

DRAFT

**Hanover Public Library Board Meeting Minutes**  
**Thursday, July 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>R</u>	Andrew Edgcumbe	<u>X</u>	Kathi Maskell	<u>X</u>	Agnes Rivers-Moore (CEO)
<u>X</u>	Steve Fitzsimmons	<u>X</u>	Joan Roseborough	<u>X</u>	Carolyn Caskanette (staff)

1. **Kathi Maskell** called the meeting to order at 6:02 p.m. The Territory Acknowledgement was read by Joan Roseborough.

2. **Agenda:**

Moved by Brenda Booth and seconded by Joan Roseborough THAT the agenda be accepted as circulated. **CARRIED**

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

4. **Board Education:** The policy committee created two items related to board succession planning. A draft Trustee recruitment flyer and a draft Trustee Qualification Matrix were reviewed.

Moved by Susan Sakal and seconded by Edwin Haas THAT the review draft recruitment flyer be adopted. **CARRIED**

5. **Consent Agenda:**

A.	Minutes of June 23rd board meeting	For Approval
B.	Librarian's Report June-July 2022	Receive and File
C.	Statistical Report June 2022	Receive and File
D.	Accounts Payable June 2022	For Approval
E.	July 4 <sup>th</sup> 2022 Open Day Report	Receive and File

Kathi Maskell pulled item E for discussion. Board members mentioned highlights and their enjoyment of the July 4<sup>th</sup> open day.

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

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

Agnes Rivers-Moore compiled a list of potential trustees collected from the board members. The board divided the list up to begin contacting potential trustees.

7. **Report from the Chair:**

Kathi Maskell attended two library events, Coffee with the Fire Chief and the Library Open Day. As part of the personnel and policy committees of the library board, Kathi attended both of these meetings. Kathi retrieved the closed session of 2021 minutes to approve and updated the closed meeting minutes procedure.

8. **Council Feedback** – None. Steve Fitzsimmons missed council this month.

9. **Committee Reports:**  
**Personnel Committee**

Moved by Susan Sakal and seconded by Steve Fitzsimmons THAT the Hanover Public Library Board meet in closed session at this time to discuss personal matters about an identifiable individual. **CARRIED**

Agnes Rivers-Moore and Carolyn Caskanette left the meeting at 6:44pm and returned at 7:02pm.

Kathi Maskell, as chair, stated that the report of CEO performance evaluation was the only matter discussed in the closed session.

Moved by Susan Sakal and seconded by Brenda Booth THAT the Hanover Public Library Board approve the Personnel Committee's Performance Appraisal Report on our CEO and that the chair of the committee and the board chair will share the report with the CEO within 10 days. A letter will be sent to CAO Sherri Walden and to Human Resources Coordinator Melissa Hilgendorff acknowledging that the Performance Appraisal of our CEO was completed as required for 2022. **CARRIED**

**Policy Committee**

Brenda Booth asked that the policy committee find a new meeting time to better fit everyone's schedule. She would like the members of the committee to respond to an email so the matter can be resolved in a couple of weeks. No new policies to review.

**Finance Committee**

Brenda Booth presented the Finance reports. June 2022 Balance Sheet was reviewed with a focus on Investments. Bequests and Community Access grants were explained.

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

**Fundraising Committee**

New artwork for the Gala publicity was presented. Ticket sales for the Gala will be beginning on August 15<sup>th</sup>. Agnes Rivers-Moore and Susan Sakal will meet to discuss thank you cards. Agnes Rivers-Moore is to order the poster to be used in sponsor photographs for the newspaper.

Susan Sakal asked Carolyn Caskanette to gather some volunteers for wrapping Christmas gifts in coordination with the Christmas Market in Heritage Square Dec 3<sup>rd</sup>.

10. **Other / New Business**

Cultural Roundtable – Culture Days. Susan Sakal reported on activities planned including video interviews for the reopening of the Hanover Civic Theatre. The library has a timeslot booked and will determine which staff member will be interviewed.

Joan Roseborough brought up the topic of improving communication about library events for discussion.

**11. Review of Board Work Plan**

Agnes Rivers-Moore reported that the board is doing well for the Board Work Plan. The board discussed if it was important to complete the Board Self Evaluation this year and decided that they would go forward with it. Agnes Rivers-Moore to send out a form following the meeting with a timeline of 6 weeks to complete.

**12. Informal Round Table**

Kathi Maskell asked the board to reflect on how often the goal of increasing library membership occurred this year even though strategic planning had taken a rest because of the pandemic. Each member listed times when library membership and strategic planning had been discussed.

With no meeting next month board members discussed holiday plans.

**13. Adjournment**

Next scheduled meeting is: Thursday, September 22, 2022 at 6:00 p.m. location to be determined.

Moved by Steve Fitzsimmons THAT this meeting be adjourned at 7:56 p.m. **CARRIED**

**Signed:**

Secretary \_\_\_\_\_ Chair \_\_\_\_\_