MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
May 15, 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

Aaron Niedbala Trustee

Mike Jeays Trustee

Carson Mok Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

The meeting was called to order at 6:57pm.

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**  
   Meriah requested items 5ai) Shoppers Drug Mart Women’s Health Grant Application, and 5bii) Canada Summer Jobs Grant application status be added to the agenda.

Moved by Mike Jeays, seconded by Monique Cooke that the Agenda for the May 15, 2024 Library Board Meeting be accepted as amended. CARRIED.

1. **Disclosure of Conflict of Interest**  
   None.
2. **Meeting Minutes**
   1. Minutes from the April 17, 2024 Library Board Meeting.

Moved by Monique Cooke, seconded by Carson Mok that the Minutes from the April 17, 2024 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence**
   1. Outgoing
      1. April 30, 2024 – Annual Survey of Public Libraries. Meriah noted the collective data from all libraries should be available in mid-Summer online.
      2. April 15, 2024 – Shoppers Drugmart Women’s Health Grant Application – Caroline applied for a grant totaling $17, 280.00 to fund an initiative to reduce the stigma surrounding menstruation. Ideas include Period Parties, free menstrual products for Interval House, Guest speakers, and emergency kits in the library. This initiative aligns with many of the Strategic Plan goals.
   2. Incoming
      1. May 9, 2024 – CFLA position statement on the status of school libraries in Canada.
      2. May 15, 2024 – Canada Summer Jobs Grant Application status. The library was unsuccessful in its application for three positions.
2. **Librarian’s Report from April 2024**

Interviews resulted in the hiring of three new summer students—Emma Smith and Laura Cobus as Literacy Tutors, and Mackenzie Howard as the Summer Program Coordinator. The library also hosted two post-secondary students in April who performed a variety of tasks for the library including creating instructional videos for the website, ukulele lessons, a video game study and library inventory.

Daily patron counts in April showed an average of 179 visitors daily and approximately 4400 visitors in total. The slowest days were Fridays.

In June, library staff will meet with the Community Care Coalition to plan programming for newcomers, and the Lanark Immigration Partnership will provide the library with supplies for community programming.

Moved by Aaron Niedbala, seconded by Carson Mok, that the Librarian’s Report from April 2024 be accepted as presented. CARRIED.

1. **Financial Report** 
   1. 2023 Audited Financial Statements. Auditors KPMG will present the audited 2023 financial statements to Council on June 11. Meriah will include them in the June Library Board meeting.
2. **Committee Updates**
   1. May 7, 2024 Advocacy Committee meeting minutes. Committee Chair Aaron Niedbala gave a brief overview of the first meeting which included working through introductory ideas, choosing potential audiences, and discussion about the Valuing Ontario Libraries Toolkit.
3. **Business Arising from the Minutes**
   1. 2024 Library Board Work Plan review. Meriah asked the Board to forward budget priority ideas for inclusion in the budget planning this summer.
   2. Staffing Plan RFP. Chapter 3 Consulting completed staff interviews and have sent out questionnaires to comparative libraries.
   3. Board Assembly Report – Linda Guetta

Linda found the Board Assembly meeting to be informative and worthwhile. Discussion revolved around challenges facing libraries such as lack of funding for programs, the need for volunteers, and freedom of speech.

* 1. Open House Planning. Planning continued for the Open House with Beckwith Council on June 17, 2024 and Meriah will add an RSVP to the invitation. The Board finalized the negotiating committee consisting of Library Board Chair Shelley Smith, CEO Meriah Caswell, Carleton Place Council Representative Mark Hinton, and Treasurer Trisa McConkey.

Moved by Monique Cooke, seconded by Mike Jeays that the Library Board Chair, Library CEO, Carleton Place Council Representative and Treasurer form the Negotiating Committee for discussions with Beckwith Council in 2024.

1. **Policy Review and Updates** – none**.**
2. **New Business –** none.
3. **Date of Next Regular Meeting**: June 19, 2024 at 7:00pm. Location: Barbara Walsh Room/Zoom
4. **Adjournment** – 7:45pm.

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Chair Secretary

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Date Date