

**MINUTES OF CARLETON PLACE
PUBLIC LIBRARY BOARD**

May 20, 2020

7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays	Chair
Bev Rogers	Trustee / Mississippi Mills Representative
Francis Bognar	Trustee
Sarah Kistler	Trustee
Gloria Gray	Trustee
Meriah Caswell	CEO / Secretary / Treasurer

Absent, with regrets: Andrew Tennant, Tim Campbell

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

None.

3. Disclosure of Conflict of Interest

None Declared.

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

Moved by Bev Rogers, seconded by Francis Bognar, that the minutes of the April 15, 2020 meeting be accepted as presented. Carried.

5. Correspondence

- a. Incoming-
 - i. None.
- b. Outgoing-
 - i. None.

6. Librarian's Report from April 2020

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

7. Financial Reports from April 2020

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

8. Business Arising from the Minutes - None.

9. Strategic Plan Implementation Updates

- a. Library Space Planning updates – Meriah updated the Board on the activities of the Renovation Committee. Jim Bell and Nicole plan to meet members of the committee in Carleton Place on Tuesday, May 19 to see and discuss the space. Contract negotiations are ongoing.

10. Policy Review and Updates

- a. Phased Reopening Plan – Meriah presented a Library Re-opening/Safe Operating Plan, which is modeled around a reopening process that occurs in stages. This plan is meant to adapt to feedback from staff and the public and as health research and legislation changes.

Moved by Bev Rogers, seconded by Sarah Kistler, to accept the Library Re-opening/Safe Operating Plan, with the understanding that the document will change as new information and best practices become available. CARRIED.

As part of this plan, Meriah proposed that the library Board consider going fine-free for the summer of 2020. This will have several benefits for the health and safety of staff and the community:

- It would limit the amount of time staff spends handling money, helping to limit community spread
- Patrons who are feeling ill will not feel pressured to leave quarantine to return library materials
- This would be a supportive gesture for a community already under tremendous strain during the pandemic.

Fines brought in June, July, and August 2019 totalled roughly \$2000. However, no fines have accrued during the 2020 closure, mitigating this potential loss of revenue.

Moved by Francis Bogнар, seconded by Gloria Gray, that the library forgive overdue fines for items returned during the months of June, July and August 2020. CARRIED.

11. New Business

- a. Curbside Pickup – Meriah presented procedures for library Curbside pickup services. The library will be ready to begin on Monday, May 25.

- b. Rehiring Staff
 - i. Summer Students – Meriah recommended that the Board hire one Summer Student for work at the library to assist with children’s virtual programming and to perform other duties as required.
Moved by Sarah Kistler, seconded by Francis Bognar, that the library hire one summer student, and furthermore be granted permission to hire further summer students as the need arises. CARRIED.

 - ii. Permanent Staff – In order to offer curbside pickup services, the library will require the following staff: 3 Pages, 1 Interlibrary Loan Clerk, 1 Library Assistant.
Moved by Gloria Gray, Seconded by Bev Rogers, that the library rehire the furloughed Pages, Interlibrary Loan Clerk, and one Library Assistant. CARRIED.

- c. Summer Plans – Heidi presented her plans for a virtual Summer Reading program. She has created a website for children’s summer reading using an under the sea theme. Kids keep track of their reading and will check in on Fridays with how much they have read. Adults and teens will have their own sections of the site that encourage summer reading through activities and prizes. Virtual programming will continue. The literacy tutor program will not be offered in 2020.

12. Date of Next Regular Meeting: June 17, 2020 at 7:00pm

13. Adjournment – 8:19pm.

Chair

Secretary

Date

Date

DRAFT