

Smiths Falls Public Library Board Minutes

Date: September 26, 2023
Location: Library
Time: 6:03 p.m.
Adjournment: 6:48 p.m.

In attendance: S. McLean Knapp S. Martin
M. Gallagher J. Miller
C. Mariona R. Cauley (part-time)
M. Murphy (part-time)
A. Foster, CEO/Chief Librarian

Regrets: A. Guerin C. Cummings

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Agenda / Item / Issue	Discussion / Action
1. Call to order	S. McLean Knapp called the meeting to order at 6:03 p.m.
2. Land Acknowledgement	The partial Land Acknowledgement Statement for the Town of Smiths Falls was read by S. McLean Knapp.
3. Approval of the Agenda	Motion: M. Gallagher moved the approval of the agenda as amended. Seconded by S. Martin. Carried.
4. Minutes of June 27, 2023	Motion: It was moved by J. Miller and seconded by C. Mariona that the minutes of June 27, 2023 be accepted as circulated. Carried.
5. Disclosure of Monetary Interest	None.
6. Business Arising from the Minutes	None.
7. Correspondence	None.
8. Librarian's Report and Statistics	The Librarian's Reports from June, July, and August were summarized by A. Foster. Three additional summer students were hired. Staff name tags were introduced. We had bat visits again. The Friends book sale went really well. Programming in June was pretty light but we had good attendance for the summer kickoff event. July's in-person visits were up considerably over last year though circulation was down. We received a new photocopier. We had many issues with the tutoring programs such as no-shows and poor behaviour from parents. Staff decided they were ready to remove the

screens from the circulation and reference desks. July's program attendance was not bad overall but we did have more no-shows that we'd have liked for registered programs. Additions to the Smiths Falls Digital Archives have been happening at a steady pace. Both door count and circulation were up in August compared to last year. The tutors found their two weeks in Montague challenging for a number of reasons. We had more bat visits. We had a new alarm system installed as the old one had become obsolete and would not be supported. We had an incident with a non-service dog and the staff was not completely clear on how to handle the incident so I reviewed the Library Code of Conduct with them. We had an odd complaint from a man who claimed to have been in contact with dried blood on a DVD case and worried about disease. Attendance for programs in August was disappointing. No-shows were even more of an issue than they'd been in July. Interestingly, only 26 of 92 children who registered for the TDSRC had participated previously.

Motion: It was moved by C. Mariona and seconded by R. Cauley to accept the librarian's reports. Carried.

9. MOU Update

A. Foster noted that she has been promised that she will receive input on the draft MOU from the town before the next board meeting.

10. Long-Term Planning

A discussion about long-term planning took place. This need keeps coming up (eg. at the last Finance Committee meeting). We also receive occasional concerns from the public about the state of the building, particularly the exterior of the building. J. Miller suggested looking at Heritage House's new strategic plan as it contained some building-related goals and she thought it was really well done. Long-term planning will definitely be a priority post-renovation.

11. Committee Updates

Finance:

A financial statement to the end of August was presented. The committee met in August and have a good start on a budget and should be able to quickly have a finalized one when needed which has been November in past years.

Policy and Governance:

Nothing to report.

Property Committee:

The Property Committee has not had too many meetings lately. A mandatory bidders meeting was held last Thursday. Turnout exceeded expectations (maybe 30 people) though not all were general contractors; some

were plumbers and electricians. It seems very likely that we will have some bids on October 5 so the question will be whether anyone bids at the budgeted cost.

A. Foster in the process of getting quotes for the front door replacement which is separate from the tender but which we would like to be done during the closure. It looks like the extra cost of doing the original design would be fairly reasonable.

12. Municipal Report

J. Miller noted that the arena had been closed the previous day because a hydro outage had caused the ice to melt. The town should be receiving a report from the insurance company in the next 7 to 10 days about the old water treatment plant. An Old Home Week committee has been struck. She said that N. Dwyer was thrilled about the book that was dedicated in her honour.

13. Montague Report

S. Martin said that she'd heard from parents that they loved that tutoring was held in Montague and there are ideas about improving tutoring there. The township received some last-minute funding and held a one-week summer camp; they hope to do more next year. They redid the parking lot at the hall and have an upcoming trivia night. The recreation committee continues to be busy (eg. Mighty Machines). They plan to add a parking lot and trails to the land they own beside the school. Their little library is currently full of books for all ages.

14. New Business

M. Murphy summarized the Friends of the Library's recent meeting which included discussing fundraising ideas. They've been working getting on Film Night International sponsorships. They continue to volunteer at Duncan J. Schoular's breakfast program. They've also taken the library bicycle out to events. There was a discussion about possibly moving the time of the meeting. No consensus was reached.

15. Date of Next Meeting


October 24 at 6:00 p.m.

16. Adjournment

S. McLean Knapp adjourned the meeting at 6:48 pm.



A. Guerin, Chair



A. Foster, Secretary