

Smiths Falls Public Library Board Minutes

Date: May 28, 2024
Location: Temporary Library
Time: 6:32 p.m.
Adjournment: 7:57 p.m.

In attendance: A. Guerin S. Martin
M. Murphy M. Gallagher
S. McLean Knapp C. Mariona (part-time)
R. Cauley (part-time)
A. Foster, CEO/Chief Librarian

Regrets: C. Cummings J. Miller

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Agenda / Item / Issue	Discussion / Action
1. Call to order	A. Guerin called the meeting to order at 6:32 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 was struck from the agenda Motion: S. Martin moved the approval of the agenda as amended. Seconded by M. Murphy. Carried.
4. Minutes of April 23, 2024	Motion: It was moved by M. Gallagher and seconded by C. Mariona that the minutes of April 23, 2024 be accepted as circulated. Carried.
5. Disclosure of Monetary Interest	None but a there was a brief discussion about what qualifies as monetary interest.
6. Business Arising from the Minutes	None.
7. Correspondence	None.
8. Librarian’s Report and Statistics	The Librarian’s Report for April was summarized by A. Foster. Although slight, the number of visitors to the library was higher in April 2024 than in April 2023. OverDrive/Libby holds remained high as did wait times. The Smiths Falls Digital Archive finally became available again. D. Andre retired and L. Robinson was hired to start part-time at the beginning of May. We received some connectivity funding. We purchased 2SLGBTQIA+ e-books that were funded by a Big Brothers Big Sisters of Lanark County grant project. There were some

building issues (parking signs and door code). She attended several meetings and webinars. The crochet club went well. Book club attendance was low, likely attributable to be right after Easter. Teen Night generally had fairly low attendance. Children's programming was light in April but both Stories & More and Baby Time were incredibly well-attended. Statistics were varied but digital borrowing remained high overall.

9. Committee Updates

Finance:

The financial report ending April 30, 2024 and revised 2023 statements were presented. The 2023 statements were revised as the PLOG, despite a December notification letter, wasn't actually deposited until January and was thus missed from the initial statements. The 2023 numbers of the former statement and the current numbers of the latter statement seemed too low and board members need to understand why that is the case. The Furniture Donation fund code wasn't listed on the April statements. A. Foster will ask P. Dowber for clarification. A. Foster also noted that the Programming Supplies looks overspent but actually isn't as around \$5,500 of that has spent on books/stickers that the Friends handed out at schools and was later reimbursed (put down as a donation); she will enquire if there is a better way to handle this.

Fundraising:

S. Martin noted that a paint event will be held on June 15 as will the music trivia and dance. She's looking for prize donations. A. Foster noted that some far around \$11,500 has been donated. M. Murphy continues to work on grant applications. S. Martin noted that her class will donate proceeds from the buttons they've created as they received other funding for the project they'd originally being raising funds for. S. McLean Knapp will be making a presentation to the Rotary Club on June 12. R. Cauley was interviewed by K. Botham.

Policy and Governance:

The committee met last week. M. Gallagher summarized the committee's thought process behind policy revisions such as what membership requirements, the importance of a balanced and diverse collection despite space constraints, the consideration of Indigenous perspectives, and the need to confirm interlibrary loan as a core service.

A. Foster noted that there is a need for updated mission and vision statements but it needs input from the whole board; she'll send out the old ones for everyone to ponder over the summer.

There was also a discussion about the need to work on accessibility. S. Martin recommended Project Inclusion resources.

Motion: S. McLean Knapp moved to accept the following policies as presented. Seconded by S. Martin. Carried.

- **Fee Schedule (Appendix A)**
- **Circulation (OP-02)**
- **Materials Selection (OP-12)**
- **Statement of Values (FN-03)**
- **Respect and Acknowledgement Declaration (FN-05)**
- **Resource Sharing (OP-05)**
- **Local History (OP-06)**

Property Committee:

A. Foster summarized last week's meeting. Modifications were made to the structural steel which officially caused an 11-week delay but will not delay the November 1 building turnover date. These modifications will save money. The project remains under budget. The back of the building is anticipated to occur in mid-June and we should know about it in advance; as the building will be covered with a tarp for about a week there is a risk to the building should the weather be extreme.

10. Montague Report

S. Martin noted that the fly-in breakfast will be held on Sunday. The recreation committee remains busy; there will be a week-long summer camp, July 13 will be a summer fun day, and June 22 will be a trivia night. The township has started working on the property behind the school and a new councilor has been appointed to council.

11. New Business

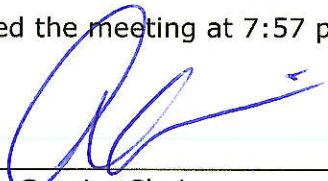
M. Murphy asked about the plan for furniture if the funds aren't raised. This will be on the agenda for June's meeting.

12. Date of Next Meeting


June 25 at 6:30 p.m.

13. Adjournment

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



A. Guerin, Chair



A. Foster, Secretary