

Smiths Falls Public Library Board Minutes

Date: September 24, 2024
Location: Temporary Library
Time: 6:28 p.m.
Adjournment: 7:37 p.m.

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

Regrets: A. Guerin R. Cauley
M. Murphy

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Agenda / Item / Issue	Discussion / Action
1. Call to order	S. McLean Knapp called the meeting to order at 6:28 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	Motion: J. Miller moved the approval of the agenda as presented. Seconded by S. Martin. Carried.
4. Minutes of May 28, 2024	Motion: It was moved by M. Gallagher and seconded by J. Miller that the minutes of June 25, 2024 and August 1, 2024 be accepted as circulated. Carried.
5. Disclosure of Monetary Interest	None.
6. Business Arising from the Minutes	None.
7. Correspondence	There was STEM Program Final Report from the Libraries of Lanark (written by staff at Mississippi Mills Public Library). The report highlights the success of this summer's program.
8. Librarian's Report and Statistics	June's report noted that the space constraints of the temporary location were starting to become very evident and there was quite a bit of shifting of materials but boxes in storage have so far been avoided. All of the public computers stopped working at the same time but it looks like it was coincidence rather than malicious.

There were issues with water coming through the ceiling from above and it took a while to identify what was going on. It was discovered that the damage to the building next door (which we'd been blamed for) was caused by a kid who lives there throwing a ball against it. A visit to the Rosemount branch left us unimpressed by the carpet recommended by the architect. There were several staff changes in June and this continued throughout July and August. The Friends book sale was quite successful. Programming attendance wasn't great. The crochet club garnered considerable interest but few actually attended. Teen attendance was also low. The magician for the summer kickoff ended up with an audience of 58 but most arrived late so we were initially concerned we'd only have about 10 attendees. Electronic circulation remained strong but other statistics remained lackluster.

July's report noted that the library had more visitors than any other month in the temporary location but it still wasn't comparable to a normal July. A. Foster met with S. Clark at the town about potential uses of the town's bandstand and we'll hopefully be able to offer evening story times there next summer. There have been a lot of books not returned in a timely manner and this may have been due in part to Insignia's pre-overdue and overdue email reminders not working. The police called on a Friday evening after someone had entered the library as the front door wasn't fully secured; luckily, nothing was taken but staff now have to check the door is truly locked from the outside before leaving. There were also had increasingly annoying sounds from the fire alarm annunciator. Children broke several folding chairs. Programming numbers varied. We had excellent attendance for Stories & More; maybe because of the easier access in the temporary location? We had lots of wheel spins and many take and makes taken. We had good initial interest in 1,000 Books Before Kindergarten. Staff found attendance at the Movies Under The Stars to be beneficial as the crowd was mostly from town.

August's report noted that the month was quieter than hoped for with even OverDrive usage being down. Children seemed to lose interest in attending programs before the summer was over; we've wonder about in the future just doing 5 to 6 weeks of solid programming and light programming/book logging etc. for the remainder of the summer. The issues was Insignia notifications and the fire alarm annunciator were finally resolved. We had one program, Graffiti Monster, that had 8 children registered with only one actually attending (3 did cancel). Stories & More continued to have good attendance as did the Steampunk programs.

Motion: It was moved by S. Martin and seconded by C. Mariona to accept the librarian's reports. Carried.

9. Children's Furniture Survey Responses & Comments

There were a total of 85 responses which we were pleased with. 20 of these responses (23.58%) were from residents of Montague. Respondents ranked "Lounge furniture that can accommodate both children and adults" of highest importance with a composite score of 6.2. They ranked variety of highest importance was a composite scored of 5.09. Most of the written responses were quite insightful though there were a couple rather odd comments. A lot of the comments were more focused on the design of the space (which obviously can't easily be changed at this point) than the furniture itself but they would be helpful for planning an entirely new space in the future.

10. Ordering of Children's Furniture (From Reserve Funds)

A. Foster presented a list of furniture to purchase from reserve funds that adds up to \$38,916.90; this furniture will allow us to furnish the space at a basic level though it does not include everything we'd like. This price could increase slightly if we need to hire help with some of the furniture to assemble some of the furniture but as the reserve funds total \$45,303.05 this should not be an issue.

Motion: It was moved by J. Miller and seconded by M. Gallagher that the aforementioned furniture be purchased using reserve funds. Carried.

11. Mission & Vision Statements

It was decided that this item will be deferred to October's meeting. A. Foster will send out examples from other libraries.

12. Committee Updates

Finance:

The financial report to July 30, 2024 was presented. Overall, spending looks to be on track. There was some discussion about the level of funding we receive from Montague and their expectations. It was felt that asking for \$30,000 for 2025 was appropriate. The Finance Committee met last week and discussed the 2025 budget. We have no information about the 2025 staffing costs and we still don't have pay equity results so there is really no way to know the total budget ask. The plan is to ask for the 16.5 hours per week programming position to be moved to full time (35 hours per week) which would allow us to offer more children's programming and have better coverage when the children's librarian is absent. Additionally, while we

luck out sometimes, finding good, part-time staff that stay more than a couple of months is rare and part-time often have other jobs that can conflict with working at the library. It would also help staff morale to have more full-time positions.

Fundraising:

S. Martin noted that Montague could host another music trivia night. She suggested scaling back on prizes. S. Martin also noted that the committee should meet again soon. A. Foster will send out a poll to schedule a date.

Policy and Governance:

Nothing to report.

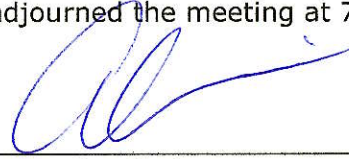
Property Committee:

J. Miller noted that she'd hoped S. Clark would have provided an update to council but that did not occur. A. Foster noted that there will be some work on the trees and this money will come out of the regular property repairs budget; there is also some money for other repairs in this budget if needed.

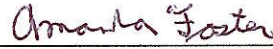
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| 11. Municipal Report | J. Miller noted that there is currently a real push to finish road construction and that the water tower is starting to look like a water tower. There is a survey out now about the youth arena as it is currently underutilized. |
| 12. Montague Report | S. Martin noted that the Montague needs budget asks by October 15. Mighty Machines is this Saturday. October 4 there will be a family-friendly hypnotist. There will be a winter festival in February. They have started creating trails. |
| 13. Further Property Committee Update | C. Cummings noted that this summer has been challenging and that the renovation project is way behind schedule. He'll be meeting with the contractor, along with the architect, tomorrow and will try to push them to getting moving. The town's building inspector created some unexpected complexities and brought in a third-party engineer. The building has been exposed to the elements for much longer than it should have been and there has been consideration water infiltration. He can, however, really see the vision coming together. He showed some photographs of the progress and issues. S. Martin thanked him for all of his hard work on the project. So far, the project budget is in great shape. |
| 14. New Business | None. |
| 15. Date of Next Meeting | October 22 at 6:30 p.m. |

13. Adjournment

S. McLean Knapp adjourned the meeting at 7:37pm.



A. Guerin, Chair



A. Foster, Secretary