

Smiths Falls Public Library Board Minutes

Date: November 28, 2023
Location: Library
Time: 6:27 p.m.
Adjournment: 8:15 p.m.

In attendance: A. Guerin J. Miller
 C. Mariona (part-time) M. Gallagher
 S. Martin R. Cauley (part-time)
 C. Cummings S. McLean Knapp
 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 6:27 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	C. Cummings request that the discussion of the next meeting be move to the beginning of the agenda. The Friends report was removed. Motion: S. McLean Knapp moved the approval of the agenda as amended. Seconded by S. Martin. Carried.
4. Next Meeting	A discussion of members availability for meetings occurred. It was decided to stay with the fourth Tuesday of the month but to have 6:30 as the start time.
5. Minutes of October 24, 2203	Motion: It was moved by M. Gallagher and seconded by C. Mariona that the minutes of October 24, 2023 be accepted as circulated. Carried.
6. Disclosure of Monetary Interest	None.
7. Business Arising from the Minutes	A. Foster sent S. Clark a summary of issues that the board felt didn't comply with the Public Libraries Act. She has not heard back. She did not go into the other issues. She will make sure she has a further update before the next meeting.
8. Correspondence	None.

9. Librarian's Report and Statistics

The Librarian's Report for October was summarized by A. Foster. In-person visits were up greatly though physical circulation was up only slightly. She attended several meetings and webinars as well as the job fair at the high school. There were frustrating Internet issues that were eventually resolved. There were a higher than normal number of incidents of poor behaviour from the public. There is clearly demand for private meeting/study space for adults. While book club attendance was good, adult programming attendance was poor for other offerings. Teen night was well-attended all weeks. Story time has been much more popular on Fridays than Tuesdays which differs from the past.

Motion: It was moved by C. Cummings and seconded by A. Guerin to accept the librarian's report. Carried.

10. Holiday Party

It was decided that the holiday party will be held on Sunday, December 17 from 2 to 4 pm at the temporary library location. There is enough money in the board expenses fund that board members don't need to provide food. A. Foster will send out invites this week.

11. Committee Updates

Finance:

The financial statements to October 31, 2023 were discussed.

12. Closed Meeting to discuss personal matters about an identifiable individual

Motion: A. Guerin moved to enter a closed meeting at 7:10 pm.

A. Foster was not present for this meeting. The regular meeting resumed at 7:33 pm.

13. Committee Updates Continued

Finance:

Motion: C. Cummings moved to pay the 2024 library budget with the exception of pay-related and principal/interest lines as the board does not yet have the needed information. Seconded by S. McLean Knapp. Carried.

Policy and Governance:

M. Gallagher noted that the committee will meet in January to discuss, at minimum, the following policies: Library Code of Conduct and Community Information.

Property:

A summary of recent developments was provided by C. Cummings. The town awarded the tender and he had an initial meeting with the contractor, the architectural

firm, and S. Clark that went well. Going forward, the town will be monitoring the budget as they were the ones who awarded the tender which will ease the burden on the board. When extras are requested by the contractor, they will first be looked at by the architect and, if approved, will need financial sign-off from the town (S. Clark) and design sign-off from the board (C. Cummings). There will be weekly on-site meetings. C. Cummings also provided an explanation of the renovation budget and emphasized that there is considerable contingency built into this budget.

Motion: M. Gallagher moved to accept the renovation budget. Seconded by S. Martin. Carried.

Motion: S. McLean Knapp moved to allow A. Guerin to sign the lease on the library's temporary location on behalf of the board. Seconded by S. Martin. Carried.

14. Municipal Report

J. Miller was very pleased that council decided to waive restaurant patio fees for the next two years as restaurants have been struggling so much. A new sign by-law was passed with some hesitation; while it isn't perfect it is a clear improvement. A couple of meetings ago, council received bad news about the cost of the new water tower. \$10 million had been budgeted but the projected cost is now \$24.5 million; they are now exploring other options. The first 2024 budget meeting will be on December 18.

15. Montague Report

S. Martin noted that the library's request for \$25,000 was approved at a committee of the whole meeting but has not yet been passed at a council meeting. They're partnering with Merrickville Public Library on a story trail and would also like to partner with us; they're hoping to receive a grant for an interactive story trail. The little library has been moved inside for the winter. Saturday will be the Santa Claus parade and they're offering several upcoming bus trips. The community hall now has a new letter board. Plans for developing the 22acre site are going well. The library can use the hall for a dance.

She also noted that bell times for schools will be changing which may impact children's programming and use of the library.

C. Cummings inquired about the likelihood of Montague donating to the furniture fundraising. They donated \$10,000 back in 2002.

16. New Business

None.

17. Date of Next Meeting

January 23 at 6:30 p.m.

18. Adjournment

A. Guerin adjourned the meeting at 8:15 pm.



A. Guerin, Chair



A. Foster, Secretary