

Hanover Public Library Board Meeting Minutes
Thursday, November 25th 2021, at 6 p.m.
By ZOOM

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

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

Also present – Guest Mayor Sue Paterson.

1. **Kathi Maskell** called the meeting to order at 6 p.m. and read the Territory Acknowledgement.

2. **Agenda:**
Agnes Rivers-Moore asked for the Budget Cover Report to be included under matters arising.
Moved by Susan Sakal and seconded by Brenda Booth that the agenda be accepted with amendments. **CARRIED**

3. **Declaration of conflict of interest:** None.

4. **Board Education:**
Mayor Sue Paterson was welcomed and introduced to the trustees by Kathi Maskell. Mayor Paterson spoke about the challenges of her job through the pandemic and also the good things that have come out of it. After answering questions, Mayor Paterson left the meeting.

5. **Consent Agenda:**

A. Minutes of October 28th board meeting	For Approval
B. Librarian's Report for October-November 2021	Receive and File
C. Statistical Report - October 2021	Receive and File
D. Accounts Payable - October 2021	For Approval
E. FJ Gross letter of resignation	Receive and File

Kathi Maskell thanked Francis-Joseph Gross for his years on the board and the expertise that he has shared with fellow trustees.
Moved by Steve Fitzsimmons and seconded by Brenda Booth THAT Items A to E on the consent agenda be adopted. **CARRIED**

6. **Matters arising from the Minutes:**
Budget 2022 - Brenda Booth and Agnes Rivers-Moore spoke about the library budget and answered questions from the trustees.

Moved by Brenda Booth and seconded by Edwin Haas THAT the library operating budget for 2022 be approved as currently presented, subject to council approval.

Further, THAT the CEO is authorized to use up to an additional \$1,500 from reserves to keep the requested transfer from the Town at or below 1.76% if adjustments are required.

CARRIED

Budget cover report - Agnes Rivers-Moore explained that this is the official communication between the board and the council. The library budget increase percentage will be added once final numbers have been provided to the CEO.

Moved by Susan Sakal and seconded by Andrew Edgcumbe THAT the Budget Cover Report be included in the budget package to be sent to council.

CARRIED

7. Report from the Chair (verbal):

Kathi Maskell attended the Policy committee meeting, met with Susan Sakal and Agnes Rivers-Moore re the CEO evaluation, wrote and delivered a donation thank you letter to a library supporter, attended the Ontario Library Board Assembly and met with Susan Sakal and Angela Wainscott from the Hanover District Hospital Foundation.

Kathi Maskell requested that all board members think of people who might fill our vacancy, ask them whether they would be willing to apply, and refer them to Kathi or to the CEO for new trustee information.

8. Council Feedback:

Steve Fitzsimmons shared the feedback he has been getting from people in the community following the library book sale at the Hanover Raceway - emails, phone calls and in person requests that the Raceway be available to host the next library book sale.

9. Committee Reports:

Personnel Committee

Susan Sakal and Kathi Maskell met with Agnes Rivers-Moore on November 4th to share the CEO appraisal remarks with her. Susan Sakal has sent a letter to Brian Tocheri notifying him that a thorough appraisal of the CEO has been completed.

Policy Committee

The policy committee met earlier this month to complete their work on the Indigenous Awareness and Respect policy and the Town's Infection Control policy. The next committee meeting will be on Tuesday, 4th January, 2022.

Moved by Francis-Joseph Gross and seconded by Brenda Booth THAT FN-05 Indigenous Awareness and Respect Policy be adopted.

CARRIED

Moved by Francis-Joseph Gross and seconded by Brenda Booth THAT the Hanover Public Library Board (the board) adopts the following policy of the Corporation of the Town of Hanover:

JHS-037 Infection Control - COVID-19 Immunization Policy, as approved by the Hanover

Town Council on September 20, 2021, and revised on October 18, 2021, with the modifications to that policy as set out in the draft motion that was circulated in the package for the November 25, 2021, board meeting. **CARRIED**

Finance Committee

The Finance reports were reviewed by Brenda Booth.

Moved by Brenda Booth and seconded by Andrew Edgcumbe THAT the Financial Report for the month of October 2021 be received for information. **CARRIED**

Fundraising Committee

Susan Sakal arranged for gifts and thank you notes to go to the core library book sale volunteers and a basket of locally sourced gifts for Steve Fitzsimmons for his support leading up to and during the sale.

Susan Sakal and Kathi Maskell met with Angela Wainscott from the Hanover District Hospital to brainstorm fundraising ideas.

Susan Sakal is looking for a team to work on the next library gala. Trustees were asked if they would be interested or could suggest anyone else that might be.

10. Other / New Business

OLA Conference registration - The theme of next year's conference is "Gather" and will be virtual, once again. Several trustees are interested in attending.

2022 Board meeting dates - The dates were submitted in the board package.

11. Review of Board Work Plan

Staff performance reviews will be under way soon. Other tasks are in progress or complete.

12. Informal Round Table:

Kathi Maskell asked the group to describe recent favourite books.

13. Adjournment

Next scheduled meeting is: Thursday, January 27th 2022 at 6:00 p.m.. Location to be announced.

Moved by Susan Sakal THAT this meeting be adjourned at 7:49 p.m.

CARRIED

Signed:

Secretary _____

Chair _____