Smiths Falls Public Library Board Minutes

Date:	**September 22, 2026**
Location:	**Library**
Time:	**6:31 p.m.**
Adjournment:	**7:57 p.m.**

In attendance:

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

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Agenda / Item / Issue	**Discussion / Action**
1. Call to order	A. Guerin called the meeting to order at 6:31 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	**Motion: J. Miller moved the approval of the agenda as presented. Seconded by S. Martin. Carried.**
4. Minutes of June 23, 2026	**Motion: It was moved by C. Cummings and seconded by C. Mariona that the minutes of June 23, 2026 be accepted as circulated. Carried.**
5. Disclosure of Monetary Interest	None.
6. Business Arising from the Minutes	A. Foster reminded everyone about the legacy document. She will email a copy to those who haven't completed it.
7. Correspondence	None.
8. Librarian's Report and Statistics	A. Foster noted that the statistics for June, July, and August were very good overall; with all the interest after last year's reopening, she wasn't sure we'd see improvements. There were some staff changes. We added an open/closed sign to the back door as people were not reading the hours and continually pressing the doorbell when the library was closed; the sign helped the issue significantly. Someone appeared to be living in the bushes in front of the library and there have been a number of issues lately (eg. garbage left there); A. Foster will look at the cost of removing them. Escape rooms went well in June. Mother Goose on the Loose continues to be very popular. The schools that staff were able to visit definitely had more
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children participate this summer. We had a "ghost" call from the lift and some bat issues again in July. Another teen chair was broken; the factory will fix it for free but apparently these chairs don't break at other libraries. Story times in the bandstand were problematic as there were always people and/or garbage to deal with (particularly, cigarette butts in the cracks of the floor). We had a couple website outages. Program registration mostly went well but instructions to not sign up for more than one SumoBots sessions were ignored. TDSRC programs were generally well-attended and there were few no-shows for most of the summer. The final program had to be moved inside of very short notice but was still well-attended though loud and chaotic. The front step repairs were completed. A call from Revenue Canada was received as we didn't include audited statements as they were not available at the June 30 deadline. There was a complaint about the height on the toilet (not high enough) in the large stall in the women's washroom downstairs and was advised to use the accessible washroom upstairs; this issue was not mentioned in the accessibility report. The number of hours read by children was a noticeable improvement over recent years; the competition aspect seemed to really help. Eco-literacy programs also went well overall.
There was a discussion about the stair falls. A. Foster noted that nothing has changed so it really doesn't seem to be anything but a strange and unfortunate coincidence.
Motion: A. Guerin moved to accept the June, July, and August reports and statistics. Seconded by M. Murphy. Carried.

9. 2026 SFPL Children's Summer Programming Survey

The survey was essentially the same as in 2025. We received 20 responses to this year's survey compared to 18 in 2025 and the average score out of 5 was 4.8 this year compared to 4.5 in 2025. Overall, parents were happy and their suggestions we generally agreed with. We plan to do change the age groups next year; staff found that many children are less capable than they were at the same age even a few years ago.

10. Committee Updates

Finance:
The auditor, Baker Tilley, provided the 2025 Draft Financial Statements on July 23, 2026. There was some discussion about how it would be much more helpful to receive them earlier.
Motion: C. Cummings moved to approve the 2025 Draft Financial Statements. Seconded by S. Martin. Carried.
The financial statements ending August 31, 2026 were also reviewed. The salary figures were included and A. Foster believes that the numbers for our spending our accurate though not all of the budget numbers.

Motion: C. Cummings moved to approved the financial statements ending August 31, 2026 as presented. Seconded by A. Guerin. Carried.

As mentioned above, some the 2026 budget lines are not appearing in the statements with the amounts the board passed for the 2026 budget. P. Dowber has said that the inputting errors were made on the town's end and that it's too late to have council make amendments. C. Cummings asked about how we'll prevent this happening again as with the MOU the library will add any surplus to reserve; A. Foster said that we'll need to make sure that the numbers presented to council match the numbers we give the town. She also noted that the town had updated the insurance number without board approval which it shouldn't have done.

The 2027 draft budget was reviewed. The amount of money for the Montague grant is still undetermined as the Montague agreement has not been finalized yet. Salary amounts are estimates. The windows are the only capital expense. The Property Repairs line includes a list of possible projects that are all below the threshold to be counted as capital expenses. There was a discussion about what could have happened to the former bike rack and the need for a new one as well as brick damage that needs to be repaired. Some items for the accessibility report were included. $5,000 will be added for painting. A. Foster will look into the cost of removing the trees in front of the building.

Motion: A. Guerin moved to move forward with the current 2027 budget and aforementioned changes. Seconded by S. McLean Knapp. Carried.

Fundraising:

There was a discussion about what words to put above the donor wall. Some options were too lengthy for our fairly small sign. It was decided to go with "Community Donors." A. Foster will ask A. Rankie to add these words above the sign.

Policy and Governance:

Will meet sometime in November to discuss AI policy.

Property Committee:

The Building Condition Assessment was discussed. C. Cummings has some concerns with the accuracy of some of the report and will look over the report more closely and report back.

C. Cummings noted that the Municipal Heritage Committee met to discuss the replacement windows. They have suggested that some of the windows may be able to be refinished rather than replaced. We don't have a cost

estimate for the third option at this point but will present council with all three options for the windows.

SFPL Montague Agreement Task Force:
S. Martin will set up a meeting with Montague in October.

11. Municipal Report

J. Miller left before this item but A. Guerin said that she wanted to ask everyone to please vote.

12. New Business

A. Guerin noted that she will not be returning to the board for the next term. She will discuss with all board members whether they intend to return or not. A. Foster noted that this board will stay in place until council appoints a new board which, according to the Public Libraries Act, must happen without 60 days of the new council's first meeting.

13. Date of Next Meeting

October 27, 2026 at 6:30 p.m.

14. Adjournment

A. Guerin adjourned the meeting at 7:57 pm.

A. Guerin, Chair

Amanda Foster

A. Foster, Secretary