

Hanover Public Library Board Meeting Minutes
Wednesday, April 19th, 2023, at 6:30 p.m.
 Saugeen Room, Hanover Civic Centre

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

<u>X</u> Brenda Booth (VC)	<u>X</u> Carol Hudson	<u>X</u> Jeannette Wilken
<u>X</u> Laurel Douma	<u>X</u> Ruth Linnen	<u>X</u> Agnes Rivers-Moore (CEO)
<u>X</u> Edwin Haas	<u>X</u> Kathi Maskell (chair)	<u>X</u> Carolyn Caskanette (staff)

1. **Kathi Maskell** called the meeting to order at 6:36 pm and read the Territory Acknowledgement.

2. **Agenda:**
 Moved by Brenda Booth and seconded by Jeannette Wilken that the agenda be accepted as circulated. **CARRIED**

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

4. **Board Education:** The trustees discussed past strategic plans.

5. **Consent Agenda:**

A. Minutes of March 15 th 2023 board meeting	For Approval
B. Accounts Payable - March 2023	For Approval
C. Statistical Report – March 2023	Receive and File
D. CEO’s report – March-April 2023	Receive and File

Moved by Ruth Linnen and seconded by Laurel Douma THAT Items A to D on the consent agenda be adopted. **CARRIED**

6. **Matters arising from the Minutes:** Agnes Rivers-Moore thanked Edwin Haas for the design work he did on the Annual Report. Kathi Maskell read the proposed Board Message from last month’s Advocacy Committee meeting. The board decided that Edwin Haas will edit the layout, Carol Hudson will write a draft of changes to the Board Message to send to the Fundraising and Advocacy Committee to review the changes. Agnes Rivers-Moore will finalize draft for approval at next board meeting.

7. **Report from the Chair (verbal):** Kathi Maskell reported that she spoke a lot with Agnes Rivers-Moore this month discussing the creation of a strategic plan. Kathi attended meetings for the Policy committee and the Fundraising and Advocacy. On April 17th, Kathi and Agnes Rivers-Moore met with Kelly Linton and Andy Goldie to discuss the Linton Consulting Services Inc. strategic plan proposal. Kathi also attended the council meeting on April 17th to see the Linton Consulting Services Inc. presentation for the Town of Hanover’s strategic plan.

8. **Council Feedback:** Carol Hudson mentioned some highlights from the last council meeting.

**9. Committee Reports:
Personnel Committee**

The Personnel Committee met on March 23, 2023 and made minimal changes to the language in their terms of reference. The committee asked Carolyn Caskanette to do a poll of the staff in relation to staff appreciation gifts; gift cards were preferred.

Moved by Laurel Douma and seconded by Edwin Haas THAT the proposed terms and conditions for the Personnel Committee be adopted. **CARRIED**

Policy Committee

Jeannette Wilken reported that some language was changed in the terms of reference. In their meeting the Policy Committee discussed library accreditation. Jeannette asked for a discussion about whether to proceed with accreditation for the Hanover Public Library or not, Agnes Rivers-Moore is to send out information to the trustees about what accreditation involves. The Policy Committee has decided to meet a minimum of 8 times per year and will meet next on April 25th at 2pm.

Moved by Jeannette Wilken and seconded by Brenda Booth THAT the terms and conditions be accepted without square brackets. **CARRIED**

Financial Committee

Edwin Haas reported that the Financial Committee went over the terms of reference and removed a repetitive line. The committee has decided they will meet virtually in the future to look at the financial reports and discuss any questions that arise. They have left the option to meet in person open. The financial reports were reviewed. The library budget is at the level it should be for this term and is in good standing.

Moved by Edwin Haas and seconded by Brenda Booth THAT the Financial Committee terms of reference be adopted. **CARRIED**

Moved by Edwin Haas and seconded by Laurel Douma THAT the Financial Report for the month of March 2023 be received for information. **CARRIED**

Fundraising and Advocacy Committee

Kathi Maskell reported that the terms of reference were written from scratch; Agnes Rivers-Moore completed a lot of research to prepare the purpose, objectives and accountability for the committee. The committee decided they will meet the first Wednesday of every month.

Moved by Kathi Maskell and seconded by Ruth Linnen THAT the Finance and Advocacy Committee terms of reference be accepted. **CARRIED**

Moved by Kathi Maskell and seconded by Jeannette Wilken THAT individual board members will communicate on a monthly basis with a respective council member about board activities. **CARRIED**

10. Other / New Business

Agnes Rivers-Moore discussed the strategic plan proposal from Linton Consulting Services Inc. in depth. She and Kathi Maskell outlined their meeting with Kelly and Andy from Linton Consulting and mentioned their experience of having worked with libraries and municipalities in the past.

Moved by Jeannette Wilken and seconded by Carol Hudson THAT the board engage the services of Linton Consulting Services Inc. to facilitate the development of the next strategic plan and further THAT the CEO is authorized to use funds from the Library Future Development Fund for this project up to a maximum of \$30,000.

CARRIED

Cultural Roundtable

Ruth Linnen outlined what was discussed at the Cultural Roundtable. Ruth to discuss with Agnes Rivers-Moore how the library will be involved with Culture Days this year.

11. Review of Board Work Plan

Agnes Rivers-Moore reported that March tasks were still waiting due to the Municipal training package. Agnes Rivers-Moore to send Carol Hudson the LearnHQ login information. April tasks have been completed. The board decided that the summer meeting will take place on July 19th at 6:30pm. No meeting in August.

12. Adjournment

Next scheduled meeting is: Wednesday, May 17th, 2023 at 6:30 p.m. in the Saugeen Room of the Hanover Civic Centre.

Moved by Jeannette Wilken THAT this meeting be adjourned at 9:18 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____