

**MINUTES OF CARLETON PLACE  
PUBLIC LIBRARY BOARD**

January 15, 2020

7:00pm, Barbara Walsh Room

IN ATTENDANCE

Mike Jeays	Chair
Andrew Tennant	Trustee / Carleton Place Council Representative
Bev Rogers	Trustee / Mississippi Mills Representative
Gloria Gray	Trustee
Meriah Caswell	CEO / Secretary / Treasurer

Absent, with regrets: 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**

Meriah requested to add item 5a) SOLS ILL Postage Rebate for 2019. Andrew Tennant requested the addition of item 11h) Youth member.

Moved by Gloria Gray, seconded by Andrew Tennant, that the agenda be accepted as amended. Carried.

**3. Disclosure of Conflict of Interest**

None Declared.

**4. Minutes from the December 15, 2019 Library Board Meeting**

Moved by Bev Rogers, seconded by Andrew Tennant, that the minutes of the December 15, 2019 meeting be accepted as presented. Carried.

**5. Correspondence**

a. Incoming-

- i. January 8, 2019 – Stephen Abram, Executive Director, FOPL Notice of AGM, and request to fill in and return a proxy form if a representative from our library will not be attending the AGM. Meriah will respond on behalf of the library board.

ii. January 10, 2020 - SOLS ILL Postage Rebate for 2019

b. Outgoing- none.

**6. Librarian's Report from December 2019**

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

**7. Financial Report from December 2019**

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

**8. Business Arising from the Minutes**

a. Library Budget 2020 – the library budget was approved as presented at the January 14, 2020 Council meeting.

**9. Strategic Plan Implementation Updates**

a. Library Space Planning updates – Meriah presented a draft Request for Proposal document. Meriah will present changes to the document at the February board meeting.

**10. Policy Review and Updates**

a. Procurement Policy – ongoing.

**11. New Business**

a. Staff Performance Appraisals – Meriah is currently engaged in the staff performance appraisal process. She noted that the form is longer this year, resulting in a lengthier process.

b. Election of Vice-Chair – Mike Jeays called for nominations for Vice Chair.

i. Andrew Tennant nominated Tim Campbell for Vice Chair.

ii. After hearing no further nominations, Mike Jeays closed nominations.

iii. Tim Campbell was acclaimed Library Board Vice Chair.

c. Bathroom Ventilation – library staff note the ongoing issue of odors from the bathroom area being immediately evident in the office area. Andrew Tennant has contacted a heating/cooling specialist who is currently investigating the

issue.

- d. Bell Internet – Town IT staff have been informed that Bell Fibe internet is not available at the library location. This directly opposes the information Meriah received in the fall of 2019 when she signed a contract with Bell for Fibe service. Town IT staff report that this means the Library will not be eligible for VOIP phone service installation, as current speeds will not support a VOIP phone connection. Meriah will inquire further into this issue.
- e. Howard Allan Cost Sharing Meeting – Meriah attended a Howard Allan Cost Sharing meeting on January 15, 2020 in Carleton Place. She noted there was little to report from the meeting that would affect library business.
- f. Library Assistant Hiring – The 2020 budget will allow the creation of a third Library Assistant position. Meriah will advertise the position shortly, with the goal of having the position filled by mid-February.
- g. Library Performance 2019 – Meriah presented all tracked statistics for 2019. She noted that in 2019 digital downloads have overtaken adult fiction as the top circulated item. Adult materials circulation has slowed over the past few years as digital circulation has grown, but juvenile materials have seen a recent jump in interest. Program attendance grew by 26% over 2018. Circulation was up 2% over the previous year.
- h. Committee Structure – Andrew Tennant – non-voting youth member – Andrew Tennant informed the Board that other committees he is sitting on have expressed interest in gaining a youth perspective at their meetings, and are looking into inviting a Youth member to sit. Andrew wondered if this is something the library might also do. Meriah will check Board bylaws and investigate how other libraries engage youth at the board level. She will report back at the next meeting.

**12. Date of Next Regular Meeting:** February 19, 2020 at 7:00pm

**13. Adjournment** – 8:07pm.

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Chair

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Date

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Secretary

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Date