MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD
April 16, 2025

7:00pm, Zoom Teleconference/Barbara Walsh Room

IN ATTENDANCE

Shelley Smith Chair

Monique Cooke Vice Chair

Mark Hinton Trustee / Carleton Place Council Representative

Aaron Niedbala Trustee

Carson Mok Trustee

Mike Jeays Trustee

Linda Guetta Trustee / Beckwith Representative

Meriah Caswell CEO

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**
Shelley Smith requested that items 7a) 2024 Audited Financial Statements, and 12a) 2025-2026 Collection Development Plan, be presented at the beginning of the agenda. Item 8a) Finance Committee Terms of Reference, and 11a) and Room Rental policy, to be deferred to the May 2025 Library Board meeting.
2. **Disclosure of Conflict of Interest**
None.
3. **Meeting Minutes**
	1. Minutes from the March 19, 2025 Library Board Meeting.

Moved by Mark Hinton, seconded by Aaron Niedbala, that the Minutes from the March 19, 2025 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence**
	1. Incoming –
		1. Beckwith Public School Power Up Program – Board Invitation – Students from Beckwith Public School’s 3/4 classroom invited the Library Board to attend the unveiling of their decodable books project on June 12, 2025, at 1:15pm.
	2. Outgoing – none.
2. **Librarian’s Report from February 2025**.

March was a steady month for the library, with circulation up 5% over March of the previous year. May will be incredibly busy, with library participating in community events throughout the month.

Moved by Monique Cooke, seconded by Carson Mok, that the Librarian’s Report be accepted as presented. CARRIED.

1. **Financial Report.**
	1. 2024 Audited Financial Statements – Jessica Rothwell of KPMG presented the Library’s 2024 Audited Financial Statements, noting a clean audit. Moved by Monique Cooke, seconded by Mike Jeays, that the 2024 Audited Financial Statements be accepted as presented. CARRIED.
2. Quarterly Financial Report – Meriah Caswell presented the quarterly financial report from January 2025 to March 2025 on behalf of the Treasurer. Moved by Mike Jeays, seconded by Linda Guetta, that the Quarterly Financial Report be accepted as presented. CARRIED.
3. **Committee Updates**
	1. Finance Committee Terms of Reference – *deferred to May 2025 meeting*.
4. **Strategic Planning Implementation Updates.**
	1. Increase Community Connections –
	May will see many events that serve to increase the library’s connections within the community, including the Indigenous Cultural Fair planning, EarthFest planning, a Welcome to Kindergarten event at Arklan Public School, and the Beckwith Public School Glow Party.
	2. Adapt and Grow with the Community – The Collection Development Plan, created by Collections Technician Caroline Zeeman, has taken a close look at usage trends of library collections. This will allow staff to make strategic decisions about collection development and maintenance that better reflect community needs.
	3. Raise the Profile of the Library – many of the activities mentioned above, including the events at local schools, EarthFest and the Indigenous Cultural Fair, will engage new audiences and work to raise the profile of the library.
5. **Business Arising from the Minutes**
	1. 2025 Library Board work plan – Aaron Niedbala requested the following two modifications to the work plan: that Community Partnerships be added during the fall, and that the Advocacy Plan be removed from October.
	2. Hoopla update- Meriah reported that daily spending caps were successfully implemented on April 1, 2025. Staff are keeping track of patron interactions on this topic.
	3. Library hiring – Julia Hawkins has been hired as the library’s Program Coordinator. She will begin at the library on April 28, 2025. Hiring is also complete for the library’s summer student positions.
	4. 2024 Annual Report – Meriah presented an updated version of the library’s 2024 Annual Report. Moved by Aaron Niedbala, seconded by Mark Hinton, to accept the 2024 Annual Report as presented. Carried.
6. **Policy Review and Updates**
	1. Room Rental Policy- Deferred.
7. **New Business**
	1. 2025-2026 Collection Development Plan – Collections Technician Caroline Zeeman presented the 2025-2026 Collection Development Plan. Caroline outlined the current state of the library’s collections, its strengths and weaknesses, and discussed the work she had planned for its improvement over the coming year.
8. **Closed Session** – none.
9. **Date of Next Regular Meeting**: May 21, 2025 at 7:00pm. Location: Zoom/Barbara Walsh Room.
10. **Adjournment** – Motion to adjourn by Mark Hinton at 8:42pm.

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Chair Secretary

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Date Date