

**Smiths Falls Public Library Board Minutes**

**Date:** June 25, 2024  
**Location:** Temporary Library  
**Time:** 6:35 p.m.  
**Adjournment:** 7:23 p.m.

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

**Regrets:**                      A. Guerin                                      M. Gallagher

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<b>Agenda / Item / Issue</b>	<b>Discussion / Action</b>
1. Call to order	S. McLean Knapp 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 S. McLean Knapp.
3. Approval of the Agenda	<b>Motion: S. Martin moved the approval of the agenda as presented. Seconded by C. Cummings. Carried.</b>
4. Minutes of May 28, 2024	<b>Motion: It was moved by S. Martin and seconded by C. Mariona that the minutes of May 28, 2024 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	The Librarian’s Report for May was summarized by A. Foster. May was a disappointing month in terms of statistics. Physical circulation was particularly concerning though it should be noted that while the renewal component of the circulation was down dramatically, first-time circulations were not that different than in the past. Electronic circulation was decent. We hired a summer student and had several other staff changes. Staff have been working on “encouraging” the return of long-overdue items. We

received a targeted donation for the purchase of books for young people. The plant swap went well but there was little interest in the junior table. Despite solid expressions of interest, crochet attendance was quite low. Book club attendance was lower than normal as was teen night attendance. Children's programming was light in May but what was offered was quite well-attended. A visit was also made to a kindergarten registration day. S. Brydon was very busy finishing as much work on the Smith Falls Digital Archive before her departure as she could. She also left detailed notes on where she left off so it should be fairly easy to resume this work in the future should we find someone with the needed knowledge.

**Motion: It was moved by C. Cummings and seconded by J. Miller to accept the librarian's report. Carried.**

#### 9. Furniture Timeline and Considerations

A. Foster noted that she had discussed shelving timelines with vendors. The latest shelving should be ordered is mid-August it to arrive in November. Unfortunately, shelving is the costliest component of the proposed furniture. We have about \$20,000 from fundraising efforts (including \$4,000 from the Friends of the Library presented by M. Murphy) so far which enough for mobile shelving with a long warranty, especially if wooden is chosen instead of metal. There are cost savings with ordering all the shelving at once in terms of delivery and installation. A. Foster did see \$46,000 in "children's program" reserve in the latest audited statements which would definitely more than cover the cost of shelving. There are several vendors that can provide tables, chairs, lounge seating etc. on a much reduced timeline (3 to 4 weeks) so these can be order into the fall. A staff desk, storage units, and display shelving isn't absolutely essential at open so could wait to be ordered until funds allow. There is still a surplus in the construction budget but there are too many unknowns to touch it until quite late in the project. S. McLean Knapp noted that she had a positive meeting with the Rotary Club and we may see a donation from them soon. It was decided to have a short Zoom meeting around the middle of July to decide how to proceed with the hope that there will be more clarity about available funds.

#### 10. Committee Updates

##### *Finance:*

C. Cummings questioned why the "total library with operating" was 101% on the financial statements ending May 31. A. Foster thought that capital expenses were included in the figure. The need to discuss this and other matters with the town treasurer was noted. A.



Foster will contact him to arrange a meeting with herself, C. Cummings, and M. Murphy as soon as possible.

The committee should meet prior to September's meeting to start discussing the 2025 budget.

*Fundraising:*

S. Martin noted that the paint fundraiser was cancelled due to lack of interest. Music trivia went well with over \$1,000 raised. R. Cauley asked if it was okay for a non-board member to help ask for donations on the library's behalf and everyone thought that would be great. C. Cummings suggested that fundraising posts on Facebook be changed somehow as they have been the same for a long time now.

*Policy and Governance:*

Nothing to report.

*Property Committee:*

C. Cummings noted that the renovation is currently going okay. The steel arrived but the crane did some damage to the town square grass which the contractor accepted responsibility for. The damage will be fixed after the crane has its return visit; some other steel has not yet arrived. The contractor isn't meeting their timeline but the end date hasn't changed. The architect has been very involved and has definitely earned his money.

11. Municipal Report

J. Miller discussed last night's presentation by the group Commissioned to do the Centre Street design for the next 20 to 30 years. There are many things that need to be done to prepare for this beautiful piece of waterfront. She found the 83 page first draft to be inspiring and asked to defer it for a few weeks to allow time for input.

12. Montague Report

S. Martin noted that there will be a kids club every Wednesday in the summer. July 13 will be the summer party. Summer camp registration is now open. The township is planning some joint programs with the Merrickville Public Library. The township was quite happy to let the library use their space for the music trivia.

11. New Business

None.

12. Date of Next Meeting

September 24 at 6:30 p.m.

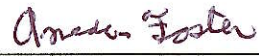
13. Adjournment

S. McLean Knapp adjourned the meeting at 7:23 pm.



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A. Guerin, Chair



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A. Foster, Secretary