

DRAFT

Hanover Public Library Board Meeting Minutes
Thursday, November 24, 2022, at 6 p.m.
Saugen Room, Hanover Civic Centre

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>X</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)

Due to a cancellation of the October Library Board Meeting, the November Library Board meeting contained two agendas.

- Kathi Maskell** called the meeting to order at 6:00 pm and read the Territory Acknowledgement.
- Agenda approval (October):**
Moved by Steve Fitzsimmons and seconded by Susan Sakal that the October agenda be accepted as circulated. **CARRIED**
- Declaration of conflict of interest** - None.
- Board Education:** The board self-evaluation results were briefly discussed.
- Consent Agenda:**

A. Minutes of September 22nd board meeting	For Approval
B. Librarian's Report – September-October 2022	Receive and File
C. Statistical Report for September 2022	Receive and File
D. Accounts Payable - September 2022	For Approval
- Moved by Andrew Edgcumbe and seconded by Brenda Booth THAT Items A to D on the consent agenda be adopted. **CARRIED**
- Matters arising from the Minutes**
Moved by Edwin Haas and seconded by Steve Fitzsimmons that the trustee welcome letter be adopted. **CARRIED**
- Report from the Chair (verbal)** - held over until November agenda, later in the meeting.
- Committee Reports:**
Policy Committee
OP-01 Patron Bill of Rights and OP-02 Code of Conduct Policy were discussed.
- Other / New Business**
An updated fees and charges OP-06 Library fees policy is due for December 1.

Moved by Andrew Edgcumbe and seconded by Joan Roseborough THAT the Overdue Fines Report be approved and additionally approve making children's

materials fine-free for a 1 year basis, while retaining daily overdue fines on adult materials. **CARRIED**

Moved by Susan Sakal and seconded by Edwin Haas THAT OP-06 Library Fines and Fees Report for 2023 be adopted. **CARRIED**

11. Agenda approval (November)

Moved by Steve Fitzsimmons and seconded by Joan Roseborough that the November agenda be accepted as circulated. **CARRIED**

12. Consent Agenda

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| A. | Librarian's Report – Oct-November 2022 | Receive and File |
| B. | Statistics Report for November 2022 | Receive and File |
| C. | Accounts Payable November 2022 | For Approval |
| D. | OP-01 Patron Bill of Rights (revised dates) | For Approval |
| E. | OP-02 Code of Conduct Policy (revised dates) | For Approval |

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

13. Report from the Chair

Kathi Maskell attended 2 policy meetings as part of the Hanover Public Library Board Policy Committee. She also attended 2 library events; the Library Gala and an author event. Kathi wrote a letter of thanks to a donor. Kathi entered the safe twice to take out 2021 closed meeting minutes, and return them and the 2022 closed meeting minutes.

**14. Committee Reports
Policy Committee**

Moved by Brenda Booth and seconded by Joan Roseborough THAT the board adopts the OP-05 Circulation Policy as included in the package. **CARRIED**

Moved by Brenda Booth and seconded by Edwin Haas THAT the Hanover Public Library Board (the board) adopts the following policy of the Corporation of the Town of Hanover: HR-001 Personnel Policy (as revised, and approved by The Council of The Corporation of The Town of Hanover on October 3rd 2022), with the modifications to that policy as set out in the draft motion that was circulated in the package for the November 24, 2022 board meeting. **CARRIED**

Finance Committee

In October revenue we are still waiting for the Ontario conditional grant. Expenses are mostly spent as expected this far into the year. All looks well with a small surplus. Programming activities were discussed as they were higher than normal, this was due to COVID leaving uncertainty in the number of programs to predict for in 2022 budget.

Moved by Susan Sakal and seconded by Steve Fitzsimmons to receive the October and November finance reports as information. **CARRIED**

Fundraising Committee

Susan Sakal mentioned that October and November were very busy months for fundraising. The Art Under the Harvest Moon had poor attendance but with the hard work of the fundraising team the library was still able to raise \$9,702.40 from sponsorships. Dale Cousins of Canadian Tire was a great partner for this event.

The board wanted to thank Carolyn Caskanette, staff member at the library, for her work on the Hanover Library Book Sale. Total proceeds for the Book Sale after expenses were \$7,810. The Hanover Community Players loaned us props to decorate the book sale and how to thank them was discussed. The library will buy tickets to their current show "Oliver" and offer them as a prize. Kathi Maskell is to write a Letter to the Editor for the Hanover Post.

15. Other Business

The 2023 Budget for the library was discussed. Brenda Booth commented that the budget no longer represents the norm because of the changes COVID has had on the 2 previous budgets. There was discussion about money being moved from reserves for the completion of a Strategic Plan.

Moved by Brenda Booth and seconded by Edwin Haas THAT the 2023 budget be adopted with the following changes: make the strategic plan amount \$0, the next board will decide if a Strategic Plan cost will come from reserves, and bring the overall budget down to a 3.5% increase. **CARRIED**

The trustees discussed who might be applying for the next term.

16. Board Work Plan

All of October and November objectives are complete. Budget was looked at this meeting, a cover letter has not been completed yet. Staff Performance reviews are underway.

17. Informal Round Table

The board discussed their final thoughts and fond memories of the past term.

18. Adjournment

Next scheduled meeting is: Thursday, January 26th 2022 at 6:00 p.m. in the Saugeen Room of the Hanover Civic Centre.

Moved by Steve Fitzsimmons THAT this meeting be adjourned at 8 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____