

MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD

September 23, 2024

8:00pm, 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
Trisa McConkey	Treasurer
Meriah Caswell	CEO
Heidi Sinnett	Secretary

The meeting was called to order at 7:56pm.

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

Meriah requested items 5bii) PLOG Application submission and 5biii) ESDC Grant submission be added to the agenda.

Moved by Mark Hinton, seconded by Aaron Niedbala that the Agenda for the September 23, 2024 Library Board Meeting be accepted as amended. CARRIED.

3. Disclosure of Conflict of Interest

None.

4. Meeting Minutes

- a. Minutes from the August 21, 2024 Library Board Meeting.

Moved by Monique Cooke, seconded by Mike Jeays that the Minutes from the August 21, 2024 Library Board Meeting be accepted as presented. CARRIED.

5. Correspondence –

- a. Incoming

- i. September 4, 2024 – Ontario Ministry of Tourism, Culture and Gaming – The 2024-25 PLOG/PE/FNSS Grant application is now available.

b. Outgoing –

- i. September 6, 2024 – Confirmation of library services to Township of Beckwith (Beckwith PLOG application letter).
- ii. September 23, 2024 – Meriah submitted the Public Library Operating Grant (PLOG).
- iii. September 20, 2024 – Meriah submitted the final report for the Employment and Social Development of Canada (ESDC) report for the Beckwith Street ramp grant.

6. Librarian’s Report from August 2024

Meriah reported an issue with OverDrive statistics that has been resolved and now accurately reflects a 10% increase in circulation in August, the highest circulation to date.

There was a \$750 donation to the library from a patron who noted additions to his will to provide a small endowment to the library in the future.

Several interesting items of note in August included the Library Parking lot rehabilitation, and an impactful display outside the library for Childhood Cancer Awareness Month in memory of a former Teen Book Club member who passed away from Leukemia. A Caldwell Street School class wrote, illustrated and published 10 books with translations from members of Carleton Place High School and the books have been catalogued and added to the library collection.

Caroline attended Beckwith Sign Up Night, is overseeing an English Language Conversation Circle in partnership with the Canadian Career Academy and has started a new teen D&D campaign on Saturdays once a month. Meriah will attend the OLC Annual General Meeting this month and reminded the Board of the OLS Virtual Conference in late October.

Moved by Aaron Niedbala, seconded by Linda Guetta, that the Librarian’s Report from August 2024 be accepted as presented. CARRIED.

7. Financial Report - none.

8. Committee Updates – none.

9. Business Arising from the Minutes

- a. 2024 Library Board Work Plan review. Meriah noted the Library Board evaluation will occur in November.
- b. 2025 Operational Budget draft. Moved by Linda Guetta, seconded by Aaron Niedbala, to enter an In-Camera session at 8:03pm to discuss personal matters about an identifiable individual, including municipal or local board employees. CARRIED.

The Board returned to open session at 8:53pm.

- c. 2025 Capital Budget draft – After discussion, Meriah will update the 2025 Capital Budget Draft to include a breakdown of individual costs for collection items, historical spending vs. spending to date, as well as an overview of standard Library collection costs, and send it to Board members prior to the October 2, 2024 meeting for review.

10. Policy Review and Updates – none.

11. New Business – none.

12. Date of Next Regular Meeting: October 2, 2024 at 7:00pm. Location: 24 Lansdowne Ave, Royale Lepage Building.

13. Adjournment – 9:36pm.

Chair

Secretary

Date

Date