

**DRAFT**

**Hanover Library Board Meeting Minutes**  
**Thursday, March 28th 2019, at 6 p.m.**  
Winkler Room, Hanover Civic Centre

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

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

1. **Kathi Maskell** called the meeting to order at 6:00 p.m.
2. **Agenda:**  
Moved by Francis-Joseph Gross and seconded by Susan Sakal that the agenda be accepted as circulated. **CARRIED**
3. Declaration of conflict of interest - None.
4. **Board Education:** Governance Hub Year 1 Overview was discussed.  
Governance Hub Year 1 – part 2 to be reviewed for April.
5. **Consent Agenda:**

A. Minutes of meeting - February 28th 2019	For Approval
B. Librarian's report - February - March 2019	Receive and File
C. Statistical Report - February 2019	Receive and File
D. Accounts Payable - February 2019	For Approval

Agnes Rivers-Moore explained the Strategic Plan progress points in the Librarian's Report.  
Moved by Francis-Joseph Gross and seconded by Edwin Haas THAT Items A to D on the consent agenda be adopted. **CARRIED**

Dianne Joyce and Steve Fitzsimmons joined the meeting at 6:22 p.m.
6. **Matters arising from the Minutes:**  
Cultural Plan steering committee – Susan Sakal will be joining this committee, starting in April, as the Library Board representative.
7. **Report from the Chair**  
Kathi Maskell submitted her report.
8. **Council Feedback**  
None.

**9. Committee Reports:**  
**Personnel Committee**

The committee will meet in mid April, date to be arranged by Doodle.

**Policy and Procedure Committee**

The committee will meet in April to continue work on the updated/revised bylaws with a goal to bring the completed draft to the board in May.

**Finance Committee**

The Finance reports for February and the Year-end 2018 Financial Report were reviewed.

Moved by Susan Sakal and seconded by Mike Schierz THAT the Financial Report for the month of February 2019 be received for information. **CARRIED**

Moved by Andrew Edgcumbe and seconded by Susan Sakal THAT the Year-end 2018 Financial Report be approved. **CARRIED**

**Strategic Plan Committee**

The Strategic Plan brochure was printed and circulated with The Post newspaper flyers.

**10. Review of Board Work Plan**

Bylaw update, present for approval, to be moved to May.

Personnel Committee will draft a board message for the 2018 Annual report.

**11. Other Business**

Review Committees and Terms of Reference -

Finance Committee Terms of Reference - March 28, 2013 – accepted with no changes.

Personnel Committee Terms of Reference - Objective #5 to be removed, change #6 to #5 and add a new objective, #6 - To initiate a staff appreciation process.

Moved by Steve Fitzsimmons and seconded by Mike Schierz THAT the Personnel Committee Terms of Reference be approved with amendments. **CARRIED**

Policy Committee Terms of Reference - Under membership the number of Library Staff Team Members to be amended. No number required.

Moved by Francis-Joseph Gross and seconded by Andrew Edgcumbe THAT the Policy Committee Terms of Reference be approved with amendments. **CARRIED**

Strategic Plan and Future Projects Committee Terms of Reference -

Moved by Dianne Joyce and seconded by Steve Fitzsimmons THAT the Strategic Plan and Future Projects Committee be dissolved, and reconvened as an ad hoc committee when required. **CARRIED**

Board Meeting Minutes Procedure –

The current and proposed draft meeting minutes procedures were reviewed.

Moved by Edwin Haas and seconded by Andrew Edgcumbe THAT draft meeting minutes be sent to the Hanover Town Council as soon as practicable after each board meeting. **CARRIED**

SOLS Workshops and Regional Meetings - Agnes Rivers-Moore encouraged the trustees to attend one of the workshops. Sign up is through Learn HQ.

Integrity Commissioner training – important to attend training provided through the Town of Hanover on Wednesday, May 1<sup>st</sup> at 7:30 p.m.

The Policy and Procedure Committee will look at the Town Code of Conduct Policy and consider whether the library board should have its own policy, after the by-laws have been completed.

Building Skills in Legal Information and Referral – Francis-Joseph Gross will be starting this self-paced online course, through LearnHQ, starting on 8<sup>th</sup> April 2019.

**12. Informal Round Table / Brainstorm**

McHappy day at McDonald's – Wednesday, May 8<sup>th</sup>. Edwin Haas will send information to trustees about this community event.

Francis-Joseph Gross encouraged other trustees to share any library ideas that they see with other members of the board.

**13. Adjournment**

Next scheduled meeting is: Thursday, April 25<sup>th</sup> 2019 at 6:00 p.m. in the Winkler Room of the Hanover Civic Centre.

Moved by Andrew Edgcumbe THAT this meeting be adjourned at 7:50 p.m. **CARRIED**

**Signed:**

Secretary \_\_\_\_\_ Chair \_\_\_\_\_