

Hanover Public Library Board Meeting Minutes
Wednesday, May 18, 2023, at 6:30 p.m.
Saugeen Room, Hanover Civic Centre

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

<u>X</u> Brenda Booth (VC)	<u>X</u> Carol Hudson	<u>X</u> Jeannette Wilken
<u>X</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 6:34 p.m. and read the Territory Acknowledgement.

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

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

Edwin Haas arrived at 6:43pm.

4. **Board Education:** The trustees discussed Governance Policies 8 through 12, those being GOV-08 Board-CEO Partnership, GOV-09 Board Evaluation, GOV-10 Succession Planning, GOV-11 Board Code of Conduct, GOV-12 Adoption of Town of Hanover Policies. Jeannette Wilken presented what she learned from attending the Spring Ontario Library Services Board Assembly. Laurel Douma talked about subjects that were discussed at the Governance 101 training session she attended.

5. **Consent Agenda:**

A. Minutes of April 19 2023 board meeting	For Approval
B. Accounts Payable – April 2023	For Approval
C. Statistical Report – April 2023	Receive and File
D. CEO's report - for April-May 2023	Receive and File

Moved by Edwin Haas and seconded by Brenda Booth THAT Items A to D on the consent agenda be adopted. **CARRIED**

6. **Matters arising from the Minutes:** The board discussed the amended Annual Report for 2022 prepared by the Fundraising and Advocacy committee.

Moved by Jeannette Wilken and seconded by Carol Hudson THAT the 2022 Annual Report be adopted AND further THAT Agnes Rivers-Moore print enough annual reports to supply via Town of Hanover Water bills and delivery to apartment buildings and long term care homes by July 1. **CARRIED**

Several trustees offered to deliver annual reports when printed.

Accreditation of the Hanover Public Library was discussed and then tabled until October following the preparation of the strategic plan.

7. Report from the Chair (verbal)

Kathi Maskell reported that she met with Agnes Rivers-Moore several times this month concerning the strategic plan. Being a part of the Policy committee and the Fundraising and Advocacy committees, she attended both meetings. Kathi enjoyed the Open Mic Poetry Night held by the library on April 26th. On May 4th, Kathi joined the other board members, Agnes Rivers-Moore and some library staff for the strategic plan launch meeting with Linton Consulting Services Inc.

Kathi announced that she had arranged a meeting on June 8th with the Town of Hanover CAO, Sherry Walden, to share the annual report and discuss the library's successes and challenges. Kathi also invited board members to attend an invitational presentation at Launch Pad about virtual reality on June 12th at 9:30am.

8. Council Feedback

Carol Hudson outlined what happened at the last council meeting. She mentioned that the Age Friendly committee spoke of a future event at the library. Carol mentioned speaking to council about successful events that took place at the library this month. Carol also mentioned recruiting volunteers for the Hanging Basket Sale fundraiser in partnership with Canadian Tire.

9. Committee Reports:

Personnel Committee

Laurel Douma spoke about staff appreciation progress, and the committee decided to have their next meeting on May 29th at 7:00pm. Agnes Rivers-Moore to find a room for the meeting.

Policy Committee

Jeannette Wilken reported that the Policy committee met on April 25th and discussed the Collection Development policy. This revision includes minor changes to Fun and Fitness collection and requests for consideration process.

Moved by Jeannette Wilken and seconded by Edwin Haas THAT OP - 07 Collection Development Policy be adopted. **CARRIED**

The next policy committee meeting will be held on May 21st at 5:30pm.

Finance Committee

Edwin Haas reviewed the 2022 Year End Report and the Finance reports. Agnes Rivers-Moore stated that in 2023 we have a fundraiser expense line as well as a fundraiser revenue line in the budget and financial reports.

Moved by Edwin Haas and seconded by Brenda Booth THAT the 2022 Year End Report be adopted. **CARRIED**

Moved by Edwin Haas and seconded by Brenda Booth THAT the Financial Report for the month of April 2023 be received for information. **CARRIED**

Fundraising and Advocacy Committee

Kathi Maskell reported that at the next committee meeting they will draft a fundraising plan.

10. Other / New Business

Agnes Rivers-Moore outlined the strategic plan progress summary and actions. The board reviewed the draft strategic plan communiqué and survey questions and edited the wording for Agnes Rivers-Moore to send to Linton Consulting Services Inc.

11. Review of Board Work Plan

May's Work Plan was completed. It was decided that there would be no board education piece in June or July until business with Linton Consulting Services Inc. was complete.

Agnes Rivers-Moore to send a Doodle Poll about potential meeting dates for two in person meetings with Linton Consulting Services Inc.

12. Adjournment

Next scheduled meeting is: Wednesday, June 21 2023 at 6:30 p.m. in the Saugeen Room of the Hanover Civic Centre.

Moved by Edwin Haas THAT this meeting be adjourned at 9:30 p.m. **CARRIED**

Signed:

Secretary



Chair

