

**Hanover Public Library Board Meeting Minutes**  
**Wednesday, February 15 2023, at 6:30 p.m.**  
via Zoom

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

<u>X</u> Brenda Booth	<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 6:29 p.m. and read the Territory Acknowledgement.
- 2. **Agenda:**  
Moved by Jeannette Wilken and seconded by Ruth Linnen that the agenda be accepted as circulated. **CARRIED**

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

4. **Board Education:**  
The board discussed the wording of the Land Acknowledgement. Kathi Maskell talked about the work the previous board had done to complete the Land Acknowledgement and mentioned how it differed from others. Kathi Maskell explained that FN-05 Indigenous Awareness and Respect Policy of the library board was a living document.  
The Legacy Document created by the previous board and the impacts that the pandemic caused were explored.

On February 4<sup>th</sup>, 2023 some of the trustees met and attended the OLA Super Conference (virtual sessions) and watched videos about library boards. The trustees discussed how the library promotes events following interest that arose on February 4<sup>th</sup>.

- 5. **Consent Agenda:**
  - A. Minutes of January 18 2023 board meeting For Approval
  - B. Accounts Payable – January 2023 For Approval
  - C. Statistical Report – January 2023 Receive and File
  - D. 2022 Annual Statistics Report Receive and File
  - E. CEO’s report for Jan – Feb 2023 Receive and File

Kathi Maskell asked to pull Item E from the agenda to mention the wonderful work done by staff of returning children’s visits back to pre-pandemic levels. Agnes Rivers-Moore to give the Board’s thanks to the children’s librarian Stephanie Perkins.

Moved by Brenda Booth and seconded by Carol Hudson THAT Items A to E on the consent agenda be adopted. **CARRIED**

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

Agnes Rivers-Moore reported on the budget process of this year and an update about the council budget meeting.

Moved by Edwin Haas and seconded by Carol Hudson THAT that the library operating budget for 2023 be adopted. **CARRIED**

The board discussed what kinds of committees would be required for the upcoming term. Questions concerning the strategic plan were brought forward and it was decided that when more information was available the board would make further plans.

Moved by Carol Hudson and seconded by Jeannette Wilken THAT the Hanover Public Library Board appoint the following standing committees for the term of the board: Personnel committee consisting of Laurel Douma, Brenda Booth, Jeannette Wilken, and Carol Hudson; Policy Development committee consisting of Jeannette Wilken, Edwin Haas, Ruth Linnen and Kathi Maskell; Financial committee consisting of Brenda Booth, Edwin Haas, and Ruth Linnen; and the Fundraising and Advocacy committee consisting of Laurel Douma, Carol Hudson, and Kathi Maskell. **CARRIED**

**7. Report from the Chair (verbal)**

Kathi Maskell reported that she met with Agnes Rivers-Moore as part of the typical chair responsibilities. Kathi and Agnes reviewed the board bylaws. Kathi also took a look around the library and picked up the Truth and Reconciliation Report to prepare information for the board to discuss the Land Acknowledgement Statement and about adding to it.

**8. Council Feedback**

Carol Hudson reported that the budget was passed as presented with very few questions; the fact that the Library Board had decided to discontinue their stipend was well received by council.

**9. Financial Reports**

The Finance reports were reviewed. Agnes Rivers-Moore noted that the financials are in a bit of an upheaval as some expenses still need to be processed and transfers are notably absent as the Town of Hanover did not have the new budget in place yet. The financial reports presented are not final but provide good information.

Moved by Laurel Douma and seconded by Brenda Booth THAT the Financial Report for the month of January be received for information. **CARRIED**

**10. Policies**

Moved by Carol Hudson and seconded by Jeannette Wilken THAT the Hanover Public Library Board adopts the following document of The Corporation of The Town of Hanover: HR-004 Workplace Violence & Harassment Policy Statement (as revised, and approved by The Council of The Corporation of The Town of Hanover on January 16, 2023), with the modifications to that document as set out in the *HR-004 Violence & Harassment Policy Statement - Adoption by HPL Board* document that was circulated

in the package for the February 15, 2023 Hanover Public Library Board meeting.

**CARRIED**

Moved by Edwin Haas and seconded by Ruth Linnen THAT the Hanover Public Library Board adopts the following document of The Corporation of The Town of Hanover: JHS-002 Health & Safety Policy Statement (as revised, and approved by The Council of The Corporation of The Town of Hanover on January 16, 2023), with the modifications to that document as set out in the *JHS-002 Health & Safety Statement - Adoption by HPL Board* document that was circulated in the package for the February 15, 2023 Hanover Public Library Board meeting.

**CARRIED**

**11. Other/New Business**

Carol Hudson asked if there was going to be a library representative at the Senior's Expo on March 28<sup>th</sup>. Agnes Rivers-Moore confirmed there would be.

**12. Board Work Plan**

Agnes Rivers-Moore noted that January was looking good and the list had been completed. Much of the February work plan was completed in the current board meeting, Agnes Rivers Moore is to sign up new board members on the learning resource for orientation.

**13. Informal Round Table**

Kathi Maskell asked the trustees what their comfort level was at the end of the meeting or to mention what did the board do well this meeting. The board decided that they would change the Informal Round Table to Good News and Celebrations going forward.

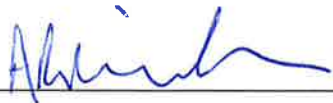
**14. Adjournment**

Next scheduled meeting is: Wednesday, March 15th 202 at 6:30 p.m. with the location to be determined closer to the date.

Moved by Jeannette Wilken THAT this meeting be adjourned at 8:22 p.m. **CARRIED**

**Signed:**

Secretary



Chair

