Hanover Public Library Board Meeting Minutes
Thursday, February 24th 2022, at 6 p.m.
By ZOOM

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

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

1. **Susan Sakal** called the meeting to order at 6:04 p.m. and read the Territory Acknowledgement. Carolyn Caskanette was welcomed to the meeting.

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

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

4. **Board Education:**
Legacy Document - The content of the 2018 document was discussed. Kathi Maskell, Agnes Rivers-Moore and Brenda Booth will meet to work on a new document.
OLA report - Building the perfect board - Brenda Booth shared the information gained from this conference session about trustee recruitment and legacy documents.
Agnes Rivers-Moore explained that new trustees receive a board welcome package and potential trustees a recruitment package on request. Susan Sakal suggested that each trustee recruit an applicant and have a recruitment package to give to them.

5. **Consent Agenda:**

A.	Minutes of January 27th 2022 board meeting	For Approval
B.	Librarian's Report for January - February 2022	Receive and File
C.	Statistical Report - January 2022	Receive and File
D.	Annual Statistics report for 2021	Receive and File
E.	Accounts Payable - December 2021 and January 2022	For Approval

Moved by Edwin Haas 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. **OLA Conference Reports**
Finally Fines Free advocacy session - Susan Sakal presented her notes from this conference session. The library board may consider a pilot project on going fines free.

8. **Report from the Chair (verbal):** None

9. Council Feedback:

Councillors have noticed the lead the library has taken in land acknowledgement and recognition of the indigenous history and heritage of the area. We are seen as a partner for other initiatives with groups such as the Heritage Committee.

10. Committee Reports:

Personnel Committee - None

Policy Committee

Brenda Booth introduced the revised Health and Safety Policy Statement.
Moved by Steve Fitzsimmons and seconded by Edwin Haas THAT the Hanover Public Library Board (the board) adopts JHS – 002 Health and Safety Policy Statement (being a revise of that same-named policy adopted by the board on February 25th 2021), a draft of which was circulated in the package for the February 24th, 2022 board meeting.
CARRIED

Finance Committee

The Finance reports were reviewed by Brenda Booth.
Moved by Brenda Booth and seconded by Andrew Edgcumbe THAT the Financial Report for the month of January 2022 be received for information. **CARRIED**

Fundraising Committee

Susan Sakal reported on the committee's progress on the Art Under the Harvest Moon Gala: The ad hoc committee met on February 22nd, Kathi Maskell and Susan Sakal have drafted a sponsor letter, contract signed with Graphic designer, Nadine Noble, for her pro bono services, Steve Fitzsimmons booked the Royal Canadian Legion for the event, Leigh Butler to submit an application to the Cultural Round Table Event Development Programme, tables to be booked through Mildmay Tent Rentals, music will be performed by Yuki Stocovaz and Beth Cruickshank and Dan Bailey will run the live auction.
Next meeting of the committee is Tuesday, March 22nd.

11. Other / New Business

Annual report - Susan Sakal offered to compose the draft board message for the report with Kathi Maskell's assistance, for approval at the next meeting.

12. Review of Board Work Plan

All tasks are on schedule. Committee performance reviews can be a quick and informal effectiveness check.

13. Informal Round Table:

Susan Sakal asked the trustees the question "to travel or not to travel?".

14. Adjournment

Next scheduled meeting is: Thursday March 24th 2022 at 6:00 p.m. on ZOOM
Moved by Steve Fitzsimmons THAT this meeting be adjourned at 7:05 p.m.
CARRIED

Signed:

Secretary _____ Chair _____