

Hanover Public Library Board Meeting Minutes
Thursday, August 27th 2020, at 6 p.m.
By ZOOM

Members: (X = present, A = absent, R = regrets, L = Expected late)

X	Brenda Booth	X	Francis-Joseph Gross	X	Susan Sakal
X	Andrew Edgcumbe	X	Edwin Haas	X	Agnes Rivers-Moore (CEO)
X	Steve Fitzsimmons	X	Kathi Maskell	X	Emma Shaw (staff)

1. **Kathi Maskell** called the meeting to order at 6:00 p.m.
 2. **Agenda:**
Moved by Susan Sakal and seconded by Steve Fitzsimmons that the agenda be accepted as circulated. **CARRIED**
 3. **Declaration of conflict of interest** - None.
 4. **Board Education:** None
 5. **Consent Agenda:**

A.	Minutes of June 25 th 2020 board meeting	For Approval
B.	Librarian's Report - June-August 2020	Receive and File
C.	Statistical Report - June-July 2020	Receive and File
D.	Accounts Payable - June-July 2020	For Approval
- Agnes Rivers-Moore responded to a request from Kathi Maskell to share with the board some of the challenges she faces as CEO and how the staff are doing: Customer service is always a first priority and with the changes coming in September as students head back to school, this puts further demands on our services and staffing. Steve Fitzsimmons congratulated the library on the quantity of adult materials being borrowed through the curbside pickup service. Agnes Rivers-Moore explained that the low children's statistics reflect the fact that the Summer Reading programme is on-line this year and not in the library as it has been previously.
- Moved by Andrew Edgcumbe and seconded by Brenda Booth THAT Items A to D on the consent agenda be adopted. **CARRIED**
6. **Matters arising from the Minutes:** None
 7. **Report from the Chair (verbal)**
Kathi Maskell has attended two Policy meetings, in July and August, and has spoken to a number of people about the library's curbside service.

8. Council Feedback

Steve Fitzsimmons passed on comments that he has received from the public saying that people are incredibly impressed by the library, it's value to the community and what the staff are doing to facilitate services at this time.

**9. Committee Reports:
Personnel Committee**

Library staff appreciation - Susan Sakal read the appreciation letter, written by Kathi Maskell and sent to all the library staff along with a gift certificate to Canadian Tire for \$25.

Library volunteer appreciation - A letter of appreciation is to be sent to the library's volunteers along with a book mark as a show of thanks for the work they have done.

CEO Performance review - Susan Sakal will send out the appraisal forms to trustees and selected staff members in September.

Policy Committee

Francis-Joseph Gross introduced the new policies as presented.

MOVED by Andrew Edgcumbe and seconded by Susan Sakal THAT the Hanover Public Library Board (hereinafter referred to as the "board") adopts the following documents of the Corporation of the Town of Hanover (hereinafter referred to as the "Town"):

HR-026 Work From Home Policy

HR-026 (F) Work From Home Agreement

(both documents being approved by Council on May 19, 2020)

With the following modifications, in respect of:

HR-026 Work From Home Policy:

1. Generally. References to the Town as the employer of library employees are to be read as references to the board as the employer of library employees.
2. Clause 1 (g). Reference to "Town policies, guidelines, practices, and instructions" is to be read as including reference to library policies, guidelines, practices, and instructions, with the library's policies etc. prevailing over the Town's policies etc.
3. Clause 8. Library employees do not have access to the TOMRMS records system (paragraph (d)) nor the electronic Town files (paragraph (g)). The Hanover Public Library's CEO/Chief Librarian can access some electronic Town systems, but access is controlled by the Town and limited to library specific data. Accordingly, clause 8 has limited application to library employees, with paragraphs (d) and (g) not applying.

HR-026 (F) *Work From Home Agreement*:

4. Library shifts, for both full-time and part-time library employees, are flexible and may vary considerably from week to week, in patterns that cannot be adequately described in the Work From Home Schedule. Accordingly, the Agreement form will be used by library employees, but without the requirement of entering data in the Schedule.

CARRIED

MOVED by Francis-Joseph Gross and seconded by Edwin Haas THAT the Hanover Public Library Board (hereinafter referred to as the "board") adopts the following policy of the Corporation of the Town of Hanover (hereinafter referred to as the "Town"):

HR-023 *Return to Work Policy* (being approved by Council February 3, 2020)

With the following modifications/comment:

1. Generally. All references to the Town as employer are to be read as references to the board as employer.
2. Generally. All references to employee and worker (or any variation of those words) are to be read as references to library employee or library staff, as the case requires.
3. In respect of Employees' Roles and Responsibilities:
 - a) The reference to Town in paragraphs (b) and (d) are to be read as references to "their supervisor and/or the library's CEO/Chief Librarian, as the case requires".
 - b) Omit "and Human Resources" from paragraph (g).
4. The roles and responsibilities of the Human Resources department is to be read as the roles and responsibilities of the library's CEO/Chief Librarian and/or supervisor, as the case requires. Omit "Supervisors," from paragraph (b) of that section.
5. Appended forms and guidelines are not included in this approval motion. They are operational, and library management may wish to make improvements to them in keeping with the requirements of the policy. If HR-023 (F) *Return to Work Plan Form* and HR-023 (G) *Return to Work Plans* were approved as an integral part of a policy, then revision and re-approval of the associated policy would be required to permit operational modifications of those forms or guidelines.

CARRIED

MOVED by Francis-Joseph Gross and seconded by Susan Sakal THAT the Hanover Public Library Board adopts GOV-12 *Adoption of Town of Hanover Policies*.

CARRIED

The next meeting of the Policy Committee will be on Tuesday, September 8, 2020.

Finance Committee

The Finance reports were reviewed.

MOVED by Brenda Booth and seconded by Edwin Haas THAT the Financial Report for the month of July 2020 be received for information. **CARRIED**

Fundraising Committee

Susan Sakal reported that the board’s appeal to the public for donations to the library has been well received and brought in a number of donations.

10. Other / New Business

Board self-evaluation - Susan Sakal will send edits for the current form to Agnes Rivers-Moore. The form will then be sent out to trustees using Google forms. Trustees are asked to complete the evaluation within two weeks, and Agnes Rivers-Moore will present the resulting report at the September meeting.

11. Review of Board Work Plan

The Board self-evaluation and CEO performance review will be moved to September.

12. Informal Round Table

The board discussed whether the next meeting should be convened in person or by ZOOM. Kathi Maskell and Agnes Rivers-Moore will make a decision closer to the next meeting.

13. Adjournment

Next scheduled meeting is: Thursday, September 24th 2020 at 6:00 p.m. by ZOOM or in person at the Hanover Raceway facility.

Moved by Steve Fitzsimmons THAT this meeting be adjourned at 7:38 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____