

Hanover Public Library Board Meeting Minutes
Wednesday, February 21, 2024, 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	<u>X</u>	Carol Hudson	<u>X</u>	Jeannette Wilken
<u>X</u>	Laurel Douma	<u>X</u>	Ruth Linnen	<u>X</u>	Carolyn Caskanette (CEO)
<u>X</u>	Edwin Haas	<u>X</u>	Kathi Maskell	<u>X</u>	Alexander Taylor (staff)

1. **Kathi Maskell** called the meeting to order at 6:30p.m and read the Territory Acknowledgement.
2. **Agenda:**
Moved by Jeannette Wilken and seconded by Brenda Booth THAT the agenda be accepted with amendments. **CARRIED**
3. **Declaration of conflict of interest - None.**
4. **Board Education:**
 - o Launching Successful Community Partnership document and OLS Governance Hub Year 2 – Community Relationships
 - o The chair lead the Board in exploring the formation of a Friends of the Library group
 - The Board discussed the pros and cons, including, recruitment, current volunteers, conflict with book sale group and other fundraising efforts, different perspectives and staff and board time
 - o The decision was made not to pursue a Friends group
5. **Consent Agenda:**

A.	Minutes of January 17th board meeting	For Approval
B..	CEO's report January-February 2024	Receive and File
C.	Statistics report for January 2024	Receive and File
D.	Accounts Payable for January 2024	For Approval

The Board Chair asked that the CEO's report be pulled for discussion.

- o Zoom court discussed
- o Staff decided to run it in the local history room with head phones
 - o It was suggested the CEO reach out to the police chief, our MPP, or community partners to supply a laptop for this program
- o Concerns were raised about liability and whether or not the individuals should be accompanied
 - o CEO to check our insurance
- o It was recommended that CEO communicate with the court systems and community services that we intend to do this

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

6. Matters arising from the Minutes:

- Communication workshop will take place March 9th from 10am to 12pm
- The CEO provided the Personnel Committee with staff poll results for the Staff Appreciation Event

Moved by Jeannette Wilken and seconded by Carol Hudson THAT the Hanover Public Library Board meet in closed session to discuss matters about an identifiable individual in relation to leadership of the Hanover Public Library. **CARRIED**

- Carolyn and Alex left the meeting at 7:14pm and returned at 7:27pm
- The chair reported that only matters about an identifiable individual were discussed

Moved by Edwin Haas and seconded by Laurel Douma THAT the Hanover Public Library Board appoint Carolyn Caskanette to the position of CEO/Chief Librarian, effective immediately with the responsibilities outlined in the CEO/Chief Librarian job description, based on the terms of employment determined by the Board. **CARRIED**

7. Report from the Chair –

- Met with CEO about Zoom court
- Discussed budget with CEO
- Market subcommittee
 - Suggested to plan to attend markets in fall and winter
 - Edwin will talk to potential donor
 - Ideas discussed about affordable crafts
 - Board members to send emails of ideas

8. Council Feedback – Carol Hudson reported about what happened at this month’s council meetings

**9. Committee Reports:
Personnel committee report (Laurel)**

- Didn’t meet in February

Policy Committee report (Jeannette)

Moved by Jeannette Wilken and seconded by Ruth Linnen THAT the Hanover Public Library Board adopt the changes to OP-03 Social Media Policy. **CARRIED**

Moved by Jeannette Wilken and seconded by Carol Hudson THAT the Hanover Public Library Board adopt the changes to OP-07 Collection Development Policy. **CARRIED**

Finance Committee (Brenda)

- Jan 2024 there is money “pulled back” to 2023
 - Included in last year’s budget
- Book budget has a part that was ordered in 2023 but delivered in 2024, the Town of Hanover was unable to charge this to 2023

- It'll be fixed later in the year

Moved by Edwin Haas and seconded by Brenda Booth THAT the Financial Report for the month of January 2024 and the Year End Financials of 2023 be received for information.

CARRIED

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

- Emails sent to business, none have responded, possibly went to junk as not sent from a library address
- Stores have not put out donation jars yet
- Based on research the committee decided not to pursue an online auction but a silent auction in November
- Exploring a trivia night for April or June

10. Other / New Business

- Strategic Plan measurables discussed

Moved by Jeannette Wilken and seconded by Brenda Booth THAT the Strategic Plan Measureables be received as information.

CARRIED

- Cultural roundtable

- Ruth Linnen discussed initiatives proposed by the Cultural Roundtable

11. Review of Board Work Plan

- CEO to attend OLA conference virtually still
- Policy Committee reviewed Intellectual Freedom
- Decided Fundraising – complete
- On track for February

12. Adjournment

Moved by Jeannette Wilken that the Board be adjourned at 8:58 pm.

Signed:

Secretary _____

Chair _____