

Hanover Public Library Board Meeting Minutes
Thursday February 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)

1. **Kathi Maskell** called the meeting to order at 6:00 p.m.
2. **Agenda:**
Moved by Edwin Haas and seconded by Steve Fitzsimmons that the agenda be accepted as circulated. **CARRIED**
3. **Declaration of conflict of interest:** None.
4. **Board Education:**
Susan Sakal, having attended the virtual OLA Super Conference, presented her report on the conference as a whole and submitted her report on "Appraisal Strategies That Work: Best Practises for CEO Performance Appraisal."
Kathi Maskell also attended the conference and gave a verbal report on "Coping with COVID: Supporting the Mental Health and Professional Practice of Healthcare Workers Through Embedded Librarianship."
5. **Consent Agenda:**

A. Minutes of January 28 th 2021 board meeting	For Approval
B. Librarian's Report - January-February 2021	Receive and File
C. Statistical Report - January 2021	Receive and File
D. Accounts Payable - December 2020 and January 2021	For Approval
E. Letter from C. Pilz to Minister MacLeod	

Kathi Maskell and Edwin Haas both expressed their excitement on reading the letter penned to Minister MacLeod by C. Pilz.
Moved by Susan Sakal and seconded by Brenda Booth THAT Items A to E on the consent agenda be adopted. **CARRIED**
6. **Matters arising from the Minutes:** None
7. **Report from the Chair (verbal)**
Kathi Maskell attended the Policy Committee meeting on February 1st, the virtual OLA Super Conference from February 3rd to 6th, the Personnel Committee meeting on February 23rd and has submitted her name to sit on the new Ontario Library Services Board Assembly. Their first meeting will be on April 1st 2021.
8. **Council Feedback:**
Steve Fitzsimmons reported that the Hanover Immunization Hub at the P&H Centre

seemed very busy. Agnes Rivers-Moore explained that they are testing procedures prior to the vaccine being publicly available, and inviting local functionaries to visit the site.

9. Committee Reports:
Personnel Committee

Susan Sakal reported that the committee met this month and discussed the Terms of Reference and the committee's self assessment. A revised draft of the Terms of Reference document will be brought for approval at the March board meeting.

Policy Committee

Francis-Joseph Gross reported that the committee met this month and worked on the Donations, Sponsorships, and Fundraising Policy, the Town policies to be adopted by the board (HR-004, JHS-002 and JHS-012) and the Policy Committee draft Terms of Reference. The next meeting will be on Monday, March 1st. Lauren Butchart will attend the meeting to add her insights to the Social Media Policy.

Moved by Francis-Joseph Gross and seconded by Andrew Edgcumbe THAT the Hanover Public Library Board adopts FR-01 Donations, Sponsorships, and Fundraising Policy as set out in the draft document that was circulated in the package for the February 25, 2021 Hanover Public Library Board meeting. **CARRIED**

Moved by Francis-Joseph Gross and seconded by Brenda Booth THAT the Hanover Public Library Board adopts the Policy Committee Terms of Reference as set out in the draft document that was circulated in the package for the February 25, 2021 Hanover Public Library Board meeting. **CARRIED**

Moved by Francis-Joseph Gross and seconded by Steve Fitzsimmons THAT the Hanover Public Library Board (referred to as "the board" in the modifications) adopts the following document of The Corporation of the Town of Hanover (referred to as "the Town" in the modifications):

HR-004 *Workplace Violence and Harassment Policy Statement* (being a revision approved by Hanover Town Council on January 11, 2021) with the modifications to that document as set out in the draft motion that was circulated in the package for the February 25, 2021 Hanover Public Library Board meeting. **CARRIED**

Moved by Steve Fitzsimmons and seconded by Brenda Booth THAT the Hanover Public Library Board (referred to as "the board" in the modifications) adopts the following document of The Corporation of the Town of Hanover (referred to as "the Town" in the modifications):

JHS-002 *Health and Safety Policy Statement* (being a revision approved by Hanover Town Council on January 11, 2021) with the modifications to that document as set out in the draft motion that was circulated in the package for the February 25, 2021 Hanover Public Library Board meeting. **CARRIED**

Moved by Edwin Haas and seconded by Brenda Booth THAT the Hanover Public Library Board (referred to as "the board" in the modifications) adopts the following document of The Corporation of the Town of Hanover (referred to as "the Town" in the modifications): JHS-012 *Workplace Health and Safety Work Plan* (being a revision approved by

Hanover Town Council on January 11, 2021)
with the modifications to that document as set out in the draft motion that was circulated in the package for the February 25, 2021 Hanover Public Library Board meeting. **CARRIED**

Finance Committee

The Finance reports for the month of January 2021 were reviewed by Brenda Booth. Moved by Susan Sakal and seconded by Francis-Joseph Gross THAT the Financial Report for the month of January 2021 be received for information. **CARRIED**

The committee has started their self-assessment review. After their review, they will update trustees and if necessary ask for further trustee input.

Fundraising Committee

Susan Sakal reported that the committee met by Zoom this month. The committee Terms of Reference were reviewed. No changes to be made. The committee's self-assessment has been completed.

10. Other / New Business

Annual report - board message drafting:

Agnes Rivers-Moore reviewed the process of the report in past years. Brenda Booth will compose a draft message from the board for the 2020 Annual report.

Reopening - limited service from February 22nd:

A newsletter was sent to all library members and trustees about the library reopening.

CEO's OLA Conference Summary:

Agnes Rivers-Moore spoke to her report. Trustees were invited to ask if they want to know more about the sessions she attended. Kathi Maskell will present "Behind the Smile: The Emotional Labour of Public Library Work" at the next board meeting.

11. Review of Board Work Plan

The March Board education will be OLA Super Conference reports by Kathi Maskell and Brenda Booth.

12. Informal Round Table

Kathi Maskell asked the trustees: What did we do well tonight?

13. Adjournment

Next scheduled meeting is: Thursday, March 25th 2021 at 6:00 p.m. at the Hanover Raceway.

Moved by Edwin Haas THAT this meeting be adjourned at 7:38 p.m.

CARRIED

Signed:

Secretary _____ Chair _____