

MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD

April 19, 2023

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
Dean Steadman	Trustee
Aaron Niedbala	Trustee
Meriah Caswell	CEO
Heidi Sinnett	Secretary
Trisa McConkey	Treasurer
Caitlyn Cox	KPMG Auditor

The meeting was called to order at 6:56pm.

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

Shelley noted the date for the next meeting should be May 17, 2023, and requested the addition of Item 10e) Governance 101 Training Review.

Moved by Monique Cooke, seconded by Mark Hinton that the Agenda for the April 19, 2023 Library Board Meeting be accepted as amended. CARRIED.

3. Disclosure of Conflict of Interest

None.

4. Meeting Minutes

- a. Minutes from the March 15, 2023 Library Board Meeting. Moved by Linda Guetta, seconded by Mark Hinton that the minutes of the March 15, 2023 Library Board Meeting be accepted as presented. CARRIED.

5. Correspondence

- a. Outgoing –
 - i. March 28, 2023 – Community Enrichment Grant Application. Meriah requested \$370 to help cover the Carleton Place Town Hall Auditorium rental costs for the Library’s Drag Queen Stoytime event in September. Mark Hinton noted the application was approved.
- b. Incoming –
 - i. March 26, 2023 – Ontario Trillium Foundation Funding Decision. The Library did not receive the grant for a new furnace and chairs. Meriah will continue to research funding alternatives.
 - ii. April 3, 2023 – Isabelle Lalonde, Stantec Consulting. The Board was pleased with the response to their March 7, 2023 letter to Stantec Consulting regarding the Carleton Place Parks, Recreation and Culture Report.

6. Librarian’s Report from March 2023

Meriah presented the Librarian’s Report from March 2023 that included going Fine Free in May, Caroline’s upcoming participation in Earth Fest at Market Square on April 22, and Claudia Radmore’s poetry event on April 25, 2023.

Meriah informed the Board of an increased presence of unhoused or precariously housed people at the library. Heidi met with Revered David Sherwin from the Zion Memorial Church regarding a committee concerned with unhoused in our community and will follow up with arrangements regarding a meeting with members of Council. Linda Guetta asked to add her name to a roster of volunteers from the Church willing to assist anyone in need of support at the Library.

Mark Hinton praised Library staff for opening early on April 6, 2023 after a community power outage, noting the library was one of the busiest emergency locations for people to work, charge devices or stay warm.

Moved by Monique Cooke, seconded by Aaron Niedbala, that the Librarian’s Report from March 2023 be accepted as presented. CARRIED.

7. Financial Reports

- a. March 2023 Financial Statements – Trisa McConkey explained the different financial reporting codes with regards to employee wages, including a new code that separates recreation department charges from building maintenance.

Moved by Mark Hinton, seconded by Monique Cooke, that the March 2023 Financial Statements be accepted as presented. CARRIED.

- b. 2022 Audited Financial Statements (Caitlyn Cox, KPMG) – Caitlyn Cox presented the Independent Auditor’s Report for the 2022 Audited Financial Statements. The clean

Auditor's report included an explanation of deferred revenue of approximately \$60,000 from the Accessibility Grant that will be used to build the new ramp in 2023, and stability in expenditures since the pandemic. Ms. Cox also explained the Capital Transfer to the Town of Carleton Place for just under \$100,000 as the Library building is now considered a Town asset instead of a Library asset.

- c. Reserve Funds (Trisa McConkey) – Trisa McConkey noted changes to how the reserves are recorded in the Financial Statements.

Moved by Mark Hinton, seconded by Monique Cooke, that the 2022 Audited Financial Statements be accepted as presented. CARRIED.

8. Business Arising from the Minutes – none.

9. Policy Review and Updates

- a. OP-12 Circulation Policy – Meriah noted updates to the policy that include removing the mention of fines, and the addition of automatic renewals. The Board asked that OP-12 Section 1, Item 4) “a person who is experiencing homelessness” be changed to “a person who is currently unhoused”.

Moved by Mark Hinton, seconded by Dean Steadman to accept the Library's OP-12 Circulation Policy as amended. CARRIED.

10. New Business

- a. March Break 2023 activities (Heidi Sinnett) – Heidi presented a report regarding a successful March Break.
- b. Lanark, Leeds, and Grenville Joint Statement re: Pride Activities. Meriah discussed the plans for libraries in Lanark, Leeds, and Grenville to host a Pride Storytime in June. Carleton Place Public Library will host its own Pride Storytime in September but will sign a Statement of Support along with other local libraries.
Moved by Aaron Niedbala, seconded by Monique Cooke, to endorse the Lanark, Leeds, and Grenville Joint Statement on Pride Activities. CARRIED.
- c. Drag Queen Storytime – In September 2022, the Carleton Place Public Library adopted the Diversity, Equity and Inclusion Policy Statement developed by the Canadian Federation of Library Associations. As a result, the Carleton Place Library will be holding its first Drag Queen Storytime in September 2023. Meriah provided the Board with information regarding preparation for the event, including safety of staff, the performer and attendees, securing the Town Hall Auditorium as the preferred venue, and review of the policies for anti-harassment. The Board raised the question of whether to have the performer provide a vulnerable sector screening. Meriah will follow up with the OPP and other libraries to decide what to do going forward.
- d. OLC GM Update – There will be an increase of \$500 to the OLC Membership next year.

- e. Governance 101 Training Review – Carson Mok, Shelley Smith, and Monique Cooke attended Governance Training in Perth on May 13, 2023. Review of the Library’s Human Resource policies will be discussed at the May meeting after Meriah will send copies to the Board. Shelley Smith suggested moving to a Consent Agenda and will follow up on what is included.

11. Date of Next Regular Meeting: May 17, 2023 at 7:00pm. Location: Barbara Walsh Room/Zoom

12. Adjournment – 8:46pm

Chair

Secretary

Date

Date