

**MINUTES OF CARLETON PLACE
PUBLIC LIBRARY BOARD**

November 16, 2022

7:00pm, Teleconference

IN ATTENDANCE

Mike Jeays	Chair
Andrew Tennant	Trustee / Carleton Place Council Representative
Tim Campbell	Vice Chair / Beckwith Representative
Gloria Gray	Trustee
Sarah Kistler	Trustee
Shelley Smith	Trustee
Meriah Caswell	CEO
Heidi Sinnett	Secretary

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.

2. Additions to and approval of the Agenda

None. Moved by Shelley Smith, seconded by Sarah Kistler that the Agenda for the November 16, 2022 Library Board Meeting be accepted as presented. CARRIED.

3. Disclosure of Conflict of Interest

None.

4. Meeting Minutes

- a. Minutes from the October 19, 2022 Library Board Meeting. Moved by Tim Campbell, seconded by Sarah Kistler that the minutes of the October 19, 2022 Library Board Meeting be accepted as presented. CARRIED.

5. Correspondence

None.

6. Librarian's Report from October 2022

Meriah presented the Librarian's Report from October 2022 that included informal partnerships with EarlyOn, and Life Skills groups from Arklan School and Carleton Place High School, and the use of the Barbara Walsh Room by the Carleton Place Cadets for their overnight vigil at the Cenotaph before Remembrance Day.

Heidi attended OLA's virtual Child and Youth Expo, and Meriah participated in a CEO networking meeting.

Upcoming activities include a space talk by Frank Hitchens on November 19, and Santa photos on December 3 with the BIA.

Moved by Tim Campbell, seconded by Gloria Gray, that the Librarian's Report from October 2022 be accepted as presented. CARRIED.

7. Financial Report

a. October 2022 Financial Statements

Meriah will inquire about the interest on the financial statements. Moved by Shelley Smith, seconded by Gloria Gray, that the September 2022 Financial Statements be accepted as presented. CARRIED.

8. Business Arising from the Minutes

- a. Partnership with Conseil des écoles catholiques du Centre-Est. Meriah noted 280 French Language books will be donated and a date for the monthly French Language storytime will be determined.

9. Policy Review and Updates

- a. OP-05 Public Code of Conduct. Meriah will revise the policy to read *"The Carleton Place Public Library provides equitable access to services in a welcoming and supportive environment that is free from discrimination and harassment."*

Moved by Tim Campbell, seconded by Andrew Tennant that policy OP – 05 Public Code of Conduct be approved as amended. CARRIED.

10. New Business

- a. Board Orientation – Suggestions to improve the Library Board orientation include clarity regarding the Library Board’s autonomy from Council, an introduction to Library staff, and a brief history of the previous Board’s decisions. Meriah will draft a letter of thanks from the Library Board to Ross Rankin for his guidance during the library renovation.
- b. Council Orientation – Meriah will present at the new Council orientation on November 21, 2022.
- c. Food for Fines – Meriah noted the collection of non-perishable food and toiletries for the Lanark County Food Bank until December 24, 2022, in exchange for library fines.

11. Date of Next Regular Meeting: December 21, 2022 at 7:00pm. Location: Barbara Walsh Room/Zoom

12. Adjournment – 7:41pm

Chair

Secretary

Date

Date