

**MINUTES OF CARLETON PLACE  
PUBLIC LIBRARY BOARD**

June 15, 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
Shelley Smith	Trustee
Francis Bogнар	Trustee
Sarah Kistler	Trustee
Meriah Caswell	CEO
Heidi Sinnett	Secretary

The meeting was called to order at 7:01pm.

**1. Respect and Acknowledgement Declaration:**

*We would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Algonquin Anishinaabeg People.*

**2. Additions to and approval of the Agenda**

Meriah noted the addition of item 10c) 2021 Charitable Return. Moved by Shelley Smith, seconded by Tim Campbell that the Agenda for the June 15, 2022 Library Board Meeting be accepted as amended. CARRIED.

**3. Disclosure of Conflict of Interest**

None.

**4. Meeting Minutes**

- a. Minutes from the May 18, 2022 Library Board Meeting.

Moved by Gloria Gray, seconded by Shelley Smith that the minutes of the May 18, 2022 Library Board Meeting be accepted as presented. CARRIED.

**5. Correspondence**

- a. Outgoing – none.  
b. Incoming –

- i. June 3, 2022 – Canada Revenue Agency, re: Registered Charity Information Return. Meriah noted the 2021 Registered Charity Information Return is due June 30, 2022. Notifications from auditing firm KPMG LLP indicate they may be several more weeks completing the library portion of the audit, after which they must present the findings to the Library Board for approval. Meriah will request a letter from KPMG regarding their responsibility for the incomplete audit and will submit it with the data she has by June 30, 2022.
- ii. June 9, 2022 – Library Bound, re: Shipping Rates. The Library received notice from Library Bound Inc., regarding an increase of 69% for shipping rates effective July 1, 2022.

Moved by Andrew Tennant, seconded by Tim Campbell that Meriah prepare a Request for Information document to consider alternative library wholesale options. CARRIED.

#### **6. Librarian's Report from May 2022**

Meriah presented the Librarian's Report from May 2022 that included a successful book launch by local author Jenn Leblanc, a Tinkercart PA Day drop in, and the upcoming Library Lemonade Stand on June 30, 2022.

The Library closed early on May 21, 2022 after a community-wide power outage resulting from a strong storm, and remained closed until Wednesday, May 25, 2022. Meriah noted a review of the Library Emergency Preparedness Plan reflected needed updates and review by staff.

Moved by Tim Campbell, seconded by Sarah Kistler, that the Librarian's Report from May 2022 be accepted as presented. CARRIED.

#### **7. Financial Report from May 2022**

The Financial Report from May 2022 is deferred until September.

#### **8. Business Arising from the Minutes**

- a. Board Succession Planning
  - i. No changes were requested in the review of the Trustee Position Description.
  - ii. Meriah discussed potential Trustee Candidate recruitment.

## **9. Policy Review and Updates**

- a. GOV-10 Succession Planning.
- b. OP-20 Handling Public Complaints.
- c. OP-06 Collection Development – Meriah noted the addition of Item 5) regarding the purchase of items representing Indigenous Peoples.
- d. OP-11 Programming
- e. OP-19 Internet Services – Shelley suggested the policy include a sentence indicating those found viewing child pornography in the library will be reported to the Authorities.
- f. OP-14 Children in the Library – Meriah noted the amalgamation of the Safe Child Policy and the Youth Services Policy into a Children in the Library policy. The Safe Child Policy and Youth Services Policy will need to be rescinded. The new policy includes updated age requirements for being left alone and Library card information privacy.
- g. BL-06 Amendment of Bylaws
- h. GOV-01 Policy Development
- i. OP-18 Volunteer Policy – The addition of community service hours for teens was added to the policy.
- j. OP-10 Social Media—Referencing the “Disconnecting from Work” policy implemented by the Town, minor changes were made to the after-hours social media expectations for the Library Technician to better reflect the working hours of this position.

Moved by Shelley Smith, seconded by Gloria Gray that policies GOV-10 Succession Planning, OP-20 Handling Public Complaints, OP-06 Collection Development, OP-11 Programming, BL-06 Amendment of Bylaws, GOV-01 Policy Development, OP-18 Volunteer Policy, and OP-10 Social Media be accepted as presented. CARRIED.

Moved by Shelley Smith, seconded by Gloria Gray that Policy OP-19 Internet Services be accepted as amended. CARRIED.

Moved by Shelley Smith, seconded by Gloria Gray that Policies OP 13 – Safe Child and OP 14 – Youth Services be rescinded. CARRIED.

Francis Bogнар left the meeting at 7:56pm. Quorum was maintained.

## **10. New Business**

- a. May storm and power outage
- b. Summer programming – Heidi presented the upcoming plans for summer programs.

**11. Date of Next Regular Meeting: September 21, 2022 at 7:00pm**

**12. Adjournment – 8:09pm**

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Chair

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Secretary

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Date

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Date