

**MINUTES OF CARLETON PLACE
PUBLIC LIBRARY BOARD**

December 16, 2020

7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays	Chair
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

ABSENT

Andrew Tennant Trustee / Carleton Place Council Representative

- 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**
Bev Rogers requested the addition of item 11e) SOLS Trustee Council update.

Moved by Gloria Gray, seconded by Sarah Kistler, to accept the agenda as amended.
CARRIED.
- 3. Disclosure of Conflict of Interest**
None Declared.
- 4. Minutes from the November 18, 2020 Library Board Meeting**
Moved by Tim Campbell, seconded by Bev Rogers, that the minutes of the November 18, 2020 meeting be accepted as presented. CARRIED.
- 5. Correspondence**
 - a. Outgoing-
 - i. 2019 CRA Charitable Return
 - b. Incoming- none.

6. Librarian's Report from November 2020

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

7. Financial Reports from November 2020

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

8. Business Arising from the Minutes

- a. Howard Allan Cost Sharing Agreement – a cost sharing meeting was held on December 7, 2020 to present 2021 recreation budgets. There were no comments on the library's 2021 proposed budget.
- b. Budget 2021 – awaiting final approval from Council.
- c. OLC Contract Vote – OLC membership voted on the results of the service contract RFP on November 27, 2020. The membership voted to maintain the contract for the SirsiDynix back end system, and to enter into an agreement with BiblioCommons for front end system software. This will result in an estimated price increase of \$10 000 per library in our Cluster. As the service agreements CPPL maintains with OLC and its Cluster partners ends on December 31, 2020, it provides CPPL and its Cluster Partners opportunity to investigate other ILS options. Meriah will reach out to CPPL's Cost Sharing partners in the New Year to determine their preferred course of action.
- d. Library Shelving – The bids have arrived- Meriah will present the results at a Renovation Committee Meeting.
- e. Senior's Grant – iPads and internet hotspots have been distributed to Senior's residences.

9. Strategic Plan Implementation Updates

- a. Library space planning updates – Meriah noted that progress made by the Contractor has been particularly slow, and that much work will need to be caught up on in order to maintain the current contract dates.

10. Policy Review and Updates - none.

11. New Business

- a. Library Board Secretary – Assistant Librarian Heidi Sinnett has expressed an interest in taking on the roll of Board Secretary. Meriah noted that the Assistant Librarian acting as Secretary is a fairly common practice, and she supports this decision.

Moved by Gloria Gray, seconded by Sarah Kistler, that Heidi Sinnett be appointed as Board Secretary. CARRIED.

- b. Performance Appraisals – Staff performance appraisals are nearly complete, with the last one scheduled for Thursday, December 17, 2020.
- c. VOIP phone lines – VOIP phone line equipment was damaged after a power surge at the Town Hall. All Town phone lines, including the library, are currently down. IT staff promise phones should be back up at the end of the week.
- d. Microfilm Digitization – the library has entered into a partnership with Carleton University Architecture department to digitize library microfilm up to the 1930's. The University will cover the costs of digitization in exchange for digital copies. Library staff will be sending these out for digitization within the week.
- e. SOLS Trustee Council - Bev reported on the last Trustee Council. She noted that SOLS is recommending all Boards go through their Strategic Plans to determine what needs to be rescheduled due to disruptions brought on by COVID-19. SOLS also recommend implementing an emergency pandemic response plan.

SOLS Trustee Councils will no longer be operating in the traditional format. Instead, there will be two virtual meetings a year, with representatives to be chosen for April 2021.

12. **Date of Next Regular Meeting:** January 20, 2020 at 7:00pm

13. **Adjournment** – 8:54pm.

Chair

Secretary

Date

Date

DRAFT