

**Smiths Falls Public Library Board Minutes**

**Date:** March 24, 2026  
**Location:** Library  
**Time:** 6:33 p.m.  
**Adjournment:** 7:12 p.m.

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

**Regrets:** M. Murphy                                      A. Guerin  
S. Martin

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| <b>Agenda / Item / Issue</b>         | <b>Discussion / Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 1. Call to order                     | S. McLean Knapp 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 S. McLean Knapp                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3. Approval of the Agenda            | The Montague Report was replaced with a discussion about the last-minute arrival of a draft agreement for the Township of Montague.<br><b>Motion: J. Miller moved the approval of the agenda as amended. Seconded by M. Gallagher. Carried.</b>                                                                                                                                                                                                                                                                                                                   |
| 4. Minutes of February 24, 2026      | <b>Motion: It was moved by M. Gallagher and seconded by C. Mariona that the minutes of February 24, 2026 be accepted as circulated. Carried.</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5. Disclosure of Monetary Interest   | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6. Business Arising from the Minutes | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7. Correspondence                    | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8. Librarian's Report and Statistics | A. Foster noted that we received a donation from the CFUW as well as ILL reimbursement funds from OLS. Staff is excited about the new Chompsaw which will be used in children's programs. There were some washroom issues. Someone thought they were stuck in the lift and called for help; they merely stopped pressing the button. The kitchen was installed. We have an OPAC tablet up in the children's department and if it works well we may have these elsewhere in the library. She attended several webinars. The Olympics had mixed success in terms of |

viewership in the library. The Mario Kart Tournament was very successful though A. Rankie would do some things differently next time. She now has a small group for the YA Book Club. The story time numbers were decent given the weather. The first STEM Saturday went well. Blind Date with a Book was popular as were the Dr. Seuss Library Loot Jr. Bags.

**Motion: S. McLean Knapp moved to accept the February report and statistics. Seconded by J. Miller. Carried.**

## 9. Committee Updates

### *Finance:*

Despite asking several times, A. Foster did not receive updated financial statements. She will keep trying.

### *Fundraising:*

The donor wall is completed and in the library. It just needs to be attached to the wall.

### *Policy and Governance:*

M. Gallagher noted that four of the policies just had minor wording changes as they are reviewed annually. The Sponsorship, Donations, and Fundraising (FUND-01) policy had a new section added: Naming Rights. The intent of addition is to provide some clarity for the board when deciding whether or not to grant naming rights while leaving it at the discretion of the board for each individual case. The Visiting Library Services (OP-23) policy had the clause allowing staff the right to refuse to enter a residence moved to the beginning of the policy as it was felt that this was important to emphasize.

**Motion: J. Miller moved to accept the following policies as presented. Seconded by C. Mariona. Carried.**

- **Health and Safety (HR-04)**
- **Workplace Violence Prevention (HR-05)**
- **Workplace Harassment and Discrimination (HR-06)**
- **Sponsorship, Donations, and Fundraising (FUND-01)**
- **Circulation (OP-02)**
- **Hours of Service (OP-18)**
- **Visiting Library Services (OP-23)**
- **Video Surveillance (OP-24)**

### *Property Committee:*

There was a brief discussion regarding a quote for the back door replacement. The quote didn't include the electronics etc. C. Cummings will look into this. There will be a Zoom Property Committee meeting on April 23.

## 10. Municipal Report

J. Miller noted that the town is in the process of hiring a third bylaw officer so expect more parking enforcement in about six weeks. The election is coming this fall and there

will be a lame duck period. She noted that M. Morris was supposed to update A. Guerin but she's unsure if this has happened.

11. Montague

A draft agreement was received late this afternoon. A. Foster has a number of concerns about this agreement. She will send the agreement and comments to all board members. She will also ask M. Morris for input. This item was tabled to the next meeting to allow everyone time to review the document.

12. New Business

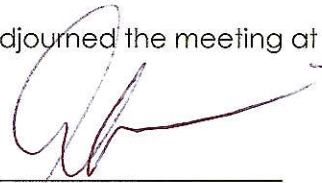
None.

13. Date of Next Meeting

April 28, 2026 at 6:30 p.m.

14. Adjournment

S. McLean Knapp adjourned the meeting at 7:12 pm.



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A. Guerin, Chair



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A. Foster, Secretary