

Smiths Falls Public Library Board Minutes

Date: February 28, 2023
Location: Library
Time: 7:07 p.m.
Adjournment: 7:23 p.m.

In attendance: A. Guerin S. Martin
S. McLean Knapp J. Miller
C. Cummings R. Cauley
M. Gallagher C. Mariona
A. Foster, CEO/Chief Librarian

Regrets: M. Murphy

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Agenda / Item / Issue	Discussion / Action
1. Call to order	A. Guerin called the meeting to order at 7:07 p.m.
2. Approval of the Agenda	Motion: S. Martin moved the approval of the agenda as amended. Seconded by S. McLean Knapp. Carried.
3. Election of Officers	A. Guerin passed the chair to A. Foster. A. Foster asked for nominations for Chair. C. Cummings nominated A. Guerin as Chair. Seconded by J. Miller. No other nominations were made. Carried. A. Foster passed the chair back to A. Guerin. A. Guerin asked for nominations for Vice-Chair. C. Cummings nominated S. McLean Knapp for Vice-Chair. Seconded by S. Martin. No other nominations were made. Carried.
4. Committees	There was a brief discussion of the duties and anticipated time commitments of the three committees. Governance was added to the title of the Policy Committee. As Chair, A. Guerin will be all committees. Membership will be as follows: Finance: <ul style="list-style-type: none">• R. Cauley• C. Mariona Policy and Governance: <ul style="list-style-type: none">• M. Gallagher• S. Martin• S. McLean Knapp Property: <ul style="list-style-type: none">• C. Cummings• J. Miller

5. Adjournment

A. Guerin adjourned the meeting at 7:23 p.m.



A. Guerin, Chair



A. Foster, Secretary

Smiths Falls Public Library Board Minutes

Date: February 28, 2023
Location: Library
Time: 7:24 p.m.
Adjournment: 8:40 p.m.

In attendance: A. Guerin S. Martin
 S. McLean Knapp J. Miller
 C. Cummings R. Cauley
 M. Gallagher C. Mariona
 A. Foster, CEO/Chief Librarian

Regrets: M. Murphy

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Agenda / Item / Issue	Discussion / Action
1. Call to order	A. Guerin called the meeting to order at 7:24 p.m.
2. Land Acknowledgement	The partial Land Acknowledgement Statement for the Town of Smiths Falls was read by A. Guerin.
3. Approval of the Agenda	Motion: C. Cummings moved the approval of the agenda as amended. Seconded by R. Cauley. Carried.
4. Minutes of November 15, And January 10, 2023	Motion: It was moved by S. McLean Knapp and seconded by S. Martin that the minutes of November 15, 2022 and January 10, 2023 be accepted as corrected. Carried.
5. Disclosure of Monetary Interest	None.
6. Business Arising from the Minutes	None.
7. Correspondence	There were two FOPL updates (December 1, 2022 and January 27, 2023). The second update included their 2023 Pre-Budget Submission to the provincial government; instead of asking for an increase to the core funding, they're asking for the funding not to be cut further. We also received three board appointment notifications (December 13, 2022, January 16, 2023, and February 6, 2023) from the Town of Smiths Falls.
8. Librarian's Report and Statistics	A brief discussion occurred. Board members were pleased with story time attendance and the comparison of statistics with the previous year.

9. Financial Report

Information from the time was particularly limited with the transition between treasurers at the town.

Motion: It was moved by A. Guerin and seconded by S. Martin to accept the financial report.

10. Renovation/MOU/Strategic Plan

J. Miller noted that the town's budget passed which included the remaining funds needs for the renovation as well as the \$80,000 to cover rent and moving expenses. C. Cummings noted that the Property Committee will need to get going on getting the RFP process as soon as possible.

The draft MOU is based off of another public library's MOU. Having a MOU would help define the library and town as separate entities and hopefully create better financial reporting. Pay equity is also a concern. It would be nice to have some help with facilities management.

As our strategic plan is more operational in nature, the town is no longer concerned with our strategic plan.

11. Policies

The Town of Smiths Falls recently rescinded their COVID-19 Vaccination Policy which the library had previously adopted.

Motion: C. Cummings moved to rescind the library's adherence to this policy. C. Mariona seconded. Carried.

The following policies were reviewed:

- HR-04: Health and Safety
- HR-05: Workplace Violence Prevention
- HR-06: Workplace Harassment and Discrimination
- OP-04: Accessible Customer Service

Motion: C. Cummings moved to accept the above policies with the changes as presented. Seconded by J Miller. Carried.

There was also some discussion about the library working more on DEI initiatives which is something for the Policy and Governance Committee to work on.

12. Municipal Report

J. Miller noted that the town is looking for public feedback on their strategic plan; March 3 is the deadline. As noted above, the budget passed. There was clear support for the library among council though there was discussion about the viability of the future of the library in the current building.

13. Montague Report

S. Martin noted that this was a big budget ask year and that budget hasn't yet been approved; the exterior of Rosedale Hall and a new fire hall are among the asks in the budget.

14. New Business

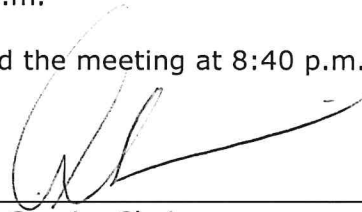
None.

15. Date of Next Meeting

March 28 at 6:00 p.m.

16. Adjournment

A. Guerin adjourned the meeting at 8:40 p.m.



A. Guerin, Chair



A. Foster, Secretary