

Hanover Public Library Board Meeting Minutes
Thursday, April 28, 2022, at 6 p.m.
Via Zoom

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

<u>X</u>	Brenda Booth	<u>X</u>	Edwin Haas	<u>X</u>	Susan Sakal
<u>X</u>	Andrew Edgcumbe	<u>X</u>	Kathi Maskell	<u>X</u>	Agnes Rivers-Moore (CEO)
<u>R</u>	Steve Fitzsimmons	<u>X</u>	Joan Roseborough	<u>X</u>	Carolyn Caskanette (staff)

1. **Kathi Maskell** called the meeting to order at 6:00 p.m.

2. **Agenda:**

Moved by Susan Sakal and seconded by Brenda Booth that the agenda be accepted as circulated. **CARRIED**

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

4. **Board Education:**

The Policy committee presented the draft Legacy document for input. The name of the "Cultural Roundtable" was corrected.

Moved by Edwin Haas and seconded by Brenda Booth THAT the board adopt the amended Legacy Document. **CARRIED**

5. **Consent Agenda:**

A.	Minutes of March 24 th board meeting	For Approval
B.	Librarian's Report – Mar-Apr 2022	Receive and File
C.	Statistical Report – March 2022	Receive and File
D.	Accounts Payable – March 2022	For Approval
E.	Thank you note from Emma Shaw	Receive and File

Moved by Joan Roseborough and seconded by Susan Sakal THAT Items A to E on the consent agenda be adopted. **CARRIED**

6. **Matters arising from the Minutes:**

The minutes of March 24th meeting were corrected (spelling of Susan in 3 places, spelling favourite, insertion of 'Art' before Under the Harvest Moon instead of after).

Moved by Andrew Edgcumbe and seconded by Joan Roseborough THAT the minutes of March 24th be adopted as amended. **CARRIED**

Moved by Susan Sakal and seconded by Brenda Booth that the 2021 Annual Report be adopted. **CARRIED**

A Fine-Free information report was presented by Agnes Rivers-Moore as requested at the March 24th meeting. The chair asked for more staff information about potentially forgiving fines, in line with the board's strategic direction

7. Report from the Chair (verbal)

Kathi Maskell reported that she registered for an upcoming webinar pertaining to Board Transition and that she sent correspondence to Saugeen First Nation about the Territory Acknowledgement.

8. Council Feedback - None

Edwin Haas left the meeting at 6:44 pm.

9. Committee Reports:

Personnel Committee

Emma Shaw's goodbye party was mentioned for the trustees who did not attend. The Personnel Committee will give library staff a \$25 gift card and thank you note to show the board's appreciation.

Policy Committee

MOTION TO ADOPT TOWN OF HANOVER'S HR-004 WORKPLACE VIOLENCE & HARASSMENT POLICY STATEMENT

MOVED BY Brenda Booth AND SECONDED BY Joan Roseborough AS FOLLOWS:

THAT the Hanover Public Library Board (the board) adopts the following document of The Corporation of the Town of Hanover (The Town):

HR – 004 *Workplace Violence & Harassment Policy Statement* (being a revision approved by Hanover Town Council on April 4, 2022)

with the following modifications:

1. Generally, references to the "Corporation of the Town of Hanover", "Town of Hanover" and "municipality" are to be read as references to the "board" (whenever those references are used in context of being the employer) or the "Hanover Public Library" (whenever those references are used in the context of the workplace or organization to which the library employees belong).
2. Generally, references to "staff", "employee" and "employees" are to be read as references to an employee or employees of the Hanover Public Library (the library).
3. Generally, references to "management" are to be read as references to the library's Chief Executive Officer/Chief Librarian or designate.

CARRIED

Finance Committee

The Finance reports were reviewed. No issues reported.

Moved by Brenda Booth and seconded by Susan Sakal THAT the Financial Report for the month of March 2022 be received for information. **CARRIED**

Fundraising Committee

Susan Sakal provided an update about the progress of event sponsorships and other fundraising efforts through the gala.

The new "Giving to your Library" brochure has been distributed to lawyers' offices.

10. Other / New Business

July 28th 2022 was selected as the date for the summer board meeting.

Culture days on September 23/24, 2022. The Civic Centre will have their grand reopening. Coinciding with this the local movie theatre will be having their 100th anniversary, therefore the theme of Culture days this year will be a theatre weekend. Library staff to decide how the library will contribute to events for the weekend.

11. Review of Board Work Plan

All tasks on schedule, but nobody attended the OLS Board Assembly meeting.

Deadline for the Ministry Annual Survey has been moved forward by the government; the Library will complete on time.

Distribution of the Annual Report flyer was discussed.

Advocacy for the library was discussed in reference to the municipal and provincial elections in the upcoming months.

12. Informal Round Table - theme was anything that made the trustees laugh this week.

13. Adjournment

Next scheduled meeting is: Thursday, May 26th 2022 at 6:00 p.m. via Zoom

Moved by Brenda Booth THAT this meeting be adjourned at 7:24 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____