

Hanover Public Library Board Meeting Minutes
Wednesday, June 21, 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>R</u> Laurel Douma	<u>X</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 6:38 p.m. and read the Territory Acknowledgement.

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

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

4. **Board Education:** Agnes Rivers-Moore collected the Issues and Opportunities Workbooks for the Strategic Plan, and board members discussed filling them out.

5. **Consent Agenda:**

A. Minutes of May 18 2023 board meeting	For Approval
B. CEO's report – May-June 2023	Receive and File
C. Statistics Report – May 2023	Receive and File
D. Accounts Payable May 2023	For Approval
E. Correspondence – D Joyce letter to the editor	Receive and File

Brenda Booth asked that item E – Correspondence be lifted from the Consent Agenda for discussion. She mentioned that the letter would help the image of the library and showed what the library could focus on in the future.

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

6. **Matters arising from the Minutes:** Agnes Rivers-Moore handed out 200 printed 2022 Annual Reports for the trustees to distribute. Agnes also reported that the Town of Hanover did not have room for the Annual Report to be distributed with their bills until the fall, so it will be awhile before the Annual Reports get out.

7. **Report from the Chair (verbal):** Kathi Maskell reported that she attended the HPL Board committee meetings that she is a part of. Kathi prepared 3 thank you notes that were delivered to Dale and Cathy Cousins of Canadian Tire, to patrons who had given a large donation and to LaunchPad for offering the board a tour of their facility. Kathi also met with Town of Hanover CAO Sherri Walden to discuss the 2015 Service Model & Space Needs plan for the library and how space needs could be addressed at this

moment. Kathi will also schedule another meeting with Sherri Walden to discuss Strategic Plan outcomes and see how the Hanover Public Library can fit into the Town of Hanover's Strategic Plan. Library Board delegation is to present the Annual Report to Council at the August 14th Council Meeting.

8. **Council Feedback:** Carol Hudson discussed what happened at the last council meeting.

9. **Committee Reports:**
Personnel Committee

Laurel Douma had submitted a report that was read at the meeting. The report outlined a delivery schedule for Staff Appreciation gifts as well as Evaluation of the CEO. The Personnel Committee members submitted suggestions to the Policy Committee for Governance Policy 8 to be discussed at the July board meeting. The Personnel Committee also reviewed the forms and process for CEO evaluation to be discussed at their next meeting.

Policy Committee

Jeannette Wilken reviewed the changes that had been made to Governance Policies 1 through 4.

Moved by Jeannette Wilken and seconded by Edwin Haas THAT the Board adopt the amended Governance Policies 1 through 4. **CARRIED**

Finance Committee

Edwin Haas reviewed the Finance reports and Cheque register. The library is in line with where it should be.

Moved by Edwin Haas and seconded by Ruth Linnen THAT the Financial Report for the month of May 2023 be received for information. **CARRIED**

Advocacy and Fundraising Committee

The Advocacy and Fundraising committee met on June 7th and created a list of the major partnerships the library had. Kathi Maskell showed the Thank you card the previous board had created. Carol Hudson spoke about a photo booth fundraising opportunity that could take place at the Hanover Fall Fair, pricing for the photo booth will be discussed at the next board meeting.

10. **Other / New Business**
Library Lease

Agnes Rivers-Moore talked about how the library leases the space for the library from the Town of Hanover. The lease document was reviewed and the board discussed what amendments should be made. Brenda Booth and Kathi Maskell are to set up a meeting with Sherri Walden to discuss changes to the lease to increase the amount of free uses of the Community Hall based on 2022/2023 usage.

Strategic Plan

Agnes Rivers-Moore explained what the library had been charged for so far and that

we are on schedule with the proposed workplan. The library has received over 200 filled out surveys at the time of the meeting. Board members discussed how to market the survey more and get more responses. Carolyn Caskanette is to reach out to the secretary from Saugeen Academy.

Cultural Roundtable

Ruth Linnen outlined what was discussed with the Cultural Roundtable members. Agnes Rivers-Moore and Ruth Linnen plan to align with the theme of the town for Culture Days in September. Ruth was also invited to a focus group with Linton Consulting and spoke about her role in the board and how the library could fit in with Hanover being the cultural hub of the area.

11. Review of Board Work Plan

Agnes Rivers-Moore stated that all of the May Work Plan was completed. The board discussed if a board self evaluation should be completed in the first year of a new term. It was decided that a self evaluation would take place next year and Agnes Rivers-Moore is to distribute the questionnaire in January 2024.

12. Good News and Celebrations

Carolyn Caskanette spoke about the work staff had been doing to try and gain more of a social media following for the library and reported that the library had just completed a contest where we had online entries and several shares on social media. Edwin Haas mentioned that he ran into the chair of the board from LaunchPad and they had a good discussion.

13. Adjournment

Next scheduled meeting is: Wednesday, July 19th 2023 at 6:30 p.m. in the Saugeen Room of the Hanover Civic Centre.

Refreshments for the Strategic Plan meeting taking place on June 29th were discussed and it was decided that muffins and a fruit tray would be purchased as well as coffee to be served at 9 am.

Moved by Jeannette Wilken THAT this meeting be adjourned at 8:21 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____