

**MINUTES OF CARLETON PLACE
PUBLIC LIBRARY BOARD**

February 19, 2020

7:00pm, Barbara Walsh Room

IN ATTENDANCE

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

Absent, with regrets: Gloria Gray

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

Meriah requested to add item 5a) February 18, 2020 – Barbara Franchetto, CEO, Southern Ontario Library Service to the agenda.

Moved by Tim Campbell, seconded by Bev Rogers, that the agenda be accepted as amended. Carried.

3. Disclosure of Conflict of Interest

None Declared.

4. Minutes from the January 15, 2020 Library Board Meeting

Moved by Andrew Tennant, seconded by Sarah Kistler, that the minutes of the January 15, 2020 meeting be accepted as presented. Carried.

5. Correspondence

a. Incoming-

- i. February 18, 2020 – Barbara Franchetto, CEO, Southern Ontario Library Service

This detailed a plan to merge SOLS and OLS-N into one organization.

Meriah did not see any cause for concern at this time, but noted she would keep the Board apprised of SOLS changes.

b. Outgoing-

- i. February 6, 2020 – Canada Summer Jobs application submitted for three summer students: two Literacy Tutors and one Summer Program Coordinator.

6. Librarian's Report from January 2020

Moved by Francis Bognar, seconded by Bev Rogers, that the Librarian's Report be accepted as presented. Carried.

7. Financial Report from January 2020

Moved by Andrew Tennant, seconded by Sarah Kistler, that the Financial Report be accepted as presented. Carried.

Meriah suggested that future iterations of the Financial Report become the monthly financials sent by the Town's Finance department, as opposed to her monthly list of cheques. This will allow the Board to have a better understanding of how the library is performing financially.

8. Business Arising from the Minutes

- a. Bell Internet/VOIP phone installation – Bell is now confirming there is Fibe service in our area. Town IT staff have successfully installed VOIP phones, which allow outgoing calls only. IT staff are still working to finish the installation and cancel phone and internet service lines.
- b. Library Assistant hiring – Advertising for the new Library Assistant position began on January 18, 2020. There were 25 applicants for the position. Five candidates were interviewed. Dawn Dupuis was the successful candidate, with a start date of February 10 and a contract at the library to September 11, 2020.
- c. Library staffing changes – the additional Library Assistant position has allowed Meriah to remove herself from circulation desk duties. The Children's Librarian and Interlibrary Loans Clerk also benefit from reduced desk time. A new desk schedule has been created, as well as defined tasks for Library Assistants to do when not serving patrons. These have been positive changes for staff so far.

- d. Library Board youth engagement – According to the Library Act, only persons 18 and above can become Library Board members, and they must be appointed by Council. This means that while local youth are welcome to attend library board meetings, they are not eligible to be voting members. After querying other Ontario libraries, Meriah found that most Boards engage local youth through their Teen Advisory Group (TAG). CPPL’s TAG has been in existence for several years, making recommendations for service to the Children’s Librarian. Meriah recommended that the Board engage with the current TAG to develop a formal Terms of Reference for the 2020/2021 TAG that will promote youth engagement at the Board level. Meriah will discuss options with the Children’s Librarian and report back to the Board after the next TAG meeting.
- e. Development Charges – Meriah presented the draft Town of CP Development Charges survey to the Library Board for comment. The Board requested that Meriah confirm with the Town CAO the amounts set aside for Strategic Planning and for library space improvements.

9. Strategic Plan Implementation Updates

- a. Library Space Planning updates –
 - i. Renovation Committee Terms of Reference – Moved by Tim Campbell, seconded by Sarah Kistler, to accept the Renovation Committee Terms of Reference as amended. Carried.
 - ii. RFP – Meriah presented updates to the RFP. The RFP will be released on Friday, February 21.

10. Policy Review and Updates

- a. Procurement Policy – ongoing.

11. New Business

- a. French eBook collection – Meriah asked for guidance on the renewal of the library’s French eBook collection. The collection was purchased in 2016, but has had no circulation to date. CPPL has not been required to pay for the collection since that time. However, SOLS contract renewal means that CPPL will need to pay to continue the service. It will be approximately \$600, with a promised eRC connector and audiobooks. Meriah believes with the eRC connection, it is likely that this collection will see more circulations. The Board counselled Meriah to try the collection for one more year.

12. **Date of Next Regular Meeting:** March 18, 2020 at 7:00pm

13. **Adjournment** – 8:37pm.

Chair

Secretary

Date

Date

DRAFT