

**MINUTES OF CARLETON PLACE
PUBLIC LIBRARY BOARD**

June 16, 2021

7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays	Chair
Tim Campbell	Vice Chair / Beckwith Representative
Bev Rogers	Trustee / Mississippi Mills Representative
Gloria Gray	Trustee
Sarah Kistler	Trustee
Francis Bognar	Trustee
Meriah Caswell	CEO
Heidi Sinnett	Secretary

ABSENT

Andrew Tennant	Trustee / Carleton Place Council Representative
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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

Meriah requested the addition to New Business of items 11b) Stage One Reopening measures, and 11c) Unscheduled early closure June 16, 2021. Moved by Bev Rogers, seconded by Gloria Gray, to accept the agenda as amended. CARRIED.

3. Disclosure of Conflict of Interest

None Declared.

4. Minutes from the May 19, 2021 Library Board Meeting

Moved by Tim Campbell, seconded by Sarah Kistler, that the minutes of the May 19, 2021 Library Board Meeting be accepted as presented. CARRIED.

5. Correspondence

a. Outgoing- none.

b. Incoming –

- i. May 21, 2021 – Canada Revenue Agency – received confirmation of Annual Information Return filing.

Moved by Tim Campbell, seconded by Gloria Gray, to enter an In-Camera session to discuss matters pertaining to advice that is subject to solicitor-client privilege, including communications necessary for that purpose. CARRIED.

The Board returned to open session at 7:06pm.

6. Librarian's Report from May 2021

Meriah presented the Librarian's report.

Moved by Bev Rogers, seconded by Francis Bogнар, that the Librarian's Report from May 2021 be accepted as presented. CARRIED.

7. Financial Reports –

- a. May 2021 Financial Report – Meriah presented the May Financial Report. Tim Campbell informed the Board of the approved Beckwith Budget. Meriah noted the budget was approximately \$3000 lower than expected and has consulted Trisa McConkey and Diane Smithson regarding the discrepancy. The Library Board asked that Meriah write a letter to Council to encourage friendly discussion between Carleton Place and Beckwith regarding the matter. Moved by Gloria Gray, seconded by Sarah Kistler, that the May 2021 Financial Report be accepted as presented. CARRIED.
- b. Financial Report format options – Meriah noted there are many options for Financial Report formats, depending on the content preferences. The Board asked to discuss it further at the August meeting.

8. Business Arising from the Minutes

- a. Howard Allan Cost Sharing Agreement – Since Mississippi Mills formally ended the Library portion of the Howard Allan Cost Sharing Agreement, effective September 30, 2021, Meriah explained that messaging to our Mississippi Mills patrons would begin in the fall. Gloria Gray was concerned that at the May 19, 2021 Library Board meeting, the suggestion of using reserve funds to cover costs for a Summer Program Assistant and a new Library Assistant was not viable. Meriah will investigate further.

9. Strategic Plan Implementation Updates

- a. Library space renovation updates – Meriah noted a further delay in the completion of renovation projects due to an incorrect door order. The shelving delivery can no longer be delayed and will be stored in the Town’s salt shed until it can be moved to 101 Beckwith Street and installation can be completed by Ven-Rez Products.
- b. Big Library Move 2021 – Library due dates for books circulating now have been extended until early August. The Book Bundles program was so popular, staff are monitoring Station inventory and will work to ensure patrons have enough items until the move takes place.

10. Policy Review and Updates – none.

11. New Business

- a. Summer Reading Program Planning – Summer programming is underway and includes virtual and in-person programming by Gracey Patterson with a “Travel the World” theme. There will also be reading programs for children, teens, and adults.
- b. Stage One Reopening Measures – The Library is only able to offer curbside pickup along with printing and computer use during the Stage One Reopening. The Ontario Government eliminated quarantine requirements for returned items which will be less work for Staff.
- c. Unscheduled Early Closure June 16, 2021 – Due to construction work on Miguel Street behind the Station, a water shut-off notice required the Library to close early. Notifications to the public were made through social media.

12. Date of Next Regular Meeting: August 18, 2021 at 7:00pm

13. Adjournment – 7:43pm.

Chair

Secretary

Date

Date