

**MINUTES OF CARLETON PLACE
PUBLIC LIBRARY BOARD**

May 19, 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
Gloria Gray	Trustee
Meriah Caswell	CEO
Heidi Sinnett	Secretary

ABSENT

Francis Bognar	Trustee
Sarah Kistler	Trustee

The meeting was called to order at 7:00pm.

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

Meriah requested the addition to Outgoing Correspondence of item 5ai) May 18, 2021 - 2020 Charitable Return Submitted.

Moved by Andrew Tennant, seconded by Bev Rogers, to accept the agenda as amended. CARRIED.

3. Disclosure of Conflict of Interest

None Declared.

4. Minutes from the April 21, 2021 Library Board Meeting

Moved by Tim Campbell, seconded by Andrew Tennant, that the minutes of the April 21, 2021 Library Board Meeting be accepted as presented. CARRIED.

5. Correspondence

- a. Outgoing-
 - i. May 18, 2021 – 2020 Charitable Return submitted.
- b. Incoming –
 - i. May 10, 2021 – Canadian Federation of Library Associations regarding a clause removed from Bill C - 10.

6. Librarian's Report from April 2021

Meriah presented the Librarian's report.

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

7. Financial Reports –

- a. April 2021 Financial Report – Meriah presented the April Financial Report.
Moved by Tim Campbell, seconded by Bev Rogers, that the April 2021 Financial Report be accepted as presented. CARRIED.
- b. Financial Report format options – not discussed. Meriah will add this to the June agenda.

8. Business Arising from the Minutes

- a. Howard Allan Cost Sharing Agreement –
 - i. An April 29, 2021 meeting between members of the Mississippi Mills Public Library Board and Carleton Place Public Library Board concluded with a possible end date to the Library portion of the Howard Allan Agreement on September 30, 2021. As a result, a \$90 non-resident fee would begin on October 1, 2021 for residents of Mississippi Mills at the Carleton Place Public Library. Andrew Tennant noted that Carleton Place requested the end date be moved to December 31, 2021.
 - ii. On May 11, 2021, Meriah presented an information report at the Carleton Place Committee of the Whole meeting regarding the results of the Library Boards' discussion. She advised Council she would be returning at a later date with a funding request.
 - iii. Meriah presented three versions of 2021 staffing options with regards to expected changes in funding stemming from the end of the Library portion of the Howard Allan Cost Sharing Agreement.
Option 1 involves hiring a Summer Program Coordinator for 12 weeks, and a third Library Assistant for a 6-month contract.
Option 2 involves hiring only a Library Assistant for a 6-month contract.

Option 3 involves hiring only a Summer Program Coordinator for 12 weeks.

Andrew Tennant noted a shortfall of approximately \$3300.00 to cover the costs of both positions could be taken from reserves instead of going to Council for money. Meriah will consult Trisa McConkey.

The Board will wait until the results of the Mississippi Mills Council meeting the week of May 25, 2021 regarding the end-date of the library portion of the Howard Allan Cost Sharing Agreement.

Moved by Andrew Tennant, seconded by Gloria Gray, to allow the CEO access to up to \$3400 in reserve funds at her discretion for the hiring of 2021 once the effective date for the termination of the Mississippi Mills library portion of the Howard Allan Cost Sharing Agreement has been determined. CARRIED.

- b. Trustee Council representative – Moved by Bev Rogers, seconded by Tim Campbell, that Gloria Gray be appointed the new SOLS Trustee Council Representative. CARRIED.
- c. OLC Bibliocommons implementation update – Meriah informed the Board that OLC will now be charging for service based on population served instead of titles held, which should not affect Carleton Place Public Library. She noted 20% of reserves will be put toward implementation costs for Bibliocommons, with a 2022 overall cost of approximately \$8000 for libraries within the union database.

9. Strategic Plan Implementation Updates

- a. Library space renovation updates – Meriah noted a final draft report from Nicole Chilton-Jones regarding potential repayment to Preston Construction has been completed. There are still undetailed items in the invoice. Meriah will present the final invoice to the Board once it is complete.
- b. Big Library Move 2021 – Meriah presented a rough move outline, beginning the week of June 28, 2021, with a possible re-opening date the third week of July. Timelines will be determined as more detail regarding carpet installation, shelving, and COVID-19 allowances are updated.

10. Policy Review and Updates – none.

11. New Business

Meriah suggested a change in the Library Board meeting schedule to accommodate the annual budget process.

Moved by Andrew Tennant, seconded by Gloria Gray, that the Board meeting schedule be amended to include an August meeting and to remove the December meeting.

CARRIED.

Meriah will be on vacation May 24 – 29, 2021.

12. **Date of Next Regular Meeting: June 16, 2021** at 7:00pm

13. **Adjournment** – 8:02pm.

Chair

Secretary

Date

Date