

Hanover Public Library Board Meeting Minutes
Wednesday, September 20th, 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>X</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 6:31 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. **Delegation:**
Linton Consulting Services Inc. presented a final report for a new strategic plan for the years 2024 – 2028, draft final Strategic Action Plan content and a print design of the Strategic Action Plan. Item 3.2.c in the draft was changed.
Moved by Jeannette Wilken and seconded by Brenda Booth THAT the board approve the final copy of the new strategic plan. **CARRIED**

5. **Consent Agenda:**

A. Minutes of July 19, 2023 board meeting	For Approval
B. CEO’s report – July-Sept 2023	Receive and File
C. Statistical Report – August 2023	Receive and File
D. Accounts Payable – July-August 2023	For Approval

Moved by Brenda Booth and seconded by Edwin Haas THAT Items A to D on the consent agenda be adopted. **CARRIED**

6. **Matters arising from the Minutes:**
Kathi Maskell stated that the delegation to council was cancelled based on discussions during the strategic plan meetings, the delegation will take place in a couple of months when both the town and library strategic plans are more underway.

7. **Report from the Chair (verbal)**
Kathi Maskell met with Agnes-Rivers Moore several times over the month to discuss the strategic plan edits and spoke and emailed with Kelly to finalize the strategic plan.

8. **Council Feedback**
Carol Hudson reported on the AMO Conference and topics discussed at this month’s council meeting.

9. Committee Reports:

Personnel Committee

The personnel committee met on September 11^h to finalize the CEO performance review to be handed out to trustees, library staff and municipal staff. Evaluations are to be completed by September 30th to return to Laurel Douma.

Policy Committee

Nothing to report. The next meeting of the policy committee will be September 27th at 2 pm.

Finance Committee

The Finance reports were reviewed. The final fees for Linton Consulting Inc. will be on the next report and it will come in over budget. The board will be using money from reserves to cover strategic plan costs. Agnes Rivers-Moore reported that the Ontario Operating Grant has not been announced yet.

Moved by Edwin Haas and seconded by Carol Hudson THAT the Financial Report for the month of August 2023 be received for information. **CARRIED**

Fundraising and Advocacy Committee

Kathi Maskell mentioned that the committee discussed the fall fair, working with service clubs, Christmas and the book sale. Carol Hudson volunteered to help at the Trick or Treat trail on Halloween.

10. Other / New Business

Agnes Rivers-Moore proposed a membership drive to be held over Ontario Public Library Week. The trustees discussed how to market the drive and Kathi Maskell agreed to approach Heinz Automotive to get contact information for advertising on their sign.

Moved by Edwin Haas and seconded by Jeannette Wilken THAT the Hanover Public Library Board approve the proposal to offer free 3-month memberships to people living in Ontario, who do not qualify for a free resident membership, and come in and ask during October 16th to 21st, Ontario Public Library Week 2023. **CARRIED**

Agnes Rivers-Moore updated the board on staff changes that were coming for the library.

Agnes Rivers-Moore presented a proposal for CEO/Chief Librarian Co-Leadership. The trustees asked questions and will vote during the October meeting.

Carolyn Caskanette discussed the upcoming book sale, thanked the board for offering their time to help with the sale and outlined some new expenses that will be incurred this year.

Ruth Linnen reported on a brain storming meeting of the Cultural Roundtable with the municipalities of Minto and Wellington North.

Personnel update: Moved by Brenda Booth and seconded by Jeannette Wilken THAT the Hanover Public Library Board meet in closed session at this time to discuss personal matters about an identifiable individual. **CARRIED**

Carolyn Caskanette and Agnes Rivers-Moore left the meeting at 8:14 p.m.

Agnes Rivers-Moore returned to the meeting at 9:25 pm. Kathi Maskell confirmed during the closed session only personal matters about an identifiable individual were discussed.

11. Review of Board Work Plan

Agnes Rivers-Moore reviewed the work plan. Notable events: Ontario Library Service virtual conference and Marketing ThinkTank.

12. Adjournment

Next scheduled meeting is: Wednesday, October 18th, 2023 at 6:30 p.m. in the Saugeen Room of the Hanover Civic Centre.

Moved by Jeannette Wilken THAT this meeting be adjourned at 9:35 p.m. **CARRIED**

Signed:

Secretary _____ Chair _____