

Hanover Public Library Board Meeting Minutes
Thursday, January 27th 2022, at 6 p.m.
By ZOOM

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

X	Brenda Booth	X	Francis-Joseph Gross	X	Susan Sakal
X	Andrew Edgcumbe	X	Edwin Haas	X	Agnes Rivers-Moore (CEO)
X	Steve Fitzsimmons	X	Kathi Maskell	X	Emma Shaw (staff)

1. **Kathi Maskell** called the meeting to order at 6 p.m. and read the Territory Acknowledgement.
2. **Agenda:**
Moved by Brenda Booth and seconded by Susan Sakal that the agenda be accepted as circulated. **CARRIED**
3. **Declaration of conflict of interest:** None.
4. **Board Education:**
Governance Hub Year 4 Legacy - The OLS resources, the importance of a legacy document, and ideas for content of a legacy document to pass on to the new board were discussed. Kathi Maskell asked for the legacy document created four years ago to be shared at the next board meeting.
5. **Consent Agenda:**

A.	Minutes of November 5 th 2021 board meeting	For Approval
B.	Librarian's Report for November 2021- January 2022	Receive and File
C.	Statistical Report - November & December 2021	Receive and File
D.	Accounts Payable - November & December 2021	For Approval

Moved by Edwin Haas and seconded by Andrew Edgcumbe THAT Items A to D on the consent agenda be adopted. **CARRIED**
6. **Matters arising from the Minutes:**

Budget 2022 - Agnes Rivers-Moore reported that the budget was approved by council with no challenges.

OLA conference - Agnes Rivers-Moore explained that attendance at the conference for trustees from small libraries, which includes Hanover, is free this year. She will try to arrange for access to the conference for the new trustee once the selection process has been completed.

New trustee appointment update - There are two potential applications for the upcoming trustee position. Mayor Sue Paterson will appoint one applicant for the position.

7. Report from the Chair (verbal)

Kathi Maskell gave her report. She attended the Town Council budget meeting on December 13th and the Art Gala committee meeting on January 10th. Looking forward to the Super Conference at the beginning of February and the OLS training session on Legacy with Peggy Malcolm.

8. Council Feedback:

Steve Fitzsimmons reported that the library budget was a sensible, well thought out budget. Council members were interested in the library's fundraising successes of 2021.

9. Committee Reports:

Personnel Committee

Susan Sakal met with Agnes Rivers-Moore on December 14th to complete revisions of the CEO appraisal forms for staff and trustees and the CEO self-assessment form.

Policy Committee

Francis-Joseph Gross reported that the policy committee met earlier this month.

Moved by Steve Fitzsimmons and seconded by Francis-Joseph Gross THAT the Hanover Public Library Board (the board) adopts LEG – 02 Access to Information Policy (being a revise of that same-named policy adopted by the board on June 26, 2014), a draft of which was circulated in the package for the January 27, 2022 board meeting.

CARRIED

Moved by Francis-Joseph Gross and seconded by Brenda Booth THAT the Hanover Public Library Board (the board) adopts *LEG – 03 Privacy and Anti-spam Policy* (being a revise of the Privacy Policy adopted by the board on May 22, 2014), a draft of which was circulated in the package for the January 27, 2022 board meeting. This new policy supersedes the above mentioned Privacy Policy and LEG – 04 CASL Compliance Policy (May 2017) which is being rescinded.

CARRIED

Moved by Francis-Joseph Gross and seconded by Edwin Haas THAT the Hanover Public Library Board (the board) adopts *OP – 04 Membership Policy* (being a revise of that same-named policy adopted by the board on May 27, 2021), a draft of which was circulated in the package for the January 27, 2022 board meeting.

CARRIED

Moved by Francis-Joseph Gross and seconded by Brenda Booth THAT the Hanover Public Library Board (the board) adopts *Hanover Public Library Board Confidentiality Statement* (being a revise of the current undated same-named document), a draft of which was circulated in the package for the January 27, 2022 board meeting.

CARRIED

Moved by Francis-Joseph Gross and seconded by Susan Sakal THAT the Hanover Public Library Board (the board) rescinds *LEG – 04 CASL Compliance Policy* (May 2017) which has been replaced by provisions included in *LEG – 03 Privacy and Anti-spam Policy*.

CARRIED

Finance Committee

The Finance reports for November and December 2021 were reviewed. Brenda noted that December reports are preliminary as of December 31st. Year-end is not complete yet. Moved by Brenda Booth and seconded by Steve Fitzsimmons THAT the Financial Report for the months of November and December 2021 be received for information. **CARRIED**

Fundraising Committee

Susan Sakal reported that on November 30th she met with Steve Fitzsimmons and Kathi Maskell to discuss the library gala. An ad hoc committee has been formed that includes the Fundraising Committee members, four Saugeen Artists and four community members. The Gala will take place on Saturday, October 15th and be called "Art Under the Harvest Moon". The location is yet to be decided. Next meeting of the committee will be on February 22nd.

10. Other / New Business

Fourth Term Work Plan tasks - Agnes Rivers-Moore presented the suggested outline and explained that the tasks can be incorporated into the general Board Work Plan for 2022. Kathi Maskell thanked Agnes Rivers-Moore for the plan. Noted that the committees review is deferred and that committees may need to reshuffle to elect a new Policy chair and include our new trustee.

11. Review of Board Work Plan

Work Plan for 2021 tasks have been completed. Agnes Rivers-Moore reviewed the tasks for January/February 2022.

12. Informal Round Table:

Susan Sakal thanked Francis-Joseph Gross for his four years of exemplary service, his generosity, thoroughness and quirky humour. Francis-Joseph Gross responded with thanks for a rewarding experience and the chance to be a part of an amazing group of people whilst serving the community.

Joan Roseborough and Leigh Butler, guest observers at this month's meeting, were asked for their comments on their experience - interesting and eye-opening, a well chaired meeting.

13. Adjournment

Next scheduled meeting is: Thursday, February 24th 2022 at 6:00 p.m. on ZOOM

Moved by Francis-Joseph Gross THAT this meeting be adjourned at 7:18 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____