

Hanover Public Library Board Meeting Minutes
Wednesday, April 17, 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
R	Laurel Douma	<u>X</u>	Kathi Maskell (Chair)	<u>X</u>	Alexander Taylor (staff)
<u>R</u>	Edwin Hass	X	Ruth Linnen	<u>X</u>	Carolyn Caskanette (CEO)

1. **Kathi Maskell** called the meeting to order at 6:28 pm and read the Territory Acknowledgement.
2. **Agenda:** Moved by Jeannette Wilken and seconded by Ruth Linnen that the agenda be accepted as circulated. **CARRIED**
3. **Declaration of conflict of interest** - None.
4. **Board Education:**

The board discussed documents from *Ontario Library Service Governance Hub – Year 2 – Aligning with Municipal Values*. Board and council interactions were highlighted in the education article and the board discussed that the library is moving in a direction of attending more outreach events. How the library is linking with Municipal Values were noted:

 - In alignment with the town’s strategic plan
 - Optimize essential services by updating their facilities – we are part of the town’s facilities, we are making progress on updating our space
 - Expanding healthy living through culture – we offer cultural programming
 - The province of Ontario has determined that libraries are essential – CEO relayed information from Federation of Ontario Public Libraries meeting about increased awareness in relation to the Public Libraries Act
5. **Consent Agenda:**

A. Minutes of March 20 th Board Meeting	For Approval
B. CEO’s report for March/April 2024	Receive and File
C. Statistical Report – March 2024	Receive and File
D. Accounts Payable – March 2024	For Approval

The CEO’s report was lifted from the Consent Agenda to be discussed. Trustees asked for clarification on two grants that had been applied for as well as upcoming events happening at the library. An increase in membership was brought forward and CEO highlighted that following the Ontario Library Week promotion people were coming back following the end of the promotion to purchase a full membership.

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:

- The message from the board is to be written and approved by email by the next meeting.

7. Report from the Chair (verbal)

- The chair met with CEO to discuss Space Needs Report

8. Council Feedback

Carol Hudson outlined what happened at the recent council meetings

Library items:

- Earth Day
 - Litter pick up event, the library is involved
- The Age Friendly Committee has approved 4 companies (including the library)

9. Committee Reports:

Personnel Committee

- Determining who is bringing what to the April 27th staff appreciation party

Policy Committee

- Membership Policy Change
 - 2 types of documents required has been changed to permit photo identification as the sole piece of identification

Moved by Jeannette Wilken and seconded by Ruth Linnen THAT OP-04 Membership policy be adopted. **CARRIED**

Finance Committee

The Finance reports were reviewed.

- Expenses look good
- Reconsider spreading our fundraising out earlier next year as fundraising is heavy at the end of the year for 2024

Moved by Brenda Booth and seconded by Carol Hudson THAT the Financial Report for the month of March 2024 be received for information. **CARRIED**

Fundraising Committee

- Trivia Night at the Hanover Legion, June 21st
- Home and garden show attendance
- CEO meeting with Parks and Rec in coming weeks about joint programs

10. Other / New Business

- Territory Acknowledgement
 - Will discuss any potential changes to Land Acknowledgement next meeting
 - Ruth recommended readings by CBC to help educate board members on Land Acknowledgements
 - *“What’s wrong with Land Acknowledgements and how to make them better”*
- Summer meeting dates
 - No meetings in July and August

Moved by Brenda Booth and seconded by Carol Hudson THAT the Motion to hold no Board meetings during the summer months of July and August be approved. **CARRIED**

11. Review of Board Work Plan

- Board Work Plan – on track
 - Space needs plan as part of Strategic Plan – CEO to have preliminary meetings
 - Annual Report - Board message over email
 - CEO: follow up with Laurel Douma about Board assembly meeting
 - The Legal Risk check list to be updated
 - Terms of Reference will be reviewed and approved next meeting

12. Informal Round Table

- 2 new employees have been hired to fill a CSA position and a Page position
- Branch manager will be hired next week

13. Adjournment

Next scheduled meeting is: Wednesday, May 15, 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 8:05 p.m. **CARRIED**

Signed:

Secretary _____

Chair _____