. In Camera Session to consider matters pertaining to an identifiable individual. The Board entered into a closed session at 7:42pm.

**12. Date of Next Regular Meeting:** December 16, 2020 at 7:00pm

**13. Adjournment** – 8:19pm.

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Chair

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date