

Smiths Falls Public Library Board Minutes

Date: June 24, 2025
Location: Library
Time: 6:35 p.m.
Adjournment: 8:07 p.m.

In attendance: C. Mariona M. Murphy
M. Gallagher J. Miller
C. Cummings A. Guerin
S. Martin
A. Foster, CEO/Chief Librarian

Regrets: S. McLean Knapp R. Cauley

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| Agenda / Item / Issue                | Discussion / Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| 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 J. Miller.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3. Approval of the Agenda            | <b>Motion: J. Miller moved the approval of the agenda as presented. Seconded by M. Murphy. Carried.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4. Minutes of March 25, 2025         | <b>Motion: It was moved by M. Gallagher and seconded by C. Mariona that the minutes of May 27, 2025 be accepted as circulated. Carried.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5. Disclosure of Monetary Interest   | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6. Business Arising from the Minutes | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 7. Correspondence                    | An email from M. Dever was received via Mayor Pankow. M. Dever wrote to express their anger with that the library's lift cannot fit their power wheelchair as well as some other accessibility concerns about the building. C. Cummings confirmed with the architect that our lift does meet all legal requirements. J. Miller also clarified with the mayor that the lift is AODA-compliant. C. Cummings also noted that he had reached out to S. Clark about consulting the accessibility committee but that there was no accessibility committee at that point. The board agreed that it is unfortunate that M. Dever's wheelchair is too large for the lift. A. Foster confirmed that they had been offered home delivery of materials and declined this service. She also noted that another user |

in a smaller power wheelchair clearly fit within the lift but did not feel that fit.

#### 8. Librarian's Report and Statistics

A. Foster noted that the month of May was bizarre. The reopening date keep moving back but the library did finally open to the public on May 30. Staff was keep very busy during the public closure, however, as there was considerable weeding on the collection done as well as discarding of other items and much organization work done. Most staff attended one day of the Little Branches Rural Roots Conference in Perth while A. Foster attended both days; if we'd known we'd be closed to the public all staff could have attended both days but the registration deadline had passed by the point that it was clear we wouldn't be open. The historic tables easily fit into the basement. A new library assistant started and she dealt very well with the chaos she was flung into. We had issues with two summer students being hired and then changing their minds. A. Foster gave a "Meet Your Coworker" talk at town hall and used it as an opportunity to promote the library. We had an incident where returned DVDs had insects fly out of them when the cases were open. We learned that Canada Post will no longer accept stamps for interlibrary loans (or any payment other than credit card) and each individual item has its own transaction on credit cards; this will create a lot of reconciliation work so it seems like ILL will be more difficult to acquire and the volume will decrease. A. Foster is concerned about the future of ILLs. A. Rankie's plant swap was not as well-attended as in the past, likely due to weather. She did also attend the Spring Festival at the Heritage House Museum and hosted book clubs. Children's programming was light with just an eco-literacy program on the day we reopened. D. Kuehl is planning to introduce "Mother Goose on the Loose" in the fall in place of the not well-attended "Baby Time." Conference reports for all staff who attended the conference were provided. Statistics were not to meaningful given that we were closed most of the month. Interestingly, the closure did not increase e-resource usage.

**Motion: A. Guerin moved to the accept May's librarian's report and statistics. Seconded by S. Martin. Carried.**

#### 9. Land Acknowledgement

C. Cummings noted that the he had attended workshops on personalizing land acknowledgments for other boards he serves on; these workshops were hosted by Indigenous organizations and included guidelines on what should be included in the land acknowledgements. A. Guerin expressed her concern about the potential to not fully consult Indigenous peoples but said she was



intrigued by the idea. S. Martin noted that she had attended sessions with an elder and will reach out to him for potential guidelines. Several members of the board are willing to give personalized land acknowledgements.

10. Cleaning

K. VanDerMeer, our cleaning contractor, asked for another \$200 per month as there is more cleaning involved in the renovated building. His contract was awarded in 2014 and the price has been the same seen that time. It is not likely that we could a more inexpensive cleaner, even with this increase.

**Motion: C. Cummings moved to accept the \$200 per month increase in the contract to Klaas VanDerMeer. Seconded by C. Mariona. Carried.**

11. Microfilm Reader

The microfilm reader stopped working completely but a customer found a cord at the REAL Deal Store which made it work to its previous level (ie. not great but usable). Not many people use the machine but there a handful that are quite vocal users of it. It was suggested that we look to partner with the Heritage House Museum and also to explore grant opportunities. We also have non-digitized more recent papers which are yellowing. A. Foster will report back with more information and options.

12. Lift Maintenance Contract

A. Foster thought our old maintenance contract had automatically renewed but was told by TK Elevator that it had not. We were presented with a maintenance contract (starting September 1) from Upper Canada Elevators who installed the lift and thus probably know it best; it is less expensive with fewer visits than our previous contract. A. Foster will ask to have the contract in the name of the library instead of C. Cummings as well as for clarity on the charges as there is some ambiguity.

**Motion: C. Cummings moved to accept the maintenance contract from Upper Canada Elevators. Seconded by M. Murphy. Carried.**

13. Building Condition Assessment

S. Clark has offered for the library to join in on the town's building condition assessment project. The exact price is not yet known but estimated to be around \$5,000 to \$6,000 dollars and less expensive than the library getting a building condition assessment individually. There was some concern expressed about doing this given we don't have the most recent financial statements but it was agreed that having a building condition assessment would be very helpful for future planning. We will go ahead with provided the finance committee is comfortable with the expenditure once they've looked at the statements.

#### 14. Committee Updates

##### *Finance:*

Statements were not received in time for the meeting. A. Foster will send them to the board once she receives them. She is confident that we are significantly under budget due to savings in areas such as staffing.

##### *Fundraising:*

We received an estimate from Paaper Studio for a vinyl decal of book spines. The price seemed high for vinyl (\$750 plus \$250 for installation). A. Foster inquired about the option for purchasing online and was told it was possible but there were quality concerns.

We also had an estimate from Rankie Doodles which would use damaged wood shelves and burn the names in for \$850. While this option was preferred the consensus was that we should look to make the sign more fun as it's a children's area. M. Murphy will send some examples she found online. A. Foster will ask Rankie Doodles if a more fun mock-up is possible.

##### *Policy and Governance:*

The committee will meet in the fall. We should look into a cybersecurity policy though this may be challenging. A study room policy is also needed.

##### *Property Committee:*

C. Cummings noted that while the library is now operating in the renovated building, there are still some outstanding issues that need to be addressed. The furnace needs a fire shut-off and the carpet in the children's area has areas that are not properly glued down, for example. The project is still under budget. M. Murphy thanked C. Cummings for his unparalleled commitment to the project and the rest of the board agreed with her.

#### 15. Municipal Report

J. Miller noted that Old Home Week is coming up and there is a need for numerous volunteers. There will be many activities each day. She also noted how success the first bike night was and that they'll be held monthly throughout the summer. Ribfest is also coming up and the Road Apples will be here in September. There have been many compliments on the downtown including from Perth. Council voted to rename the seniors centre after Bud Fawcett. The asset management consultant gave a report to council and it was less depressing than she'd anticipated. The town will need to spend more on infrastructure but it can be done with small increases each year.

14. New Business

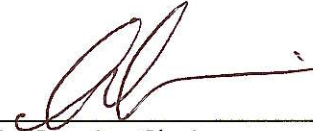
None.

17. Date of Next Meeting

September 23, 2025 at 6:30 p.m.

18. Adjournment

A. Guerin adjourned the meeting at 8:07 pm.



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A. Guerin, Chair



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A. Foster, Secretary