

**MINUTES OF CARLETON PLACE
PUBLIC LIBRARY BOARD**

April 21, 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
Sarah Kistler	Trustee
Gloria Gray	Trustee
Meriah Caswell	CEO
Trisa McConkey	Treasurer
Heidi Sinnott	Secretary

ABSENT

Francis Bognar Trustee

The meeting was called to order at 7:01pm.

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.

Moved by Sarah Kistler, seconded by Gloria Gray, to accept the agenda as presented.

CARRIED.

3. Disclosure of Conflict of Interest

None Declared.

4. Minutes from the March 17, 2021 Library Board Meeting

Moved by Gloria Gray, seconded by Bev Rogers, that the minutes of the March 17, 2021 Library Board Meeting be accepted as presented. CARRIED.

5. Correspondence

- a. Outgoing-
 - i. March 24, 2021 – Mississippi Mills Public Library Board – regarding the March 17, 2021 Library Board resolution to impose a \$90 non-resident fee for South Ramsay residents.
 - ii. April 8, 2021 – Mississippi Mills Public Library Board – requesting an effective termination date of the Library portion of the Howard Allan agreement.
- b. Incoming –
 - i. March 25, 2021 – Cathy Peacock, Mississippi Mills Public Library Board Chair – regarding the vote at Council on April 6, 2021 to terminate the Library portion of the Howard Allan agreement.
 - ii. April 8, 2021 – Cathy Peacock, Mississippi Mills Public Library Board Chair – a request for the Carleton Place Public Library Board and the Mississippi Mills Public Library Board to discuss future library services after Mississippi Mills Council voted on April 6, 2021 to terminate the Library portion of the Howard Allan agreement.
 - iii. April 15, 2021 – Cathy Peacock, Mississippi Mills Public Library Board Chair – a further request to meet with the Carleton Place Public Library Board and Peggy Malcolm of the Ontario Library Service. Meriah informed the Board that no representative from the Ontario Library Service would attend.

Trisa McConkey informed the Board that Mayor Doug Black sent a letter to Mississippi Mills Council asking for one year's notice prior to terminating the Library portion of the Howard Allan agreement.

The Board will send Meriah, Mike Jeays, Andrew Tennant, and Bev Rogers to meet with the Mississippi Mills Public Library Board to discuss a termination date, and how the reimbursements to Mississippi Mills Public Library will take place. Meriah will arrange a meeting date.

6. Librarian's Report from March 2021

Meriah presented the Librarian's report.

Moved by Bev Rogers, seconded by Gloria Gray, that the Librarian's Report from March 2021 be accepted as presented. CARRIED.

7. Financial Reports –

- a. March 2021 Financial Report – Meriah will change an incorrect line placement for a payment to OLC for \$11,000.
Moved by Tim Campbell, seconded by Andrew Tennant, that the March 2021 Financial Report be accepted as amended. CARRIED.
- b. 2020 Audited Financial Statements - Trisa McConkey presented the results of the 2020 Audited Financial Statements to the Board.
Moved by Andrew Tennant, seconded by Bev Rogers, that the 2020 Audited Financial Statements be accepted as presented. CARRIED.
- c. Treasurer schedule – It was agreed that Trisa McConkey will attend 1-2 Library Board meetings each year.

8. Business Arising from the Minutes

- a. Howard Allan Cost Sharing Agreement – Deferred to May 2021.
- b. Annual Survey of Public Libraries – Meriah completed the Annual Survey.
- c. Trustee Council representative – Bev Rogers will continue to represent Mississippi Mills until further notice.
- d. CPPL 175 – Meriah discussed recent Anniversary celebrations and agreed they will continue throughout the year. Tim Campbell would like to see a display of historical books once the library renovation is complete.

9. Strategic Plan Implementation Updates

- a. Library space renovation updates – Meriah noted progress being made in the renovation, with a possible move date the week of June 28, 2021.

Ross Rankin is having difficulties securing a company to replace the ramp.
Andrew Tennant will follow up with some leads.

10. Policy Review and Updates –

- a. BL-01 Statement of Authority and Powers of the Board
Moved by Sarah Kistler, seconded by Gloria Gray, that the BL-01 Statement of Authority and Powers of the Board be accepted as presented. CARRIED.
- b. BL-02 Composition of the Board and Terms of Reference

Moved by Andrew Tennant, seconded by Bev Rogers, that the BL-02 Composition of the Board and Terms of Reference be accepted as presented, and that BL-03 be repealed. CARRIED.

c. Repeal BL-03 Terms and References of the Officers. Repealed – see above.

11. New Business

Lanark County Interval House proposal – Meriah suggested a book deposit agreement with Lanark County Interval House to address possible privacy and residency conflicts for residents who would like to use the library. This can begin after pandemic restrictions end if LCIH approves the proposal.

April Break activities – Heidi presented a summary of April Break programming.

12. Date of Next Regular Meeting: May 19, 2021 at 7:00pm

13. Adjournment – 8:15pm.

Chair

Secretary

Date

Date