

**Hanover Public Library Board Meeting Minutes**  
**Wednesday, January 17, 2023, at 6:30 p.m.**  
Saugeen Room, Hanover Civic Centre

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

X	Brenda Booth	X	Carol Hudson	X	Jeannette Wilken
X	Laurel Douma	X	Ruth Linnen	X	Carolyn Caskanette (CEO)
X	Edwin Haas	X	Kathi Maskell	X	Alexander Taylor (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 Edwin Haas THAT the agenda be accepted with amendments. **CARRIED**
  
3. **Declaration of conflict of interest** - None.
  
4. **Board Education:** None
  
5. **Consent Agenda:**

A.	Minutes of Nov 15 and Special Dec 13 2023 board meeting	For Approval
B.	CEO's report for Nov 2023 to Jan 2024	Receive and File
C.	Statistical Report – Nov and Dec 2023	Receive and File
D.	Accounts Payable – Nov and Dec 2023	For Approval

Moved by Jeannette Wilken and seconded by Ruth Linnen THAT Items A to D on the consent agenda be adopted. **CARRIED**
  
6. **Matters arising from the Minutes:**

OLA Board Boot Camp is not happening virtually this year. Board discussed potential of members attending virtual workshops throughout the week of OLA. Members will let Carolyn Caskanette know if they decide to attend.

Jeannette Wilken informed the board members about the Board Assembly Rep position. Laurel Douma volunteered to take on the role this year. Carolyn Caskanette to tell Laurel Douma when the next meeting will be.
  
7. **Report from the Chair –**
  - Met with Brenda Booth to work on recruitment for CEO
    - Brenda Booth, Kathi Maskell, Kim Storz, CEO of West Grey Public Library & Melissa Hilgendorff, Town of Hanover Human Resources Manager will be on the hiring committee
  - Mayor Luncheon attended
  - Toured potential book sale location

- Email from Mayor
  - Kathi was made aware that council has been asked to consider closure of Civic Centre on Saturdays during budget talks
    - Carolyn to look at contract
  - Carolyn said that we could close evenings throughout the week if necessary instead of Saturday
- Kathi Maskell thanked Carolyn Caskanette for her hard work and jumping in as Interim CEO, Kathi mentioned initiatives that are starting within the library
- Fall & Christmas Market attendance discussion
- A market subcommittee suggested by Brenda

**8. Council Feedback** – The approaching budget meeting is council’s focus, no further feedback.

**9. Committee Reports:**

**Personnel committee report (Laurel)**

- CEO evaluation deemed unnecessary
- Staff appreciation to be discussed
- March 11 at 6:30 pm next meeting for Personnel Committee

**Policy Committee report (Jeannette)**

Moved by Jeannette Wilken and seconded by Carol Hudson THAT the Bylaws of the Hanover Public Library Board amendments be approved. **CARRIED**

**Finance Committee (Brenda)**

- 15% received from grants
  - Carolyn says she received \$14,000 this week and will update this figure soon

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

- **Fundraising and Advocacy Committee (Kathi)**

- Suggestions for 2024 fundraisers
  - Love your library
    - To happen in February
  - Online auction
  - Trivia contest

**10. Other / New Business**

- Branding Committee (Carolyn)
  - Committee will be a part of the rebrand by 2025
  - Edwin volunteered to be on the committee

- 5 people, recommended size of committee, consisting of board, staff and external community members
- Fine Free Children’s items (Carolyn)
  - Positive comments were given about the initiative, items are still being returned

Moved by Carol Hudson and seconded by Laurel Douma THAT the Fine Free Initiative for Children’s Items be made permanent. **CARRIED**

- Self evaluation of board (Kathi)
  - 2023 was a difficult year
    - Strategic plan
    - Staff turn over
  - Scored slightly lower than previous year
  - Ruth discussed ways for the board to communicate better
    - Ruth to come back with recommendations about team building activities
    - Carolyn to ask OLS about activities that they have for boards
- Discussion to shift meeting from 3rd Wednesday to the 4th Thursday of each month.
  - Time commitments were discussed and the decision to continue on the 3<sup>rd</sup> Wednesday was made

**11. Review of Board Work Plan**

- Carolyn Cascanette and Kathi Maskell to meet about finalizing work plan
- Moving review of Strategic Plan following meeting with CEO and staff
- On track for January

**12. Informal Round Table**

- The board discussed how everyone felt following the meeting.

**13. Adjournment**

Moved by Jeannette Wilken that the Board be adjourned at 8:40pm.

**Signed:**

Secretary \_\_\_\_\_

Chair \_\_\_\_\_