

Hanover Public Library Board Meeting Minutes
Wednesday, March 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>L</u> Laurel Douma	<u>R</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 6:33 pm and read the Territory Acknowledgement.
2. **Agenda:**
 Moved by Brenda Booth and seconded by Jeannette Wilken that the agenda be accepted as circulated. **CARRIED**
3. **Declaration of conflict of interest** - None.
4. **Board Education:**
 The board discussed how to make motions. The difference between Operational, Governance and Foundation policy was mentioned. Governance Policies 1 through 7 were explored. Those being: GOV-01 Purpose and Duties of the Board, GOV-02 Board Orientation and Ongoing Board Training, GOV-03 Committees of the Board, GOV-04 Policy Development, GOV-05 Planning, GOV-06 Financial Control/Oversight, and GOV-07 Board Advocacy.

Laurel Douma joined the meeting at 6:48 pm.

5. **Consent Agenda:**

A. Minutes of February 15 board meeting	For Approval
B. Accounts Payable – Feb 2023	For Approval
C. Statistics Report – Feb 2023	Receive and File
D. CEO’s Report for Feb-March 2023	Receive and File
E. Correspondence - FOPL Update	Receive and File

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** - None
7. **Report from the Chair (verbal)** - None
8. **Council Feedback** – None
9. **Committee Reports:**
Personnel Committee
 The Personnel Committee decided to have their first meeting on March 29th in person at 6:30 pm.

Policy Committee

The Policy Committee decided to meet at 3:30 pm on March 23rd in person.

Finance Committee

The Finance Committee decided to have their first meeting in person on April 12th at 6:30 pm. Future communication may be via email.

Fundraising and Advocacy Committee

The Fundraising and Advocacy Committee decided they will meet on April 5th at 6:30 pm in person.

Agnes Rivers-Moore is to book rooms for all of the meetings. Each committee will discuss terms of reference of their respective team to bring back for the April board meeting.

Moved by Edwin Haas and seconded by Laurel Douma THAT the Financial report and Balance sheet for February 2023 be received. **CARRIED**

10. Other / New Business

The process for sending board minutes to the Town of Hanover was discussed. The Hanover Public Library Board minutes will be sent to the Town of Hanover after they have been approved by the board. The council representative on the board acts as communication channel.

The Board Message for the Annual Report was delegated to the Fundraising and Advocacy Committee to bring back to the board for approval in April. Goal: to have the report ready for final approval and publication in May 2023.

11. Review of Board Work Plan

Agnes Rivers-Moore reported that the board was doing well. Year end finances have not been completed by the Town of Hanover yet so this item on the work plan will be moved to April. The board discussed a strategic plan and will make a decision following the Town of Hanover council’s decision on a strategic plan consultant.

12. Good News and Celebrations

– the trustees discussed good news. Laurel Douma mentioned she was representing the library in Grey County Reads and had made it to the next round of voting. Carol Hudson discussed the Age Friendly Expo. The success of the library’s March Break Magic show was mentioned a couple of times.

13. Adjournment

Next scheduled meeting is: Wednesday, April 19th 2023 at 6:30 p.m. in the Saugeen Room of the Hanover Civic Centre.

Moved by Jeannette Wilken THAT this meeting be adjourned at 7:55 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____