

**MINUTES OF CARLETON PLACE  
PUBLIC LIBRARY BOARD**

February 17, 2021

7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays	Chair
Tim Campbell	Vice Chair / Beckwith Representative
Bev Rogers	Trustee / Mississippi Mills Representative
Andrew Tennant	Trustee / Carleton Place Council Representative
Francis Bognar	Trustee
Sarah Kistler	Trustee
Gloria Gray	Trustee
Meriah Caswell	CEO / Treasurer
Heidi Sinnett	Secretary
Diane Smithson	CAO - Town of Carleton Place

**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.** May declare now or at any time during the meeting.

None Declared.

**4. Minutes from the January 20, 2021 Library Board Meeting**

Tim Campbell noted an error in the candidacy nomination for Vice-Chair in item 11ai) Election of Vice-Chair. Andrew Tennant acknowledged the nomination. Heidi to change text to read "Tim Campbell nominated by Andrew Tennant for the position of Vice-Chair".

Gloria Gray noted an incorrect spelling of Japnam Brar in item 5bii. Heidi to correct.

Bev Rogers noted a misplaced apostrophe in item 11d. Heidi to correct.

Moved by Bev Rogers, seconded by Tim Campbell, that the minutes of the January 20, 2021 Library Board meeting be accepted as amended. CARRIED.

## 5. Correspondence

### a. Outgoing-

- i. January 29, 2021 – Japnam Brar – regarding unauthorized changing of locks, unsupervised access by subtrades. Contact with Japnam Brar produced no explanation for either issue.
- ii. February 5, 2021 – Japnam Brar – Termination of Contract. Preston Construction was notified of the Termination of the Contract. Equipment has not yet been retrieved from the site.

### b. Incoming-

- i. January 2021 – SOLS – regarding appointing a representative to the new Board Assembly. A representative may be appointed to the new Board Assembly. Bev Rogers voiced interest in continuing the position. The Board will decide during the March meeting.
- ii. January 26, 2021 – Sarah Cossette, Manager, Ministry of Heritage, Sport, Tourism and Culture Industries regarding the opening of the 2020 Annual Survey of Public Libraries, which Meriah will complete soon.
- iii. January 29, 2021—Nicole Chilton-Jones, Intern Architect, Jim Bell Architectural Design Inc. regarding Health and Safety defaults. Ross Rankin informed Meriah of these and other Health and Safety violations during regular visits to the library renovation site.
- iv. January 29, 2021 – Nicole Chilton-Jones, Intern Architect, Jim Bell Architectural Design Inc. noting issues in work identified by the structural engineer. Japnam Brar claims issues should have been discussed when the work began in early January.
- v. February 1, 2021 – Nicole Chilton-Jones, Intern Architect, Jim Bell Architectural Design Inc. noting work done on walls needing to be taken down. The work received a partial pass from a building inspector.
- vi. February 1, 2021 – Nicole Chilton-Jones, Intern Architect, Jim Bell Architectural Design Inc. also noted issues in work identified by the mechanical and electrical engineers.
- vii. February 3, 2021 – Kevin Finnerty, Assistant Deputy Minister, Ministry of Heritage, Sport, Tourism and Culture Industries shared more information regarding the Howard Allan Agreement. See discussion in Item 8a.

- viii. February 5, 2021 – Nicole Chilton-Jones, Intern Architect, Jim Bell Architectural Inc. regarding failure to properly prosecute work. Preston Construction met all aspects of the contract with regards to the timeline and work completed.

**6. Librarian’s Report from January 2021**

Meriah presented the Librarian’s Report.

Moved by Francis Bogнар, seconded by Andrew Tennant, that the Librarian’s Report from January 2021 be accepted as presented. CARRIED.

**7. Financial Reports from December 2020**

Meriah noted year-end Financial Reports from 2020 have not been received yet. An entry in the January report regarding a Seniors’ Grant may have been an incorrect entry. Meriah will follow up.

Moved by Tim Campbell, seconded by Gloria Gray, that the Financial Reports from December 2020 be accepted as presented. CARRIED.

**8. Business Arising from the Minutes**

- a. Howard Allan Cost Sharing Agreement – Meriah presented a full report to the Board on the Howard Allan Cost Sharing Agreement, including the original documents with Beckwith Township and Mississippi Mills Public Library. When the agreement was signed, there were no library facilities in Mississippi Mills. Beckwith Township will be impacted by any upcoming changes to the document as well.

Meriah explained possible options to the Library Board, including an updated agreement between Carleton Place, Mississippi Mills and Beckwith to reflect mutual decisions that would fall within the Library Act’s parameters.

Diane Smithson noted the issue will be presented at the next Town Council Meeting on February 23, 2021 as it affects other Town facilities. No Legal counsel will be sought at this time, pending a discussion between Mississippi Mills and Carleton Place Public Library Boards.

Diane Smithson noted Mississippi Mills Public Library is currently undergoing a space study. It is possible the Library hopes to use the dissolution of the Agreement to bolster upcoming funding requests.

Meriah presented several options to the Board, including reciprocal borrowing agreements and an amalgamation of Boards to become a Union Public Library. All would result in major changes to each Municipality's Library Board, current Library staff and/or programs, and increased costs to Carleton Place would likely incur. Diane suggested legal counsel might be needed to update the Library Act to reflect libraries with special interests.

Meriah will approach the Mississippi Mills Public Library for a meeting between both CEOs and Library Board Chairs. In anticipation of Mississippi Mills Public Library asking for reciprocal borrowing privileges, Andrew Tennant moved that the Library Board would not accept that offer, seconded by Gloria Gray.  
CARRIED.

b. Budget 2021

Meriah noted the 2021 Budget was passed. Beckwith Township budget will go to the table in March.

c. OLC Bibliocommons, Cluster update

Bibliocommons was accepted as the new public facing catalog, although the new contract requires all monies up front. Some larger libraries may be able to do this in 2021, but most libraries will need to build this into the 2022 budget instead.

Both Petawawa Public Library and Mississippi Mills Public Library have agreed to continue the cluster with Carleton Place Public Library, although only Petawawa has made a commitment through to the end of 2022. Meriah believes Mississippi Mills Public Library will also commit eventually.

d. Trustee Council Representative

With the designation of "New Assemblies" this is now redundant.

e. Pay Equity Review – Results

Tim Campbell moved to go to an In-Camera session, seconded by Sarah Kistler.  
CARRIED.

At 8:14pm, the Library Board entered an in-camera session to discuss matters pertaining to the Pay Equity Review results.

At 8:30pm, the Library Board resumed the out-of-camera session, moved by Bev Rogers.

f. CPPL 175

Carleton Place Public Library Anniversary celebration planning is underway. Meriah informed the Board that a special 175<sup>th</sup> Anniversary logo is being created, and asked Heidi to present on the Teen Advisory Group book talk videos intended for social media.

Andrew Tennant wondered if the Board would do a presentation to Council as a delegation. It was decided an announcement should be made at the next meeting and Meriah would follow up with a presentation at a later date.

**9. Strategic Plan Implementation Updates**

- a. Library space renovation updates – Two RFQs have been released by Ross Rankin—one for doors and windows, and one for flooring.

With work stopped on the renovation, structural inspectors and mechanical and electrical inspectors will go in this week to observe what work has been completed, what needs to be done or redone and estimate the costs of both.

Nicole Chilton-Jones suggested the Library hire a 3<sup>rd</sup> party construction company to evaluate results from the inspectors. Firms are being vetted.

**10. Policy Review and Updates – none.**

**11. New Business**

- a. Board Treasurer – Following the Pay Equity Study, Diane Smithson requested the Library Board consider Trisa McConkey, Treasurer for the Town of Carleton Place, as the new Board Treasurer. The Board will defer this decision until after Council has discussed the Pay Equity results. Meriah will invite Diane Smithson to the next meeting to answer questions.

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

**13. Adjournment – 8:45pm.**

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Chair

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Date

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Secretary

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Date