

Smiths Falls Public Library Board Minutes

Date: June 27, 2023
 Location: Library
 Time: 6:01 p.m.
 Adjournment: 7:08 p.m.

In attendance: A. Guerin M. Murphy
 S. McLean Knapp S. Martin
 M. Gallagher J. Miller
 A. Foster, CEO/Chief Librarian

Regrets: R. Cauley C. Cummings
 C. Mariona

Agenda / Item / Issue	Discussion / Action
1. Call to order	A. Guerin call jeting to order at 6:01 p.m.
2. Land Acknowledgement	The partial Le wledgement Statement for the Town of Smit as read by A. Guerin.
3. Approval of the Agenda	Motion: S. Martin moved the approval of the agenda as amended. Seconded by S. McLean Knapp. Carried.
4. Minutes of May 23, 2023	Motion: It was moved by M. Gallagher and seconded by M. Murphy that the minutes of May 23, 2023 be accepted as circulated. Carried.
5. Disclosure of Monetary Interest	None.
6. Business Arising from the Minutes	S. McLean Knapp found Heritage House staff to be very helpful in her search for a photo of the old library front door. However, almost all photos found were taken from the same angle which did not show the door. She did find one photo but it isn't very clear; the door may have had metal over glass. She will send the photo out to the board. A. Foster will try to see if a better photo can be found by posting on the library's Facebook page.
7. Correspondence	We received a letter from J David Andrew alongside his \$1,000 donation to purchase LBGT2+ and Black Canadian books for children and young adults. FOPL sent out another update. They've been busy attending municipal conferences which will hopefully be beneficial for public libraries as well is keeping abreast of other issues facing public libraries like security concerns.

8. Librarian's Report and Statistics

The Librarian's Report was summarized by A. Foster. Strangely, in-person visits were up substantially in May while physical circulation was down. Electronic circulation remained strong. The library had a strong presence in Montague. The town has yet to start their audit which will complicate completing our charity return. We had one summer student start work but could not find anyone interested in the Outreach Assistant position. We received no information about Canada Summer Jobs funding but it sounds like there was much less available this year. We'll be having STEM programming in August at no cost to us. Carpet cleaning and our annual fire inspection were completed and three new staff chairs were purchased. Programming number varied with some programs having good attendance and others have no attendance. Motion: It was moved by A. Guerin and seconded by S. McLean Knapp to accept the librarian's report. Carried.

9. Photocopier

A. Foster noted that the current photocopier contract is set to expire in August. Due to an error we've been underbilled for 17 months which amounts to around \$1,500. She is still waiting to see if we will be charged for this or if it will be forgiven. OT Group has presented us with a proposal for a new photocopier that should be cheaper than our current one but A. Foster will also explore other options.

10. MOU Update

A. Foster has been unable to set up a meeting regarding the proposed MOU. S. Clark has been on a long vacation but has stated she'll get back to us with her proposed amendments by the end of the summer.

11. Committee Updates

Finance:

May's financial statement was presented. Overall, spending is less than budgeted. A. Foster will send out possible dates for a mid to late August meeting in late July.

Policy and Governance:

M. Gallagher summarized the committee's thought process when amending the policies. The intent was to respect everyone and show that staff are valued while recognizing our responsibility to the public.

Motion: M. Gallagher moved that the Policy and Governance Committee's minutes of April 18, 2023 and the following policies: Programming (OP-09), Internet Services (OP-11), and Information Services (OP-20) be approved as presented. Seconded by A. Guerin. Carried.

Property Committee:

As C. Cummings was not in attendance, J. Miller Summarized what has been going on regarding the renovation. The town ultimately decided that we do need a Heritage Impact Assessment (HIA). Luckily, N. Dwyer has very generously agreed to do this at no cost which will save us around \$16,000. She has already begun the HIA. Both the HIA and the tendering documents are expected to be complete by the end of the month. Hopefully, there are bidders and the bids are within budget.

12. Municipal Report

J. Miller noted that the council is now having in-person meetings as the renovation has been completed though there are some tweaks needed. They adopted a land needs study. The town is expected to grow by 3,600 people by 2046 which will necessitate 1,380 new residential units. Land for residential use is tight but the town has adequate industrial and commercial land. 1,800 new jobs are expected in this timeframe. The initial report about the fire at the old water treatment was quite negative. They should soon have a report completed by heritage engineers which involves testing the mortar. What to do with the building will be a big decision.

13. Montague Report

S. Martin noted that their dart night has been very busy. They've received more grant money and will be adding accessible swings. They'll be offering a week-long summer program. They are excited about the two weeks of tutoring we'll be offering in Montague and were happy about the library visiting the school. They'll have a Canada Day event. Tuesday night volleyball has also went well.

14. New Business

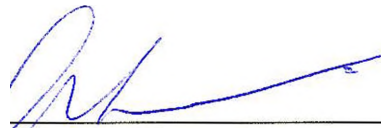
M. Murphy noted that she'll be away from December to April but would be willing to attend meetings remotely.

15. Date of Next Meeting

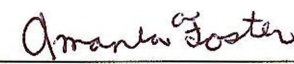
September 26 at 6:00 p.m.

16. Adjournment

A. Guerin adjourned the meeting at 7:08 pm.



Guerin, Chair



A. Foster, Secretary