MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD  
June 18, 2025

7:00pm, Zoom Teleconference/Barbara Walsh Room

IN ATTENDANCE

Shelley Smith Chair

Monique Cooke Vice Chair

Linda Guetta Trustee / Beckwith Representative

Mark Hinton Trustee / Carleton Place Council Representative

Mike Jeays Trustee

Carson Mok Trustee

Meriah Caswell CEO

Heidi Sinnett Secretary

ABSENT WITH REGRETS

Aaron Niedbala Trustee

The meeting was called to order at 6:58pm.

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**  
   None. Moved by Linda Guetta, seconded by Mark Hinton that the Agenda for the June 18, 2025 Library Board Meeting be accepted as presented. CARRIED.
2. **Disclosure of Conflict of Interest**  
   None.
3. **Meeting Minutes**
   1. Minutes from the May 21, 2025 Library Board Meeting.

Moved by Linda Guetta, seconded by Monique Cooke that the Minutes from the May 21, 2025 Library Board Meeting be accepted as presented. CARRIED.

1. **Correspondence** 
   1. Incoming –
   2. Outgoing – May 27, 2025 – Sarah Badgley Literacy Fund – grant application submitted.
2. **Librarian’s Report from May 2025**. May and early June showed a marked uptick in WiFi usage suggesting more people used the library during heat events, exam study periods and for printing. Staff took part in several webinars including Teen Night Strategies, Outreach Programming, and Anti-2SLGBTQI Hate in Canada.

May was also a busy month for events at the library, including a Beckwith Public School class that presented their Decodable Book Real World Project to friends, family, the Library Board and School officials. A Hardy Boys plaque was unveiled in front of the library as the first stop on a Literary Walk of Fame organized by Councillor Seccaspina. The Library also welcomed Service Canada who gave a virtual presentation to seniors regarding the new Canada Dental Plan and the Guaranteed Income Supplement.

Meriah presented the 2024 Annual Report to Beckwith Council on June 3, 2025, and Caroline completed two-day SirsiDynix training for the administration side of WorkFlows. Summer students arrived in early and mid-June, and Danielle Denault and Julia Hawkins visited Beckwith Public School to promote the Library Lemonade Stand Summer Reading Kick Off on Friday, June 27, which was very successful.

Moved by Monique Cooke, seconded by Carson Mok that the Librarian’s Report from May 2025 be accepted as presented. CARRIED.

1. **Financial Report –** None**.**
2. **Committee Updates –** 
   1. Finance Committee – striking.

Linda Guetta, Shelley Smith, and Carson Mok volunteered to be on the Finance Committee with the Library CEO and treasurer.

1. **Strategic Planning Implementation Updates.**
   1. Increase Community Connections
   2. Adapt and Grow with the Community
   3. Raise the Profile of the Library

Meriah noted that a Library table at Beckwith Heritage Days on June 14, presentations to classes at Beckwith Public School, and the Hardy Boys plaque unveiling increased community connections and raised the profile of the library in May and June.

1. **Business Arising from the Minutes**
   1. 2025 Library Board Work Plan. The Board is on track with its planned work.
2. **Policy Review and Updates** 
   1. Room Rental Policy – Meriah suggested creating a daytime rate of $10 per hour to increase interest in renting the Barbara Walsh Room during non-peak hours. To further clarify the Room Rental Policy, Meriah will change all mentions of “The Proponent” to “renter” throughout the policy.

Moved by Monique Cooke, seconded by Mark Hinton that a daytime room rental rate of $10 per hour be added to the Room Rental Policy for the Barbara Walsh Room, and that the Room Rental policy be accepted as amended. CARRIED.

1. **New Business**
   1. 2025 Asset Builders Award – June 25, 2025. Heidi Sinnett will be presented with a 2025 Asset Builders Award in Perth based on her positive influence on local youth.
   2. Board Assembly meeting update. Linda Guetta provided the Board with a summary of the meeting that included possible fund-raising ideas, the suggestion of youth participation at the Board level, programming space in Beckwith Township, and information about Shadow Wars.
   3. Literary Walk – Mark Hinton shared information regarding the Hardy Boys plaque and the upcoming installment of a plaque for Mary Cook. It was suggested that future local author recommendations go through an approval committee to be determined, and possible fund-raising options be considered.

Moved by Mark Hinton, seconded by Monique Cooke that the CEO approve Mary Cook as the second plaque on the Literary Walk with the goal to have it in place as soon as possible. CARRIED.

* 1. Patron Initiated Interlibrary Loan. A new portal is now active on our website where patrons can request their own Interlibrary Loans.
  2. 2026 Budget Priorities – discussion. Staff suggested capital items such as display units and storage items, as well as more staffing hours for Pages on Fridays or Saturdays. The 10-year Staffing Plan completed in 2024 should act as guide moving forward with budget requests. Meriah will consult staff and deliver ideas to the Finance Committee who will then present to the Library Board.

1. **Closed Session** – none.
2. **Date of Next Regular Meeting**: August 20, 2025 at 7:00pm. Location: Zoom/Barbara Walsh Room.
3. **Adjournment** – 8:22pm.

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Chair Secretary

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