

**MINUTES OF CARLETON PLACE
PUBLIC LIBRARY BOARD**

April 15, 2020

7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays	Chair
Andrew Tennant	Trustee / Carleton Place Council Representative
Tim Campbell	Trustee / 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

None.

3. Disclosure of Conflict of Interest

None Declared.

4. Minutes from the February 19, 2020 Library Board Meeting

Moved by Francis Bognar, seconded by Andrew Tennant, that the minutes of the February 19, 2020 meeting be accepted as presented. Carried.

5. Minutes from the March 26, 2020 Special Meeting

Moved by Bev Rogers, seconded by Francis Bognar, that the minutes of the March 26, 2020 special meeting be accepted as presented. Carried.

6. Correspondence

a. Incoming-

- i. March 11, 2020 - Annual Survey of Public Libraries- Ministry Sign-off notification. The Library's 2019 Annual Survey of Public Libraries has been received and accepted by Ministry staff.

b. Outgoing-

- i. March 11, 2020 – Annual Survey of Public Libraries submission

7. Librarian's Reports from February 2020 and March 2020

Moved by Gloria Gray, seconded by Tim Campbell, that the Librarian's Reports from February and March 2020 be accepted as presented. Carried.

8. Financial Reports from February 2020 and March 2020

Moved by Bev Rogers, seconded by Andrew Tennant, that the Financial Reports from February and March 2020 be accepted as presented. Carried.

9. Business Arising from the Minutes

- a. Library response to COVID-19 closures – update. Meriah updated the Board on the following actions that had been undertaken by library staff since the Library Closure:
 - relaxing of library account registration and renewal procedures to allow registrations and renewals over email
 - provision of weekly library programs over Facebook and Instagram. This has prompted a discussion of how to best track statistics for these programs. Which metrics to use and when to collect statistics are now up for debate, given that it is now difficult to simply count physical program participants. Once posted online, programs can be accessed and viewed at any time and multiple times by users. Library staff settled on collecting statistics one week after a program was posted, and looking at a combination of Engagement statistics and views/listens of over one minute in length.
 - introduction of new library programs, such as the The First Few Pages podcast and "Baking with Caroline and her Mum"
 - library drop box is now closed to prevent overflowing of materials
 - automatic renewal of all library accounts and library materials until the library reopens
 - Meriah has written two articles regarding the library closure: one posted in the April edition of the Humm, and one on the online edition of the Carleton Place Almonte Canadian Gazette
 - Library posters in Town water bills advertising virtual library programs and services

10. Strategic Plan Implementation Updates

- a. Library Space Planning updates

i. RFP- Proposal reviews

Meriah reminded the Board that RFP submission period had closed on Tuesday, April 14. Meriah noted that there were three submissions that would need to be reviewed by the committee. Given the current mandate for social distancing, Meriah will find out whether it is possible for the RFP submissions to be distributed via email to the Library Board.

11. Policy Review and Updates

None.

12. New Business

- a. Wifi Booster – Bev Rogers noted that some Public Libraries have been allowing community access to free WiFi by improving connectivity in their parking lots. Meriah noted that while WiFi access in the library parking lot is currently possible, that the connection is weak and it can be unreliable. She had asked Town IT staff if purchasing a wifi booster would be possible, but their response at the time was that this was not a priority. Meriah will follow up on this request.

13. Date of Next Regular Meeting: May 20, 2020 at 7:00pm

14. Adjournment – 8:04pm.

Chair

Secretary

Date

Date