

**Hanover Public Library Board Meeting Minutes**  
**Thursday, September 23<sup>rd</sup> 2021, at 6 p.m.**  
By ZOOM

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

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

1. **Kathi Maskell** called the meeting to order at 6 p.m. and read the Territory Acknowledgement.
2. **Agenda:**  
Moved by Brenda Booth and seconded by Steve Fitzsimmons that the agenda be accepted as circulated. **CARRIED**
3. **Declaration of conflict of interest:** None.
4. **Board Education:**  
Board Evaluation results report - Kathi Maskell thanked the trustees for the kind evaluation of the Chair and for the good report on the board, especially during such an unusual year.
5. **Consent Agenda:**

A.	Minutes of July 22nd board meeting	For Approval
B.	Librarian's Report for July-September 2021	Receive and File
C.	Hanover Culture Days Library event	Receive and File
D.	National Day for Truth and Reconciliation..	Receive and File
E.	Statistics report for August 2021	Receive and File
F.	Accounts Payable - July-August 2021	For Approval

Moved by Andrew Edgcumbe and seconded by Susan Sakal THAT Items A to F on the consent agenda be adopted. **CARRIED**
6. **Matters arising from the Minutes:**  
HPL Strategic Plan - New goals 2021 -  
Agnes Rivers-Moore presented the New Goals 2021 report.  
Moved by Edwin Haas and seconded by Steve Fitzsimmons THAT the Hanover Public Library Strategic Plan - New Goals 2021 be approved. **CARRIED**
7. **Report from the Chair (verbal)**  
Kathi Maskell met with Susan Sakal on August 12<sup>th</sup> to compose a letter to Grant's Independent asking that the library be considered for their list of possible future donors. On September 13<sup>th</sup> she attended the Policy Committee meeting. She has written and sent

a thank you letter to Peter Allen and ECL for their donation to the library and has been keeping up with OLA. The Super Conference 2022: Gather runs from February 1<sup>st</sup> to 5<sup>th</sup>.

**8. Council Feedback:**

Steve Fitzsimmons has heard a lot of praise for library services, especially over the last seven days as the library helps people to access their COVID vaccine receipts. Kudos to the library.

**9. Committee Reports:**

**Personnel Committee**

CEO Performance review process - CEO Evaluation forms for trustees will be left in the library for pick up between September 27<sup>th</sup> and October 1<sup>st</sup>. Completed forms to be returned in the envelope provided by October 11<sup>th</sup>. The Personnel Committee will meet later that week.

CEO Performance self-assessment form - The form will be sent to Agnes Rivers-Moore for her to complete and return to the committee.

**Policy Committee**

Francis-Joseph Gross reported that the Policy Committee met this month to start work on the new Indigenous Awareness and Respect policy. The next meeting will be on October 4<sup>th</sup>. This policy and the Town's new COVID-19 Immunization Policy will be on the agenda.

**Finance Committee**

The Finance reports were reviewed for the month of August.

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

**CARRIED**

**Fundraising Committee**

Susan Sakal delivered the donation request letter to Grant's Independent on behalf of the library.

Thanks to Steve Fitzsimmons and the Hanover Raceway for providing a space for the library book sale. Trustees are asked to spread the word that the library is looking for volunteers for this event Oct 15<sup>th</sup> -16<sup>th</sup> and 21<sup>st</sup>-23<sup>rd</sup>. Sign up sheets are at the library.

Thanks again to Steve Fitzsimmons and the Hanover Raceway for donating \$1,000, the proceeds of the Charity BBQ on September 18<sup>th</sup> to the library.

**10. Other / New Business**

Library service: printing vaccine certificates - Agnes Rivers-Moore talked about the current issues in the library and the new version of the certificate that will be available from October 22<sup>nd</sup>. While the library will not offer laminating to avoid competing with local retail, there is an option to print on synthetic paper as an alternative to regular paper and laminating.

Moved by Francis-Joseph Gross and seconded by Steve Fitzsimmons THAT the library will print vaccination receipts for a cost of 25 cents on regular paper and \$1.00 on synthetic paper.

**CARRIED**

2022 Budget Plan dates - Agnes Rivers-Moore provided the Town of Hanover's 2022 Budget Plan for information. A preliminary library budget will be drawn up for approval by the Finance Committee and board in time for the October meeting.

Library Fines and Fees Report, Policy OP-06

Moved by Francis-Joseph Gross and seconded by Brenda Booth THAT OP-06 Library Fines and Fees be approved with the addition of Synthetic paper to the currently listed items. **CARRIED**

Strategic Planning 2022 - budget

With the new Strategic Goals 2021 in place and the current uncertain situation due to COVID-19 the expense to work on a new Strategic Plan will be deferred to 2023.

Cultural Roundtable - Susan Sakal talked about the events planned for Culture Days on September 25<sup>th</sup> and 26<sup>th</sup>. On September 20<sup>th</sup> she and Bev Morgan presented a slide show to Mayor Sue Paterson and the Hanover Council to showcase the achievements of the Cultural Roundtable committee since its inauguration.

**11. Review of Board Work Plan**

The work plan is on track. Kathi Maskell and Agnes Rivers-Moore will discuss the content for October's Board Education.

**12. Informal Round Table**

Kathi Maskell asked each trustee to contribute one positive thought from this evening's meeting.

**13. Adjournment**

Next scheduled meeting is: Thursday, October 28<sup>th</sup>, 2021 at 6:00 p.m. on ZOOM

Moved by Steve Fitzsimmons THAT this meeting be adjourned at 7:50 p.m. **CARRIED**

**Signed:**

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