

Hanover Public Library Board Meeting Minutes
Wednesday, March 20th, 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	R	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 6:28 p.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:**
 - The board discussed Ontario Library Service GovHub – Municipal Relationships
 - The chair outlined the chain of communication with the municipality and among board members and the CEO

5. **Consent Agenda:**

A.	Minutes of February 21 st board meeting	For Approval
B.	CEO's report for February-March 2024	Receive and File
C.	Statistical Report – February 2024	Receive and File
D.	Accounts Payable – for February 2024	For Approval

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

6. **Matters arising from the Minutes:**
 - Zoom Court follow up – CEO discussed with the Chief of Police issues around providing Zoom Court with the result being the library is no longer being asked to fill that role

7. **Report from the Chair –**
 - Met with CEO multiple times this month

8. **Council Feedback** – Carol Hudson reported on what happened at the council meetings this month.

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

- Staff appreciation party decided for April 27th – CEO to get RSVPs by April 20th and send to Laurel
- At the next board meeting the board will decide on potluck options for staff appreciation party – CEO to buy gift cards for staff
- The chair described the process for interim evaluation of the CEO
- Next meeting for the Personnel committee is May 1st at 5:30pm

Policy Committee report (Jeannette)

Moved by Jeannette Wilken and seconded by Brenda Booth THAT the Hanover Public Library Board adopt the changes made to policy FN-04 Intellectual Freedom.

CARRIED

Finance Committee (Edwin)

- On track for March – employee benefits high this year due to retirement

Moved by Edwin Haas and seconded by Carol Hudson THAT the Financial Report for the month of February 2024 be received for information.

CARRIED

Fundraising and Advocacy Committee (Kathi)

- CEO reported on the progress made for the Trivia Night fundraiser and appearance of the library at the Home and Garden show
- The board decided to revisit the idea of an auction next year

10. Other / New Business

- Annual Report Draft
 - The board reviewed the annual report draft and made suggestions
 - Laurel Douma to write the message from the board for approval at next meeting

Moved by Carol Hudson and seconded by Laurel Douma THAT the Annual Report 2023 draft be received as information.

CARRIED

11. Review of Board Work Plan

- CEO made a report of information gathered about the population of the town to return a number to the architect firm for the Space Needs Study – the board decided the population served is 8200 with a reach of 40,000 people in a 30 minute drive in line with the Town of Hanover’s population served
- On track for March

13. Adjournment

Moved by Jeannette Wilken that the Board by adjourned at 7:56pm.

Signed:

Secretary _____

Chair _____