

Smiths Falls Public Library Board Minutes

Date: April 25, 2023
Location: Library
Time: 6:14 p.m.
Adjournment: 7:47 p.m.

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

Regrets: S. Martin J. Miller

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Agenda / Item / Issue	Discussion / Action
1. Call to order	A. Guerin called the meeting to order at 6:14 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	Due to the absence of J. Miller and S. Martin the Municipal Report and Montague reports were removed from the agenda. R. Cauley asked for the "bog" to be added to the agenda. Motion: S. McLean Knapp moved the approval of the agenda as amended. Seconded by C. Cummings. Carried.
4. Minutes of March 28, 2023	Motion: It was moved by C. Cummings and seconded by R. Cauley that the minutes of March 28, 2023 be accepted as circulated. Carried.
5. Disclosure of Monetary Interest	None.
6. Business Arising from the Minutes	None.
7. Correspondence	FOPL sent an update on April 5, 2023 which confirmed that provincial will remain the same for 2023.
8. Librarian's Report and Statistics	The Librarian's Report was summarized by A. Foster. Staffing continued to be a significant challenge. The teen furniture arrived and two new cameras were added. We had our first bat of the year. E-book/audiobook remained very strong. A webinar about universal design was both very informative and frustrating as it is not possible to implement in this building. Public libraries

received considerable attention in the national media. EBSCO is planning to offer a new ILS in a couple of years that sounds like something worth considering. Attendance for adult programs was variable but both book clubs had good attendance. Teen attendance was good overall. Children's programming generally had good attendance though there were issues with children signing up but not attending some programs during March Break. Stories & More continued to be well-attended and Baby & Me and the After School drop-in programs showed improved attendance. The Smiths Falls Digital Archive continues to have a good amount of content added each month.

Motion: It was moved by A. Guerin and seconded by S. McLean Knapp to accept the librarian's report. Carried.

9. Committee Updates

Finance:

March's financial statement was presented. Nothing looked out of the ordinary. Once we have a MOU, the reporting should improve.

This committee will likely meeting August to have the budget ready for the fall.

M. Murphy is now a member of this committee.

Policy and Governance:

This committee had its first meeting and M. Gallagher is the chair of the committee. Some of the outdated policies were discussed (eg. the Internet policy is so old that it makes no mention of wi-fi).

Our by-laws were amended to remove parts that did not conform with the Public Libraries Act (eg. regarding being a staff member and a board member).

Motion: C. Cummings moved that the amended By-Laws be adopted. Seconded by M. Murphy. Carried.

Property Committee:

An updated Architectural Services Fee Proposal was received from +VG Architects. The \$16,200 + HST includes changes to the plans and the re-stamping of the plans by a new engineer as the previous one has retired. The 2.37% fee for tendering and construction administration remains unchanged.

Motion: C. Cummings moved to proceed with the updated Architectural Services Fee Proposal. Carried.

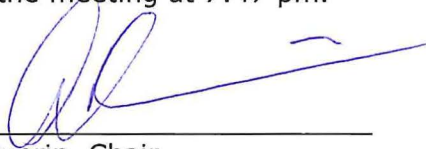
C. Cummings noted that he had contacted the Municipal Heritage Committee (MHC) as they have to be asked to endorse the plans. Much has changed, both with provincial legislations and local by-laws, since this project was first proposed. As such, a heritage impact

assessment is now being asked for; it could be completed fairly quickly but would cost \$15,750 from +VG. Someone has also offered to do the assessment pro bono but it is not clear whether this would be acceptable to the town. There is some pressure to at least have a date for our move to the proposed temporary location as it is sitting empty. While tendering without the heritage impact assessment is allowed, as it is not required until the contractor applies for the building permit. However, there is a reasonable chance that changes to the plans could be needed based on the assessment which could be very costly once a contract has been awarded.

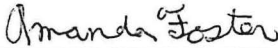
10. Draft Long-Term Staffing Plan A. Foster presented a draft long-term staffing plan. There are many reasons for considering such a plan including difficulty in attracting and retaining qualified part-time staff, a poor customer experience from inconsistent staffing, part-time employees with conflicting time commitments, the ongoing issues finding summer students, the difficulty in staffing a three-floor building, a clear community desire for increased hours, and the need for non-monetary ways of increasing staff satisfaction (ie. a four-day workweek). The plan would consist of three phases. At the end of the third phase, the library would be open for 55 hours per week (including Sundays) instead of the current 42 hours and there would be 5 full-time staff members instead of the three 3 full-time members. Positions need to be reassessed for pay equity for us to cave more accurate cost estimates but using current figures we'd be paying 29.6% more in staff costs at the end of the third phase. According to the town, we need to have the MOU implemented in order to work on pay equity. A. Foster will contact S. Clark at the town to set up a meeting to discuss how to proceed with the MOU with the town. A. Foster will also email the draft MOU to board members.
11. The "Bog" R. Cauley was concerned about the "bog" area outside library not looking nice. We can try to get plans from town to see what the intent for that area is.
12. New Business C. Mariona went to the orientation session in Perth. She said that about 20 people attended. While much of the governance information had been covered at our own orientation, she still found the session to be worthwhile. She also noted that there was some information on mental health concerns.
13. Date of Next Meeting May 23 at 6:00 p.m.

14. Adjournment

A. Guerin adjourned the meeting at 7:47 pm.



A. Guerin, Chair



A. Foster, Secretary