

Smiths Falls Public Library Board Minutes

Date: February 27, 2024
Location: Temporary Library
Time: 6:33 p.m.
Adjournment: 8:17 p.m.

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

Regrets: M. Murphy C. Mariona

Guest: S. Clark (part-time)

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Agenda / Item / Issue	Discussion / Action
1. Call to order	A. Guerin called the meeting to order at 6:33 p.m.
2. Land Acknowledgement	The partial Land Acknowledgement Statement for the Town of Smiths Falls was read by A. Guerin.
3. Introductions	Brief introductions were made.
4. Approval of the Agenda	Motion: S. McLean Knapp moved the approval of the agenda as amended. Seconded by S. Martin. Carried.
5. Minutes of January 23, 2024	Motion: It was moved by C. Cummings and seconded by R. Cauley that the minutes of January 23, 2024 be accepted as circulated. Carried.
6. Disclosure of Monetary Interest	None.
7. Business Arising from the Minutes	A. Foster found out that the renovation loan has approximately \$20,000 outstanding and will be paid off by the end of 2024. However, the approximately \$18,000 outstanding on the energy audit projects has about ten years of payments left. J. Miller will look more into the latter loan.
8. Discussion of MOU with S. Clark	S. Clark recently looked at the most recent draft of the MOU and thought it made more sense to start again and to see what the board was really looking for in an MOU and thought having an in-person conversation was the best way to proceed as she doesn't have all the history of the relationship between the town and the board. C.

Cummings complimented her on being the first Director of Community Services to ever attend a library board meeting. A. Guerin noted that the board wants good communication with the town and an understanding from them of the differences between the organizations and for them to understand the Public Libraries Act. S. Clark noted that from conversations with her colleagues that the communications piece is important. C. Cummings also noted that it is helpful to have items such as human resources support at no cost. A. Foster noted, however, that IT services have been problematic. A. Foster also noted that we could use help with facilities management which board members agree with. A. Foster also noted that in order to more accurately complete annual required reports to the province that knowing what the cost of provided services is even if no money is exchanged is needed. C. Cummings also noted that it would be helpful to allow the library to use town facilities and vice versa. A. Foster noted that the library wants a collaborative relationship instead of either being told what to do or to fend for itself. S. Clark concluded by saying that she feels that both parties are philosophically on the same page and she will try to have something for the board to review soon.

9. Correspondence

The latest FOPL update was received. While their asks of the provincial government remain essentially the same, they feel like they've made progress with their advocacy efforts.

10. Librarian's Report and Statistics

The Librarian's Report for January was summarized by A. Foster. Overall, the first full month in the temporary location went well. One of the surprising issues was how challenging it was to stick things to walls. The door count was down significantly while the physical circulation was down only slightly; given the small space, there appears to be fewer people just hanging out. We did have an issue with a man wanting to sit in the children's area which made families hesitant to enter the room. Cogeco finally offered to come set up internet. A. Foster talked to media about the library's temporary location. We received a donation of a pricy compact magnifier. Programming numbers were decent overall but not spectacular.

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

11. Committee Updates

Finance:

The 2022 Draft Financial Statements were received. The only questions were about the delay in receiving the

statements. C. Cummings noted that many organizations were delayed with 2022 statements.

Motion: It was moved by C. Cummings that the 2022 Draft Financial Statements be approved. Seconded by J. Miller. Carried.

The financial reports ending December 31, 2023 and January 31, 2024 were also presented.

Motion: It was moved by S. McLean Knapp and seconded by M. Gallagher that the financial reports from December 2023 and January 2024 be accepted. Carried.

Policy and Governance:

M. Gallagher noted that the last meeting was "joyous" and good discussions were had.

Property Committee:

C. Cummings noted that since the building was handed over to the contractor that there have been several site meetings. The hydro entering the back of the building has presented as an unexpected safety issue and he's awaiting pricing on burying it. One of eleven samples tests positive for asbestos but it wasn't in the area of the renovation and they want to treat the whole building as if it has asbestos; he is advocating for the areas being renovated to be tested.

The front door replacement was discussed now that the 2024 budget has been approved. J. Miller noted the need to investigate the quality of the companies under consideration. C. Cummings said he'd look into them and will sent out the results to the board.

12. Furniture Discussion

R. Cauley elaborated on her concerns about the proposed furniture for the children's area. She believes more accessible furniture is needed and gave some examples. Board members felt that more accessible furniture that is closer to universal design is needed. Furniture can be purchased without the necessary funds, of course. It was felt with M. Murphy would be interested in being on a Fundraising Committee and R. Cauley and S. Martin volunteered to join the committee. J. Miller will serve as a Consultant. A. Foster will send out a poll with possible Zoom meeting dates.

Motion: A. Guerin moved to create the Fundraising Committee and appoint M. Murphy, R. Cauley, and S. Martin. Seconded by S. McLean Knapp. Carried.

13. Municipal Report

J. Miller noted that the 2024 budget was approved. They ended up being a lot of time considering community grants. The Old Home Week Committee is at work and she wondered if the library can be involved in the event. The water tower is still under discussion

and has now tripled in price. The Confederation Bridge design will be presented again.

14. Montague Report

S. Martin noted that Montague's 2024 budget was approved and that we can expect a cheque shortly. She'll be presenting to council with C. Cummings on March 5. The recreation committee continues to be busy with lots of forthcoming events (eg, trivia night and the Easter Bunny). Montague is wondering about some sort of reading club in the summer instead of tutoring. A large subdivision is coming.

15. New Business

None.

16. Date of Next Meeting


March 26 at 6:30 p.m.

17. Adjournment

A. Guerin adjourned the meeting at 8:17 pm.



A. Guerin, Chair



A. Foster, Secretary