MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
February 21, 2024  
7:00pm, Zoom Teleconference/Barbara Walsh Room

IN ATTENDANCE

Shelley Smith Chair

Monique Cooke Vice Chair

Mark Hinton Trustee / Carleton Place Council Representative

Linda Guetta Trustee / Beckwith Representative

Carson Mok Trustee

Aaron Niedbala Trustee

Mike Jeays Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

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, unsurrendered territory of the Algonquin Anishinaabeg People. We are meeting on land that has been inhabited by Indigenous peoples from the beginning. We are grateful to the generations of people who have been, and continue to be, stewards of this place.*

1. **Additions to and approval of the Agenda**  
   An error with the Agenda date was noted.

Moved by Monique Cooke, seconded by Mark Hinton that the Agenda for the February 21, 2024 Library Board Meeting be accepted as amended. CARRIED.

1. **Disclosure of Conflict of Interest**  
   None.
2. **Meeting Minutes**
   1. Minutes from the January 17, 2024 Library Board Meeting. Moved by Aaron Niedbala, seconded by Mike Jeays that the minutes of the January 17, 2024 Library Board Meeting be accepted as presented. CARRIED.
3. **Correspondence**
   1. Outgoing –
      1. February 8, 2024 – Interlibrary Loan Network Participation Agreement.
   2. Incoming –
      1. February 6, 2024 – Internet Connectivity Grant program announcement. The library may apply for new public wi-fi equipment under the grant but all other connectivity needs are being met. Further information regarding this grant is pending.
4. **Librarian’s Report from January 2024**  
   Meriah shared the Librarian’s Report from January 2024 that included attendance at the Ontario Library Association SuperConference in Toronto, a new partnership with Children’s Resources on Wheels for a weekly French bedtime playgroup, and a presentation about the 2024-2028 Library Strategic Plan to Beckwith Council meeting on February 6, 2024.

Staff members participated in First Aid Training on February 21, 2024, and Andy Lafleur-Bell will complete training in late February to become the library’s Health and Safety Representative.

March Break plans include a Dungeons and Dragons program for children, a Lego Robotics program with Steampunk Education, a Daddy-Daughter Hair Styling event, and a special sensory storytime. Heidi will share a report at the April 2024 Library Board Meeting.

Meriah asked for feedback regarding 2019 statistics and the Board would like to continue. Trustee Aaron Niedbala suggested the library participate in the next ComicCom event in Carleton Place.

Moved by Mark Hinton, seconded by Aaron Niedbala, that the Librarian’s Report from January 2024 be accepted as presented. CARRIED.

1. **Financial Reports**

None. The 2023 Year End report and Audit statements should be ready for the March Board Meeting.

1. **Business Arising from the Minutes** 
   1. 2024 draft Library Board work plan. Meriah will make this a standing Business Arising from the Minutes item.

Moved by Mike Jeays, seconded by Carson Mok, that the draft Library Board work plan be made a standing item in the agenda under Business Arising from the Minutes. CARRIED.

1. **Policy Review and Updates**
   1. GOV-07 – Board Evaluation. This is a standard policy, and the Board Chair will lead the Library Board through self-evaluation.
   2. Advocacy Committee Terms of Reference. The Board discussed the structuring of an Advocacy Committee which would include three Board members plus the CEO, and two members from the community. Meriah will update the Terms of Reference to include a Committee update at each Library Board meeting instead of twice a year. The Advocacy Committee may consider a Friends of the Library group.

Moved by Monique Cooke, seconded by Aaron Niedbala that the Advocacy Committee Terms of Reference be accepted as amended. CARRIED.

After further discussion, Monique Cooke asked to amend the previous motion to read “two Board members on the Committee” instead of three. Aaron Niedbala and Mark Hinton will sit on this committee. With a majority of the entire body, the motion was accepted as amended. CARRIED.

1. **New Business**
   1. Ontario Public Library Guidelines and Accreditation. The Board will defer discussion until the next meeting.
   2. Draft Staffing Plan RFP. Discussion involved whether or not to delay the Staffing Plan until after discussions with Beckwith Township. Immediate planning would help the CEO begin the budgeting process during summer and aid with Beckwith negotiations in late 2024.

Moved by Mark Hinton, seconded by Aaron Niedbala, that the Staffing Plan should commence as presented. CARRIED.

The Board also debated the ten-year duration of the Staffing Plan draft.

Moved by Monique Cooke, seconded by Mike Jeays that the Staffing Plan’s projected date of ten years should be accepted as presented. CARRIED.

An extra Library Board Meeting on March 13, 2024 will be held via ZOOM to select the RFP candidate. Meriah will amend the RFP Evaluation table to reflect the Experience Criteria on page 17 at 10% each, the Technical Criteria on page 18 will be boosted to 25%, and the Consulting Services reduced to 25%, while the Schedule of Work shall remain 20% to achieve the 100% totals.

Moved by Monique Cooke, seconded by Aaron Niedbala that the Request for Proposal Evaluation Forms be accepted as amended. The motion passed with four votes in favour and two abstentions.

* 1. Moved by Mark Hinton, seconded by Aaron Niedbala to enter an In-Camera session at 8:21pm to discuss a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality of local board. CARRIED.

The Board left the In-Camera session at 9:49pm.

1. **Date of Next Regular Meeting**: **March 20, 2024** at 7:00pm. Location: Barbara Walsh Room/Zoom
2. **Adjournment** – 9:51pm

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Chair Secretary

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Date Date