

**MINUTES OF CARLETON PLACE
PUBLIC LIBRARY BOARD**

March 17, 2021

7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays	Chair
Bev Rogers	Trustee / Mississippi Mills Representative
Andrew Tennant	Trustee / Carleton Place Council Representative
Francis Bognar	Trustee (left at 8:03pm. Quorum maintained.)
Sarah Kistler	Trustee
Gloria Gray	Trustee
Meriah Caswell	CEO / Treasurer
Heidi Sinnett	Secretary
Diane Smithson	CAO – Town of Carleton Place

ABSENT

Tim Campbell Vice Chair / Beckwith Representative

The meeting was called to order at 7:12pm.

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. Meeting Minutes

a. Minutes from the February 16, 2021 Library Board Meeting

Moved by Bev Rogers, seconded by Gloria Gray, that the minutes of the February 16, 2021 meeting be accepted as presented. CARRIED.

b. Minutes from the March 03, 2021 Special Library Board Meeting

Moved by Bev Rogers, seconded by Gloria Gray, that the minutes of the March 03, 2021 Special Library Board Meeting be accepted as presented. CARRIED.

5. Correspondence

- a. Outgoing-
 - i. March 2, 2021 letter of thanks to IODE
 - ii. March 4, 2021 – Communities Foundation of Canada Healthy Communities Initiative Project Grant Application. An application was prepared by Caroline Zeeman for COVID 19 related projects.
- b. Incoming- none.

6. Librarian's Report from February 2021

The Board suggested a thank you be sent to Deane Zeeman for her contribution to the Library's online programming. Meriah will follow up.

Moved by Andrew Tennant, seconded by Bev Rogers, that the Librarian's Report from February 2021 be accepted as presented. CARRIED.

7. Financial Reports

February 2021 Financial report – Meriah presented the February 2021 Financial Report.

Moved by Andrew Tennant, seconded by Gloria Gray, that the February 2021 Financial Report be accepted as presented. CARRIED.

2020 Audited Financial Statements – Meriah suggested Trisa McConkey be invited to present the report at the April Library Board Meeting.

8. Business Arising from the Minutes

- a. Howard Allan Cost Sharing Agreement – At the Mississippi Mills Committee of the Whole meeting on Tuesday, March 16, 2021, the motion to terminate the Library Portion of the Cost Sharing Agreement with Carleton Place was passed. It will now go to Mississippi Mills Council on April 6, 2021.

Meriah presented a resolution proposal directed at the Mississippi Mills Public Library Board:

“Whereas the Carleton Place Public Library has provided high quality library services to the people of Mississippi Mills since 1987 under the terms of the Recreation Cost Sharing Agreement;

And **Whereas** the sudden termination of this agreement by the Mississippi Mills Public Library Board will have unplanned financial consequences for the Carleton Place Public Library;

And **Whereas** no other solution has been formally presented to the Carleton Place Public Library Board for the continuation of library services to the people of Mississippi Mills,

Be it resolved **That** should the Library Portion of the Recreational Cost Sharing Agreement be terminated, the Carleton place Public Library shall expire the accounts of all Mississippi Mills account holders beginning the period the decision of Mississippi Mills Council takes effect.

And **Furthermore**, that the non-resident membership fee shall be set at \$90.00 annually per user at that time.”

Diane Smithson suggested an agreement between the Carleton Place Public Library and Beckwith Township in 1996 could relieve the CP library from questions of compliance noted in the February 2021 letter from Kevin Finnerty, Assistant Deputy Director of the Ministry of Heritage, Tourism, Sport, and Culture Industries.

After a discussion on possible alternatives to reciprocal borrowing, the Board asked Meriah to draft a complete proposal letter for review before sending it to Mississippi Mills Public Library Board and Mississippi Mills Council. Diane Smithson suggested this would encourage more discussion before the Mississippi Mills Council vote.

Moved by Francis Bognar, seconded by Gloria Gray, that the resolution be approved. CARRIED.

Moved by Gloria Gray, seconded by Sarah Kistler, that the letter be sent to the Mississippi Mills Public Library Board, and copied to the Mississippi Mills Council. CARRIED.

- b. Annual Survey of Public Libraries – With the receipt of the 2020 Financial Statements, Meriah will complete the survey next month.

- c. Trustee Council representative – Deferred until next month, dependent upon the results from the Mississippi Mills Council vote on the Cost Sharing Agreement.
- d. CPPL 175 – Anniversary celebrations have begun virtually. Andrew Tennant presented a statement to Council regarding the accomplishment, and articles have appeared in local news.
- e. Board Treasurer – Diane Smithson presented options regarding Carleton Place Treasurer Trisa McConkey becoming the Library Board Treasurer and suggested she could make quarterly financial updates to the Board, as well as other important presentations. Meriah’s financial duties will become less time consuming, and similar to other Managers.

Moved by Andrew Tennant, seconded by Gloria Gray to approve Trisa McConkey as the new Library Board Treasurer. CARRIED.

9. Strategic Plan Implementation Updates

- a. Library space renovation updates – Meriah noted progress being made in the removal of poor work done by Preston Construction.

Diane Smithson and Mayor Doug Black signed a contract amendment with Jim Bell. A revised timeline for the new work has not been set, but a tentative move date of June 2021 seems achievable.

10. Policy Review and Updates - none.

11. New Business

- a. Vaccination Registrations – Heidi Sinnett presented a plan in consultation with the Leeds, Grenville and Lanark District Health Unit to aid seniors in upcoming vaccination registrations once the library is open to the public again.

12. Date of Next Regular Meeting: April 21, 2021 at 7:00pm

13. Adjournment – 8:46pm.

Chair

Secretary

Date

Date