

- ii. Mike Jeays welcomed Heidi Sinnett as Secretary on behalf of the Library Board.
- b. Incoming**
 - i. December 9, 2020 – Canada Revenue Agency -- Received confirmation that the CRA received our Annual Information Return Filing.
 - ii. December 23, 2020 – Nicole Chilton-Jones noted five labour related deficiencies of Preston Construction in a letter to Meriah Caswell, and felt the company was in default. Meriah sent the letter to Japnam Brar to respond.
 - iii. December 30, 2020 – Meriah noted concern that too few details in the Tender process is resulting in expensive Change Orders. This includes an extra \$6000 for window trim painting, bathrooms that will not be updated, and mismatched vestibule tiles.

Meriah also noted issues with the removal of a portion of the alarm system, and damage to a small part of the ceiling that will be up to Preston Construction to cover costs.

Not all items of furniture/décor have been purchased and Meriah noted the washrooms could be updated if costs in other areas are reduced.

There have been issues with safety equipment and proper Personal Protective Equipment not being worn by employees of Preston Construction upon daily inspections by Facilities Manager Ross Rankin. Discussion with Nicole Chilton-Jones regarding the infractions resulted in the site manager being let go, and day-to-day operations being overseen by the owner of Preston Construction going forward.

The Board showed interest in touring the site, and Meriah will make arrangements. Progress has been made at the site, including painting, completion of framing, and some drywall.

6. Librarian's Report from December 2020

Meriah presented the Librarian's Report.

A concern was raised about public access to WiFi during the current lockdown period. Meriah will investigate advertising on the electronic board on Lake Ave.

Moved by Gloria Gray, seconded by Francis Bognar, that the Librarian's Report from December 2020 be accepted as presented. CARRIED.

7. Financial Reports from December 2020

The Financial Report will be ready in the coming weeks.

8. Business Arising from the Minutes

- a. Howard Allan Cost Sharing Agreement – Meriah noted that Councilor John Dalgity from Mississippi Mills was appointed to the Cost Sharing Committee. Dalgity provided an update at the January 12, 2021 Mississippi Mills Committee of the Whole regarding the December 2020 Cost Sharing Meeting. During this discussion, the issue of a portion of the Mississippi Mill's Public Library's Per Household grant being sent to the Carleton Place Public Library was raised. Mississippi Mills staff are to research the history of this agreement and report back to the Committee of the Whole.
- b. Budget 2021 – awaiting final approval from Council as the meeting was rescheduled due to the unfortunate passing of Councilor Teresa Fritz.
- c. OLC Contract Vote – November 27, 2020 – OLC Libraries agreed to the SirsiDynix contract that enters into an agreement with BiblioCommons for front end system software. After further investigation, Meriah noted the increase will be approximately \$1800, if Mississippi Mills Public Library and Petawawa Public Library remain in partnership with Carleton Place Public Library.
- d. Library Shelving RFP – Meriah received three bids in response to the Library Shelving RFP. The Renovation Committee accepted the lowest bid from VEN-REZ at \$50924.65, which includes delivery, assembly, a 10-year warranty, and removal of the remaining current shelving.

Moved by Sarah Kistler, seconded by Tim Campbell, that the renovation committee has accepted the RFP bid from VEN-REZ. CARRIED.

9. Strategic Plan Implementation Updates

- a. Library Space Renovation Updates – Due to delays caused by the COVID-19 pandemic and the library renovation, the Board felt a review of the 2017-2021 Strategic Plan was required to identify any items that required postponement. After discussion, items identified to postpone were signage, and Accreditation.

10. Policy Review and Updates

- a. Meriah began a Pandemic Preparedness plan in March 2020 and the update is complete.

Moved by Francis Bognar, seconded by Sarah Kistler, that the Pandemic Preparedness Plan be accepted as amended. CARRIED.

11. New Business

- a. Election of Vice-Chair - Mike Jeays called for nominations for Vice Chair.
 - i. Tim Campbell nominated by Andrew Tennant for the position of Vice-Chair.
 - ii. After hearing no further nominations, Mike Jeays closed nominations.
 - iii. Tim Campbell was acclaimed Library Board Vice Chair.
- b. State of Emergency and Library Operations – Library operations were once again returned to curbside pickup services following the State of Emergency invoked on January 14, 2021 by the Ontario Government.

Also affected were the Library renovations. With unclear language in the order, Preston Construction ceased the renovation on January 14, 2021 following a letter from Nicole Chilton-Jones. Discussion continued to clarify the order.

Upon clarification of the above-mentioned order, Preston Construction was notified to recommence the renovations. Without explanation, they could not resume work until the following week.

The question of whether Preston Construction would be able to complete the project was raised. Meriah noted we must follow the terms stated in the construction contract to not open the library up to liability. Meriah will investigate further and will request Nicole Chilton-Jones to take a firmer stance with the company if work has not resumed as of January 22, 2021.

- c. SOLS Trustee Council Representative – Bev Rogers noted that SOLS will be seeking a new representative in April and will forward the notice to Meriah when it is received.

- d. 175th Anniversary of the Library – The Library is celebrating its 175th Anniversary in 2021 and the renovation will be the cornerstone of the celebration, along with a special logo, community highlights, and a wide variety of social media.

The Board suggested a plaque be designed to include all former and current Librarian’s names and the dates they served and placed in the library.

Although the Library’s microfilm records through to the 1930s are now being digitized in partnership with the Carleton University Architecture department and not part of the Anniversary celebrations, costs to format the records to go online will likely be formidable. Caroline Zeeman is researching cost effective ways to do this.

12. Date of Next Regular Meeting: February 17, 2021 at 7:00pm

13. Adjournment – 8:32pm.

Chair

Secretary

Date

Date