

DRAFT

Hanover Public Library Board Meeting Minutes
Thursday, October 28th 2021, at 6 p.m.
By ZOOM

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

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

1. **Kathi Maskell** called the meeting to order at 6.32 p.m. after technical problems were resolved, and read the Territory Acknowledgement.
2. **Agenda:**
Moved by Francis-Joseph Gross and seconded by Susan Sakal that the agenda be accepted as circulated. **CARRIED**
3. **Declaration of conflict of interest:** None.
4. **Board Education:** Explore Governance hub - feedback was shared.
Kathi Maskell and Agnes Rivers-Moore will meet to discuss succession planning for the board.
5. **Consent Agenda:**

A. Minutes of September 23 rd board meeting	For Approval
B. Librarian's Report for September-October 2021	Receive and File
C. Statistical Report - September 2021	Receive and File
D. Accounts Payable - September 2021	For Approval
E. Summer report 2021 (Summer Reading)	Receive and File

Moved by Andrew Edgcumbe and seconded by Francis-Joseph Gross THAT Items A to E on the consent agenda be adopted. **CARRIED**
6. **Matters arising from the Minutes:**
Revenues from Fines and Membership Fees - Kathi Maskell thanked Agnes Rivers-Moore for her report on the revenue received from these fees and suggested that the board discuss this issue at a later date.
7. **Report from the Chair (verbal)**
Kathi Maskell reported that she had attended a Personnel Committee meeting on October 18th, sent three thank you notes to library supporters, followed OLBA news, and will be attending the virtual meeting of the OLS Board Assembly on November 9th.
8. **Council Feedback:** None

9. Committee Reports:

Personnel Committee

Susan Sakal reported that the Committee met on October 18th to discuss the CEO appraisal forms and self-assessment.

Moved by Francis-Joseph Gross and seconded by Brenda Booth THAT the board meet in closed session to discuss a matter pertaining to personnel. **CARRIED**

Agnes Rivers-Moore and Emma Shaw left the meeting at 7 p.m.

Moved by Francis-Joseph Gross and seconded by Edwin Haas THAT the board return to open session. **CARRIED**

Agnes Rivers-Moore and Emma Shaw returned to the meeting at 7:13 p.m. Kathi Maskell confirmed that only the matter pertaining to personnel was discussed during the closed session.

Moved by Edwin Haas and seconded by Andrew Edgcumbe THAT the board approve the Personnel Committee's Performance Appraisal report on the CEO, and that the chair of the committee and the chair of the board will share the report with the CEO. **CARRIED**

Policy Committee

Francis-Joseph Gross reported that the committee are working on the Town's Immunization Policy and the Indigenous Awareness and Respect Policy. They will be meeting on Monday, November 1st.

Finance Committee

The Finance reports for September were reviewed.

Moved by Brenda Booth and seconded by Francis-Joseph Gross THAT the Financial Report for the month of September 2021 be received for information. **CARRIED**

Fundraising Committee

Book sale - Emma Shaw gave a verbal report on the 2021 Book Sale. Thanks to the Hanover Raceway for providing the space for the sale. The sale preview and the two days of the sale brought in \$12,019 thanks to the generosity of the people who attended and the many hours of volunteer time that made this event such a great success.

Kathi Maskell thanked Susan Sakal, Emma Shaw and all the volunteers for their work, and the Hanover, Bentinck and Brant Agricultural Society for the space.

Potential 2022 Art Gala? - All trustees are in agreement that the Fundraising committee should move ahead on an art gala for 2022. Susan Sakal will look into possible event funding through the Cultural Roundtable.

10. Other / New Business

2022 Library Budget Notes - Agnes Rivers-Moore spoke to the report and next steps in the budget process.

Bank authorization for online access -

Moved by Brenda Booth and seconded by Edwin Haas THAT the Hanover Public Library Board authorize the following people to have access to the Hanover Public Library Board account at Meridian Credit Union via online banking:

- Agnes Rivers-Moore
- Christine Walker
- Jennifer Terstegee
- Steph Smith
- Marianne Lamont

CARRIED

Cultural Roundtable - nothing to report.

11. Review of Board Work Plan

All tasks are on schedule.

12. Informal Round Table:

Kathi Maskell asked the trustees to share good news stories.

13. Adjournment

Next scheduled meeting is: Thursday, November 25th 2021 at 6:00 p.m. on ZOOM

Moved by Francis-Joseph Gross THAT this meeting be adjourned at 8:17 p.m.

CARRIED

Signed:

Secretary _____ Chair _____