

Hanover Public Library Board Meeting Minutes
Thursday, September 22, 2022, at 6 p.m.
Via Zoom

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>R</u>	Steve Fitzsimmons	<u>X</u>	Joan Roseborough	<u>X</u>	Carolyn Caskanette (staff)

1. **Kathi Maskell** called the meeting to order at 6:02 p.m. The Territory Acknowledgement was read by Edwin Haas.

2. **Agenda:**
Moved by Susan Sakal and seconded by Edwin Haas that the agenda be accepted as circulated. **CARRIED**

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

4. **Board Education:** Trustee recruitment was discussed. Kathi Maskell mentioned that the new trustee introduction letter should be updated. Brenda Booth, Agnes Rivers-Moore and Kathi Maskell will set up a time to review and update.

5. **Consent Agenda:**

A.	Minutes of July 28 th board meeting	For Approval
B.	Librarian's Report – July-September 2022	Receive and File
C.	Statistical Report – July & August 2022	Receive and File
D.	Accounts Payable – July & August 2022	For Approval
E.	Final Report 2022 Summer Programming	Receive and File

Item E was pulled out for discussion to explain what coding and Fiero was.
Moved by Joan Roseborough and seconded by Edwin Haas THAT Items A to E on the consent agenda be adopted. **CARRIED**

6. **Matters arising from the Minutes:** Agnes Rivers-Moore noted that she was still waiting for some responses regarding the Board Self-evaluation. The chair suggested that surveys not be done over the summer break.

7. **Report from the Chair:** Kathi Maskell along with another member of the Personnel Committee met with Agnes Rivers-Moore and delivered the outcome of the CEO Performance Appraisal. Kathi also attended a meeting about the upcoming fundraising event, the Art Under The Harvest Moon Gala, and an Ontario Library Service Board Assembly Meeting.

8. **Council Feedback:** No council representatives were present.

**9. Committee Reports:
Personnel Committee**

Moved by Susan Sakal and seconded by Brenda Booth THAT the Hanover Public Library Board meet in closed session at this time to discuss personal matters about an identifiable individual, and an amendment to the CEO Performance Appraisal Report.

CARRIED

Agnes Rivers-Moore and Carolyn Caskanette left the meeting at 6:35 pm and returned at 6:54pm. Open meeting resumed.

Moved by Susan Sakal and seconded by Edwin Haas THAT the Hanover Public Library Board rescind the motion relating to the Personnel Committee's Performance Appraisal that was adopted at the July 2022 board meeting.

CARRIED

Kathi Maskell, as chair, confirmed that the report of CEO performance evaluation was the only matter discussed in the closed session.

Moved by Susan Sakal and seconded by Brenda Booth THAT the Hanover Public Library Board approve the CEO Performance Appraisal Report as amended. Further THAT the amended report will be shared with the CEO as soon as possible for final review.

CARRIED

Policy Committee

Brenda Booth reported the committee met and reviewed the trustee recruitment package from 2018. Agnes Rivers-Moore was to provide an update with new statistics for new council members.

Finance Committee

The Finance reports were reviewed. Overall, the financials are looking good and there are no concerns.

Moved by Brenda Booth and seconded by Susan Sakal THAT the Financial Report for the month of July and August 2022 be received for information.

CARRIED

Fundraising Committee

Susan Sakal confirmed that the preparations for the Gala were advancing well. Susan asked if anyone on the board already attending the Gala would be willing to volunteer at the front table for a portion of the event. Kathi Maskell agreed and Edwin Haas said he would come back with an answer.

The Board discussed how Susan was to present the honorarium to Launch Pad for their assistance at the Gala. It was decided that the Board will present Launch Pad with two cheques. One will reimburse receipts used for baking and the other will be the honorarium. Agnes Rivers-Moore is to begin process of honorarium cheque.

10. Other / New Business

Cultural Roundtable: Culture Days were discussed.

Progress Report on HPL Strategic Plan: Agnes Rivers-Moore asked Carolyn Caskanette to report from a staff perspective what the library has been doing related to the Strategic Plan. Carolyn mentioned that the Waive Goodbye to Fines event was going well and that patron card renewals are increasing each week. Carolyn also stated that the number of new residents signing up for a library card has doubled from a couple of months ago.

Staffing issues that have been facing Ontario were discussed Agnes Rivers-Moore outlined how the library will approach services if our staff levels ever get low. A report on Kajeet WiFi Hotspots was discussed.

11. Review of Board Work Plan

Agnes Rivers-Moore stated that September and October items were ongoing. Some information concerning the Youth Canada Works Grant is not yet available due to when payroll fell but will be finished when the information becomes available. Agnes suggested that the library board might invite the CAO or mayor of Hanover to the next board meeting to meet the requirement of informing them about trustee recruiting.

12. Informal Round Table

Kathi Maskell asked the trustees to discuss what was done well this meeting.

13. Adjournment

Next scheduled meeting is: Thursday, October 27th, 2022 at 6:00 p.m. Location to be determined.

Moved by Susan Sakal THAT this meeting be adjourned at 7:41 p.m.

CARRIED

Signed:

Secretary _____

Chair _____