

Hanover Public Library Board Meeting Minutes
Wednesday, October 18, 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 6:32p.m. Laurel Douma read the Territory Acknowledgement.
2. **Agenda:**
Moved by Jeannette Wilken and seconded by Carol Hudson that the agenda be accepted as circulated. **CARRIED**
3. **Declaration of conflict of interest** - None.
4. **Board Education:** Jeannette Wilken reported on what she had learned at the Ontario Library Service conference. A new measurement tool for libraries will be announced soon that determines a value on the social return of libraries. Jeannette also mentioned the keynote speaker who spoke about library's relationships with their municipality. The board members and staff shared positive stories of interactions they had had with new patrons at the library or new residents to the town.
5. **Consent Agenda:**

A. Minutes of Sept 20 2023 board meeting	For Approval
B. CEO's report – Sept-Oct 2023	Receive and File
C. Accounts Payable – September 2023	For Approval

Moved by Ruth Linnen and seconded by Carol Hudson THAT Items A to C on the consent agenda be adopted. **CARRIED**
6. **Matters arising from the Minutes:** Agnes Rivers-Moore discussed the staff changes that had happened since the last board meeting. The CEO/Chief Librarian Co-leader proposal was deferred.
7. **Report from the Chair** (verbal) – Kathi Maskell described her activities for the past month. On September 26th, Kathi had a concluding conversation with Kelly Linton about the strategic plan. On October 6th, Kathi discussed the staffing issues of the library with Agnes Rivers-Moore. Finally, on October 17th, Kathi and Agnes met with Town of Hanover CAO Sherri Walden to discuss ways in which the Town and the Library could align with each other's strategic plans. Kathi mentioned many of the ways that the library fit into the town's strategic plan.
8. **Council Feedback** – Carol Hudson mentioned what was happening with town development. Noted that development charges normally include a percentage for

library funding.

Carol Hudson left the meeting at 7:21 p.m.

9. Committee Reports:

Personnel Committee

Laurel Douma reported that she had received all of the CEO performance evaluations from staff, trustees and municipal staff. The committee has not yet met to compile. Their next step is to meet as a committee with a report of the results which will take place in early November.

Policy Committee

Jeannette Wilken outlined the changes that would be made to Governance Policies 9 to 12. In Respect section, keep wording as in previous version.

Sherri Walden (CAO) arrived at 7:35 p.m. She spoke about how the Town and the Library can align with work on their strategic plans. Sherri mentioned that the Library fits in with many of the Town's goals. Sherri left at 7:53 p.m.

Finance Committee

The Finance reports were reviewed.

Moved by Edwin Haas and seconded by Brenda Booth THAT the Financial Report for the month of September 2023 be received for information. **CARRIED**

Fundraising/Advocacy Committee

Kathi Maskell relayed what the committee has been working on recently. For December the Library will have a float in the Rotary Christmas Parade. The Fundraising and Advocacy Committee attained a free market stall at the Christmas Market and will be selling crafts as a fundraising effort. The Library will also attend the Home Show in 2024 and have a Love Your Library Campaign in February 2024.

Carol Hudson returned at 8:09 p.m.

10. Other / New Business

Agnes Rivers-Moore asked how the board wanted to proceed with the strategic plan. The board discussed the merits of having a committee to assist with strategic planning measurables. The trustees decided that staff will come up with the measurables and present them to the board for approval. The Finance Committee will meet with Agnes to discuss budget connected goals.

Accreditation was decided against for the time being.

Agnes Rivers-Moore described the Social Return on Investment toolkit.

Jeannette Wilken suggested that it would be good for another trustee to be the Board Assembly rep starting in January to spread the knowledge.

The Fines and Fees for 2024 report and schedule of fees was reviewed. Kathi

Maskell relinquished the chair to Vice Chair Brenda Booth. Kathi discussed the non-resident fees. Kathi Maskell retained the chair. The Parks and Rec fee was discussed to provide context. Kathi Maskell called for a vote; the proposed increase of the non-resident fee was not approved.

Moved by Edwin Haas and seconded by Carol Hudson THAT the Policy Fines and Fees be accepted retaining the \$70 rate for non-residents. **CARRIED**

11. **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 8:48 p.m.

The board re-opened the meeting at 9:40 p.m. Kathi Maskell confirmed during the closed session only personal matters about an identifiable individual were discussed.

12. **Work Plan** – tasks completed

13. **Adjournment**

Next scheduled meeting is: Wednesday, November 15th, 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 9:50 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____