

**Smiths Falls Public Library Board Minutes**

**Date:** January 23, 2024  
**Location:** Temporary Library  
**Time:** 6:35 p.m.  
**Adjournment:** 7:39 p.m.

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

**Regrets:** M. Murphy J. Miller  
 M. Gallagher

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<b>Agenda / Item / Issue</b>	<b>Discussion / Action</b>
1. Call to order	A. Guerin called the meeting to order at 6:35 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	The Municipal Report and the Montague Report were removed from the agenda. <b>Motion: S. McLean Knapp moved the approval of the agenda as amended. Seconded by C. Mariona. Carried.</b>
4. Minutes of November 28, 2023	<b>Motion: It was moved by S. Martin and seconded by C. Mariona that the minutes of November 28, 2023 be accepted as circulated. Carried.</b>
5. Disclosure of Monetary Interest	None.
6. Business Arising from the Minutes	A. Foster contacted S. Clark to see if progress had been made on the town's end on the proposed MOU. S. Clark wants to discuss the proposed MOU with the board but was unavailable to attend this meeting. She is scheduled to attend February's meeting.
7. Correspondence	S. Berry sent a letter to the board chair enquiring about the library recognizing his late wife for her achievements. The board felt that the library was not the best place to recognize her accomplishments as they were related to education rather than the library though, of course, a significant donation would elicit reconsideration. C. Cummings brought up the need to raise around \$100,000 for furniture for the children's area. He likes the idea of having a wall of permanent book spines

engraved with donor names. Due to the cost, the minimum donation would be \$1,000.

8. Librarian's Report and Statistics

The Librarian's Report for November and December were summarized by A. Foster. The moving plan was finalized in November. We had further plumbing issues and will really need to figure out how to prevent problems in the future. Overall, program attendance was good. December was dominated by the move. Some things went well and others did not. We managed to work with Insignia to have our OPAC only show available items. Cogeco caused a headache though we managed to use Bell instead. We had issues with people being confused about where we were and when we were closed despite our best efforts to keep the public informed. Programming was quite limited but we did have some success with take-home kits. In December, the door count was a better than expected while physical circulation was lower than expected.

**Motion: It was moved by S. McLean Knapp and seconded by S. Martin to accept the librarian's reports. Carried.**

9. 2023: A Year in Review

This reports gave a brief overview of notable happenings in 2023. Smiths Falls Digital Archives sessions, hoopla circulation, active cardholders, and library visitors were all up significantly in 2023 compared to 2022.

10. Furniture Plan

Jonathan Morgan & Company Limited provided us with a furniture plan. The cost including delivery and taxes was \$90,981.61. The board liked the plan overall. R. Cauley did suggest that there should be a carpet or somewhere else for the under 5 demographic to sit and also noted the need for technology. This should easily be possible within the \$100,000 budget. Given the longest wait times (14 weeks), decisions will need to be approved before the summer.

11. Committee Updates

*Finance:*

The town provided updated figures for the audit and the principal/interest owing. A. Foster will enquire about outstanding amounts left. We have yet to receive any financial information resulting for the compensation review.

*Policy and Governance:*

The Policy and Governance committee met on January 16 and discussed the following policies as well as the need to update fire plans before moving back to the regular library building following renovations:

- o Library Code of Conduct (OP-15)
- o Community Information (OP-20)

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

**Motion: It was moved by C. Cummings to accept the aforementioned policies. Seconded by S. McLean Knapp. Carried.**

*Property Committee:*

The Property Committee has not had the need to meet lately. C. Cummings did provide some updates, however. The construction has not yet started as the contractor was delayed due to a change in bonding companies. They have provided a very detailed timeline and they are scheduled to complete the project on November 1 which would give the library an entire month to prepare the library for the public and vacate the temporary location. There was also an issue with the building permit which was resolved. C. Cummings also wanted to voice disagreement with one town councillor's criticism of lack of consultation. While done in a different manner than how the town does consultations, the public had many opportunities to voice opposition as the design was provided to every household on three separate occasions in the local newspaper. No public complaints were made prior to the project's approval.

There was also a brief discussion on whether the mural located on the way up to the children's department will remain; this decision has not yet been made.

12. New Business

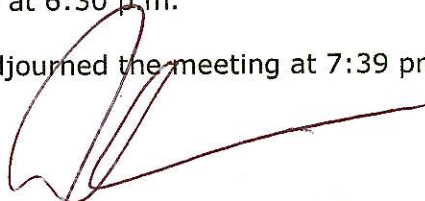
None.

13. Date of Next Meeting

February 27 at 6:30 p.m.

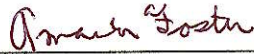
14. Adjournment

A. Guerin adjourned the meeting at 7:39 pm.




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A. Guerin, Chair




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A. Foster, Secretary