

Hanover Public Library Board Meeting Minutes
Wednesday, November 15th, 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 6:30p.m and read the Territory Acknowledgement.

2. **Agenda:**
Moved by Brenda Booth and seconded by Ruth Linnen that the agenda be accepted as circulated. **CARRIED**

3. **Declaration of conflict of interest** - None

4. **Board Education:** None

5. **Consent Agenda:**

A. Minutes of Oct 18 2023 board meeting	For Approval
B. CEO's report – Oct-Nov 2023	Receive and File
C. Accounts Payable – October 2023	For Approval

Moved by Brenda Booth and seconded by Jeannette Wilken THAT Items A to C on the consent agenda be adopted. **CARRIED**

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

Board Self-Evaluation – Agnes Rivers-Moore asked if everyone has received the link for information.
Fines and Fees – the fines and fees for 2024 were discussed.

Moved by Brenda Booth and seconded by Ruth Linnen THAT Policy 06 Fines & Fees 2024 be adopted with increases as recorded on page 9 of the board package. And Further THAT the CEO notify municipal staff of new rates. **CARRIED**

7. **Correspondence**

Agnes Rivers-Moore stated that for her last day of work requested by representatives on the board was moving quickly and may not be best for the library.

Kathi Maskell reported that 10 days ago the Board made a motion. Moved by Brenda Booth and seconded by Edwin Haas THAT the Board of Trustees of the Hanover Public Library Board receives and accepts the retirement letter from CEO Agnes Rivers-Moore with gratitude for her 16 years of devoted and loyal service to Hanover Public Library. **CARRIED**

8. Report from the Chair

Kathi Maskell talked about what she had done this month including helping at the Hanover Public Library annual book sale, meeting with Melissa, Carolyn and Agnes about personnel transitions and questions. Throughout the month, Kathi attended meetings for the Board committees she is a part of; and made decorations for the Christmas Market as part of the Fundraising and Advocacy committee. Kathi also attended the Chamber of Commerce Luncheon on November 7th.

9. Council Feedback

Carol Hudson reported what happened at the last council meeting.

**10. Committee Reports:
Personnel Committee**

Laurel Douma reported that CEO Performance summaries were not complete. Plans for Agnes Rivers-Moore's retirement party were discussed. The Personnel Committee along with Carolyn Caskanette are to meet and discuss party planning further.

Policy Committee

Jeannette Wilken outlined the changes to Governance Policies 9 through 12, listing changes only for Governance Policy 10.

Moved by Jeannette Wilken and seconded by Laurel Douma THAT Governance Policies 9 through 12 be accepted with minor changes to Governance Policy 10 and a correction to Appendix B. **CARRIED**

Finance Committee

The Finance reports were reviewed. The book sale did well and put us above our target for revenue. The expenses are in good standing.

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

Fundraising Committee

The Fundraising and Advocacy Committee met on November 1st. Carol Hudson and Kathi Maskell discussed the Trick or Treat Trail and the Christmas Market. The board split up times for trustees to cover the market sale times.

10. Other / New Business

Budget – Agnes Rivers-Moore presented a draft 2024 budget and mentioned that the budget needed to be presented to council on December 11th. Transfer from Library Reserves was discussed to make the library budget balance. Trustees asked about the change that made the budget not balance and concluded it was due to minimum wage increases making the part time wages portion of the budget more than 10% of the overall budget.

Moved by Brenda Booth and seconded by Edwin Haas THAT the That the Hanover Public Library Board amend the budget to ask for 6% on the transfer from town and use \$10,000 from reserves to cover for a space needs consultant AND further THAT the board adopt the draft budget. **CARRIED**

CEO Recruitment – The board of trustees discussed who would join a committee to recruit a new CEO. The committee was created with Kathi Maskell, Brenda Booth and Kathi will ask if Melissa Hilgendorff, Town of Hanover HR Manager will also sit on the committee.

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Suggested motion to Appoint a CEO Recruitment Committee

Move

That the Hanover Public Library Board formally authorizes the establishment of a CEO Selection Committee to undertake the search for the new CEO of Hanover Public Library, with expertise and assistance from retiring CEO, as appropriate,

And Further,

That the CEO Selection Committee be comprised of Board members (list by name)

Brenda Booth, Kathi Maskell and request participation of

And Further, Melissa Hilgendorff for Human Resources

That the CEO Selection Committee be authorized to undertake the search for the new CEO/Chief Librarian including the following tasks (expressed at a high level):

- Confirm timeframes for the process
- Confirm a consensus driven, fair and open search process
- Establish a communication framework
- Consult with Town of Hanover Human Resources Manager through all stages and documentation of the process
- Develop and publish the advertising to market the position
- Develop application scoring scales to shortlist applicants
- Develop the interview questions and weighting scales for the first and second interview(s)
- Develop the reference check process
- Organize a working public library CEO to serve as an expert on the interview panel
- Interview candidates following established interview/reference check process
- Confirm hiring recommendation with Hanover Public Library Board
- Contact unsuccessful candidates
- Work with the Town of Hanover Human Resources Manager to ensure an orderly process for the offer letter, contract, and transition process
- Work with staff to communicate the outcome to the community, stakeholders, and the broader library community

And Further,

- That the CEO Selection Committee be authorized to provide an honorarium to the public library CEO acting as Library Expert in this matter,

And Further,

- That the CEO Selection Committee continue in place until the position is filled.

Moved by: Laurel Dorman Seconded by: Ruth Linnen Carried

CEO Job Description

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Suggested motion to Approve revised CEO Job Description

Move

That the Hanover Public Library Board approve the revised job description for the position of CEO/Chief Librarian; version as reviewed November 2023.

And Further, that the board chair provide this motion to Melissa Hilgendorff (Human Resources Manager) as confirmation.

Moved by: Brenda Booth Seconded by: Laurel Douma Carried

Moved by Edwin Haas and seconded by Jeannette Wilken THAT the Hanover Public Library Board go into closed session to discuss personal matters about an identifiable individual and interim leadership of the Hanover Public Library. **CARRIED**

Carolyn Caskanette and Agnes Rivers-Moore left the at 9:02 pm and returned at 9:29pm. Kathi Maskell confirmed that only personal matters about an identifiable individual related to interim leadership of the Hanover Public Library were discussed.

Motion to Appoint Interim CEO/Chief Librarian.

Move

That the public library board appoint Carolyn Caskanette (name of employee) to the position of Interim CEO/Chief Librarian, effective Dec 1st 2023 with the responsibilities outlined in the CEO/Chief Librarian job description, based on the terms of employment determined by the Board during closed session;

That the Board provide the Human Resources Manager of the Town of Hanover with the necessary information to prepare an offer of employment and employment contract for the Interim CEO/Chief Librarian; and

Further that the offer of employment and employment contract be signed by the Chair and Interim CEO/Chief Librarian and provided to the Human Resources Manager prior to the commencement of the interim appointment

Moved by: Jeannette Wilken Seconded by: Brenda Booth Carried

Cultural Roundtable – Ruth Linnen reported that the Roundtable was recruiting and particularly recruiting for a Youth. Carolyn Caskanette suggested perhaps asking someone at Saugeen Academy. Ruth mentioned some changes to Music in the Square and spoke about a Spring Summit.

Book sale Report – Carolyn Caskanette spoke about the success of the book sale and thanked the trustees for all of their help this year, she reported that many members of the public had commented that this was the library's best book sale so far and profits indicate this as well. Carolyn mentioned that a search for a location for next year's book sale was underway but no news yet.

11. Review of Board Work Plan

Jeannette reported back about the Board Assembly meeting. Agnes Rivers-Moore asked if any of the trustees would like to attend the OLA Super Conference at the end of January.

12. Good News and Celebrations

Staff member Lauren Butchart has returned back from maternity leave and is doing well.

13. Adjournment

Next scheduled meeting is: Wednesday, January 17 2024 at 6:30 p.m. in the Saugeen room of the Hanover Civic Centre.

Moved by Jeannette Wilken THAT this meeting be adjourned at 9:54 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____