

Hanover Public Library Board Meeting Minutes
Wednesday, July 19th, 2023, at 6:30 p.m.
 Saugeen Room, Hanover Civic Centre

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

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|----------------------------|--------------------------------|-------------------------------------|
| <u>X</u> Brenda Booth (VC) | <u>X</u> Carol Hudson | <u>X</u> Jeannette Wilken |
| <u>X</u> Laurel Douma | <u>X</u> Ruth Linnen | <u>X</u> Agnes Rivers-Moore (CEO) |
| <u>R</u> Edwin Haas | <u>X</u> Kathi Maskell (chair) | <u>X</u> Carolyn Caskanette (staff) |

1. **Kathi Maskell** called the meeting to order at 6:30 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:**

The board reviewed the Hanover Public Library Draft Buckets, Goal Statements & Strategic Priorities document prepared by Linton Consulting Services Inc.

5. **Consent Agenda:**

- | | |
|--|------------------|
| A. Minutes of June 21, 2023 board meeting | For Approval |
| B. CEO's report – June-July 2023 | For Approval |
| C. Statistics Report – June 2023 | Receive and File |
| D. Accounts Payable – June 2023 | Receive and File |
| E. Correspondence – C Londry survey letter | |

Moved by Carol Hudson and seconded by Laurel Douma THAT the minutes of June 21, 2023 be changed to say that Kathi will schedule a meeting from Kathi scheduled a meeting with Sherri Walden.

CARRIED

Moved by Jeannette Wilken and seconded by Ruth Linnen THAT Items A to E on the consent agenda be adopted.

CARRIED

6. **Matters arising from the Minutes:**

The board discussed whether to complete the Board self-evaluation this year. Trustees decided that they will complete the survey in November and Agnes Rivers-Moore will compile and report in January 2024.

A summary of the Strategic Plan progress was provided and Agnes Rivers-Moore asked if we needed to change anything for our next meeting on Friday July 21.

Agnes Rivers-Moore is to work with CAO Sherri re updating lease Schedule C.

The board discussed the cost of the Photo Booth rental for an advocacy event at the Hanover Fall Fair. The final cost came close to \$750 dollars with a donation to cover part of the cost coming from Giant Tiger.

The board delegation to council date has changed to September 18 at CAO's request.

7. Report from the Chair (verbal)

On June 23rd, Kathi met with the manager of Giant Tiger in Hanover to ask for a \$400 sponsorship for the Photo Booth for the fall fair. She also collected the donation money and delivered a letter of thanks and discussed promotional material to display at the Fall Fair. Kathi also met with the owner of Vi-Leens to discuss a future fundraising fashion show.

8. Council Feedback

Carol Hudson reported on what happened at this month's council meeting.

9. Committee Reports:

Personnel Committee

The personnel committee met on July 17th to discuss staff appreciation and updates to the procedures for the CEO performance review. Laurel Douma reported that the committee updated the evaluation forms and they will be distributed to staff and board members in September 2023. The personnel committee will meet again on Monday September 11th at 6 pm.

Policy Committee

The policy committee reviewed Governance Policies 5 to 8. Those being GOV-05 Planning, GOV-06 Financial Control/Oversight, GOV-07 Board Advocacy and GOV-08 Board-CEO Partnership. Jeannette Wilken outlined the changes that were made to each policy.

Moved by Jeannette Wilken and seconded by Brenda Booth THAT GOV-05 through -08 be adopted as amended. **CARRIED**

The next policy committee meeting will be held Wednesday, September 27th at 2 pm.

Finance Committee

The Finance reports were reviewed. The trustees discussed the new line that was added this year in the revenue section, donations has been split up as donations and fundraising revenue.

Moved by Brenda Booth and seconded by Carol Hudson THAT the Financial Report for the month of June 2023 be received for information. **CARRIED**

Fundraising and Advocacy Committee

The fundraising and advocacy committee met on July 5th. Kathi Maskell outlined the details of the Photo Booth at the Pet Show during the Hanover Fall Fair and asked for volunteers to assist during the event. Carol Hudson, Kathi Maskell, Laurel Douma and Agnes Rivers-Moore will set up a library tent in the in-field at the Hanover Raceway on Friday, August 11th. Ruth Linnen will volunteer from 1 pm to the end of the event on August 12th and Jeannette Wilken will volunteer from 2 pm to 3 pm.

The fundraising and advocacy committee also discussed possible Spring fundraisers and created a draft letter to sponsors. The committee is on a summer hiatus until

September 6th.

10. Other / New Business

Agnes Rivers-Moore reported that she will be on vacation from July 27th to August 7th.

Ruth Linnen discussed a letter that the Cultural Roundtable sent to the Agricultural Society to initiate a conversation and a potential partnership to establish a cultural location in Hanover.

11. Review of Board Work Plan

Agnes Rivers-Moore reviewed the work plan, stating that May and June tasks were complete. July tasks included the operating grant but the Ontario government is changing systems so this task will likely be delayed. Agnes asked the trustees who would be interested in attending the OLA Super Conference and the board decided they would prefer a virtual option. Some adjustments to September and October tasks were discussed. It was decided that a meeting with the CAO would be removed from September since the Strategic Plan will not be complete. Reviewing board bylaws will take place in September and a staff visit will take place in October.

12. Adjournment

Next scheduled meeting is: Wednesday, September 20th, 2023 at 6:30 p.m. in the Saugeen Room of the Hanover Civic Centre.

Moved by Laurel Douma THAT this meeting be adjourned at 8:39 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____