

**MINUTES OF CARLETON PLACE
PUBLIC LIBRARY BOARD**

June 17, 2020

7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays	Chair
Tim Campbell	Vice Chair / Beckwith Representative
Andrew Tennant	Trustee / Council Representative
Bev Rogers	Trustee / Mississippi Mills Representative
Francis Bogнар	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.

3. Disclosure of Conflict of Interest

None Declared.

4. Minutes from the May 20, 2020 Library Board Meeting

Moved by Bev Rogers, seconded by Francis Bogнар, that the minutes of the May 20, 2020 meeting be accepted as presented. Carried.

5. Correspondence

a. Incoming-

- i. June 1, 2020 - Service Canada - Canada Summer Jobs application
- ii. June 8, 2020- Stephen Abram, Executive Director FOPL - FOPL Statement of Solidarity with the Black Community Against Systemic Racism

6. Librarian's Report from May 2020

Moved by Francis Bogнар, seconded by Bev Rogers that the Librarian's Report from May 2020 be accepted as presented. Carried.

7. Financial Reports from May 2020

Moved by Gloria Gray, seconded by Francis Bogнар, that the Financial Report from May 2020 be accepted as presented. Carried.

8. Business Arising from the Minutes –

- a. Curbside Pickup- update – Meriah noted that Curbside pickup is going well, with good feedback from the community thus far. It has put a large amount of pressure on the phone system during peak hours, with some users noting is difficult to get through to the library when they arrive for their holds.

9. Strategic Plan Implementation Updates

- a. Library Space Planning updates –
 - i. Temporary Location – After considering a location on Bridge Street, Meriah recommends the library make its temporary location The Station at Coleman Avenue, which is currently empty. Recreation and Culture Staff has noted they will not charge the library rent, but will instead ask for any additional utility and cleaning costs.

Moved by Sarah Kistler, Seconded by Bev Rogers, that the library move to The Station Active Living Centre while the 101 Beckwith Street location undergoes renovations. CARRIED.

- ii. Library movers – Meriah has obtained a quote from professional library movers. The quote came in at \$40 000 for 4 days of work. As this is far outside the financial capabilities of the library at this time, Meriah recommended relying on volunteer labour for the library move.
 - iii. Update from Jim Bell Architecture – The Contract has been signed and a programming update sent for Renovation Committee consideration. Work on interior design will start shortly.

10. Policy Review and Updates

- a. Phased Reopening Plan Updates – Meriah noted updates to the Phased Reopening Plan, which included further updates to available public health information.

11. New Business

- a. Library Website Development – Meriah presented quotes for website development from three local web developers. The lowest quote came in from Brent Eades at \$2500. Meriah will contract with Brent for Service.

12. **Date of Next Regular Meeting:** September 16, 2020 at 7:00pm

13. **Adjournment** – 8:19pm.

Chair

Secretary

Date

Date

DRAFT