

MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD

May 21, 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
Aaron Niedbala	Trustee
Mike Jeays	Trustee
Carson Mok	Trustee
Meriah Caswell	CEO
Heidi Sinnett	Secretary

The meeting was called to order at 7:00pm.

1. Respect and Acknowledgement Declaration:

We would like to begin by acknowledging that the land on which we gather is the traditional unceded, unsundered 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 12b) Potential Canada Post Strike. Moved by Carson Mok, seconded by Linda Guetta that the Agenda for the May 21, 2025 Library Board Meeting be accepted as amended. CARRIED.

3. Disclosure of Conflict of Interest

None.

4. Meeting Minutes

- a. Minutes from the April 16, 2025 Library Board Meeting.
Moved by Linda Guetta, seconded by Mike Jeays that the Minutes from the April 16, 2025 Library Board Meeting be accepted as presented. CARRIED.

5. Correspondence

- a. Incoming – May 12, 2025 –Canada Summer Jobs application. The Library was unsuccessful in securing Canada Summer Jobs grants again this year.
- b. Outgoing –

- i. April 24, 2025 – 2024 Annual Survey of Public Libraries was submitted.
- ii. May 5, 2025 – Letter of thanks to Ashton United Church for their donation of \$1000 to the Children’s Literacy program.
- iii. May 14, 2025 – Letter of thanks to Ken Bennett for \$500 to the Summer Literacy program.

6. Librarian’s Report from April 2025. April and May were busy months for programming with the Library participating in many community functions such as EarthFest and the Indigenous Cultural Fair, visits to Beckwith Public School and Arklan Public School, a series of Teen mental health-focused sessions in partnership with Open Doors, and a talk about the Winnipeg General Strike by Perth Author Michael Dupuis.

A successful first round of Literacy Tutoring registration filled twenty-four spaces with a second-round set to happen in late May. Several staff completed First Aid training in mid-May, and programming staff will attend Beckwith Heritage Days in mid-June.

Meriah gave a well-received 2024 Annual Report presentation to Carleton Place Council on May 20, 2025 and will present it to Beckwith Council later in the month.

Moved by Mike Jeays, seconded by Monique Cooke that the Librarian’s Report from April 2025 be accepted as presented. CARRIED.

7. Financial Report – None.

8. Committee Updates –

- a. Finance Committee Terms of Reference – Draft. Discussion involved the Committee schedule. Meriah explained that the Board can provide guidance to the Committee in June, in August the Board can tailor the budget based on recommendations from the Committee, and in September, the Board has the final decision on what is presented in that year’s budget. The Finance Committee will simplify the process for the Board.

The Board asked that the Terms of Reference read, “The Finance Committee will meet as required to work with the CEO and Treasurer to draft the Final Budget.” Moved by Monique Cooke, seconded by Linda Guetta that the Finance Committee Terms of Reference be accepted as amended. CARRIED.

Moved by Monique Cooke, seconded by Mike Jeays that the Library Board accept the Finance Committee Terms of Reference Draft as amended. CARRIED.

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 that the large number of activities the library was involved in during April and May worked to increase community connections and raise the profile of the library.

10. Business Arising from the Minutes

- a. 2025 Library Board Work Plan. Meriah noted the Board is on track with its planned work.

11. Policy Review and Updates

- a. Room Rental Policy – Discussions about changes to the Room Rental Policy included adjusting the required Insurance fees to read five million instead of the current two million.

The Board agreed to eliminate item 8 “Special Considerations” in General Policies and instead update item 5, “Prohibited Activities” to read “Smoking, vaping, consumption of alcohol, use of heating appliances, religious services, parties or events are not permitted.”

Meriah will include definitions at the beginning of the policy to differentiate between “renters” and “users”.

The Board also proposed adding a “denial for upcoming rentals” to Item 4 “Setup and Cleanup”, as a consequence to damaging the Barbara Walsh Room.

The Policy will be added to the June 2025 Agenda for more discussion.

12. New Business

- a. Strong Mayor Powers. Meriah shared information about the new Strong Mayor Powers.
- b. Potential Canada Post Strike. The Library has prepared messaging and will pause Interlibrary Loans if the new proposed Canada Post Strike goes forward on May 23, 2025.

13. Closed Session – none.

14. Date of Next Regular Meeting: June 18, 2025 at 7:00pm. Location: Zoom/Barbara Walsh Room.

15. Adjournment – 8:21pm.

Chair

Secretary

Date

Date