

MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD

February 19, 2025

7:00pm, Zoom Teleconference/Barbara Walsh Room

IN ATTENDANCE

Shelley Smith	Chair
Monique Cooke	Vice Chair
Linda Guetta	Trustee / Beckwith Representative
Aaron Niedbala	Trustee
Mike Jeays	Trustee
Carson Mok	Trustee
Meriah Caswell	CEO
Heidi Sinnett	Secretary

WITH REGRETS

Mark Hinton	Trustee / Carleton Place Council Representative
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The meeting was called to order at 6:59pm.

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 noted the addition of items 5ai) Letter from the Federation of Ontario Public Libraries regarding the upcoming election, and 5a ii) a response letter from the NDP regarding the Library priorities questionnaire, and item 13) Closed Session to discuss personal matters about an identifiable individual. Moved by Mike Jeays, seconded by Monique Cooke that the Agenda for the February 19, 2025 Library Board Meeting be accepted as amended. CARRIED.

3. Disclosure of Conflict of Interest

None.

4. Meeting Minutes

- a. Minutes from the January 15, 2025 Library Board Meeting.
Moved by Linda Guetta, seconded by Mike Jeays that the Minutes from the January 15, 2025 Library Board Meeting be accepted as presented. CARRIED.

5. Correspondence

- a. Incoming –
 - i. Federation of Ontario Public Libraries – Advocacy for Libraries in the upcoming election.
 - ii. NDP response to Library Priorities questionnaire. Meriah will forward any other party responses.
- b. Outgoing – none.

6. Librarian’s Report from January 2025. Meriah noted a huge increase in Hoopla checkouts that is cause for concern. Options for mitigating costs are being explored.

Leah West was hired as the new Library Assistant in late January. Interviews for the Program Coordinator are ongoing.

Staff are busy preparing for March Break, Technology Workshops for Seniors both in the library and with the Town of Carleton Place, participation in CP Sign Up Night on March 6, as well as a variety of other class visits and programs.

Moved by Carson Mok, seconded by Aaron Niedbala that the Librarian’s Report from January 2025 be accepted as presented. CARRIED.

7. Financial Report – None.

8. Committee Updates

- a. Township of Beckwith – Service Agreement – Verbal update – Meriah Caswell. A signed contract has still not been received from Beckwith Township. Linda Guetta will follow up with Beckwith Council.
- b. Advocacy Committee update. – Aaron Niedbala. An Advocacy plan for 2025 has been completed.

Moved by Aaron Niedbala, seconded by Linda Guetta that the Advocacy Plan for 2025 be accepted as presented. CARRIED.

While a Friends of the Library group has been discussed, more research needs to be carried out.

9. Strategic Planning Implementation Updates.

- a. Increase Community Connections
- b. Adapt and Grow with the Community
- c. Raise the Profile of the Library

Meriah noted several new initiatives that achieve multiple of the Strategic Goals, including a new Facebook Group for Seniors, the completed Advocacy Plan, new staff members and positions, an English Conversation Circle, and an increase in Community Technology support. In the future, Strategic Plan Implementation Updates may be shared as items of note rather than by achievement.

10. Business Arising from the Minutes

- a. 2025 Library Board work plan. The Board reviewed and accepted the Advocacy Plan and will review the Library Program Plan for 2025.
- b. 2024 Development Charges Study – verbal update. The 2024 Development Charges Study was approved by Council on January 18, 2025.

11. Policy Review and Updates

- a. Gov-03 Reserves. Moved by Mike Jeays, seconded by Aaron Niedbala that the GOV-03 Reserves Policy be accepted as presented. CARRIED.
- b. OP-03 The Library and Political Elections. The Board reviewed the Library and Political Elections policy. No changes were made.

12. New Business

- a. 2025 Program Plan – Heidi Sinnett presented a comprehensive program plan for 2025 that will permit staff to undertake programs, outreach and partnerships that achieve library goals and objectives, and decline others. Moved by Mike Jeays, seconded by Monique Cooke that the 2025 Program Plan be accepted as presented. CARRIED.

13. Closed Session

Moved by Monique Cook, seconded by Mike Jeays, to enter an In-Camera session at 8:31pm to discuss personal matters about an identifiable individual.

The Board returned to an open session at 8:47pm.

14. Date of Next Regular Meeting: March 19, 2025 at 7:00pm. Location: Zoom/Barbara Walsh Room.

15. Adjournment – 8:49pm.

Chair

Secretary

Date

Date