

**7988Hanover Public Library Board Meeting
Wednesday, June 19, 2024 at 6:30 pm
In the 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 6:30 p.m. The Territory Acknowledgement was read by Carol Hudson.

2. **Agenda:**

Moved by Edwin Hass and seconded by Brenda Booth THAT the agenda be accepted.

CARRIED

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

4. **Board Education:**

- Toni, our Library Assistant- Programming and Outreach, presented her position to the board
 - Toni brought examples of newsletters that she makes for the Adult and Teen groups.
 - Toni attends events around the town and represents the library at these locations.
 - Toni has planned out special events and fundraisers for the year.

5. **Consent Agenda:**

- | | |
|--|------------------|
| A. Minutes of May 15 board meeting | For Approval |
| B. Statistical Report – April 2024 | Receive and File |
| • Tourist information was discussed. <ul style="list-style-type: none">○ New brochures were purchased. | |
| • The cost of copying has gone up. | |
| C. Accounts Payable – April 2024 | For Approval |
| D. Correspondence – Outreach Report (Toni) | For Approval |

Moved by Jeannette Wilken and seconded by Laurel Douma THAT Items A to D on the consent agenda be adopted.

CARRIED

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

- Annual Report
 - CEO to present to council on July 15th
 - Kathi to ask apartment buildings if we can post our annual report in their foyers.

Moved by Laurel Douma and seconded by Jeannette Wilken THAT the final printing of the annual report be approved.

CARRIED

7. CEO's report

- Hired Laura-Lee as the new Children and Youth Services Librarian.
- We are in the process of hiring a new CSA to replace the position vacated by Laura-Lee.
- We are working with the Grey Bruce Newcomer and Immigrant Women's Collective
- Canada Day, we are attending events on that day
- We are hosting two free programs this summer thanks to the Lions Club funding them.
- Staff members attended the Pride Flag raising ceremony with Carolyn helping to raise it.
- Carolyn is making a member of staff part of the Chamber of Commerce executive committee.

8. Report from the Chair

- Participated in the Hanging Basket Sale on May 16-18.
 - Went to the sale on May 19-20, but was not needed.
- On June 4 the chair went to CEO's 6 month review.
- During June put together a basket for Trivia night

9. Council Feedback

- Carol Hudson updated the board about recent council meetings

10. Committee Reports:

Personnel committee report (Laurel)

- June 4 met with CEO for 6 month review.
- Next meeting: September 11 at 5:30pm

Policy Committee report (Jeannette)

- Programming policy
 - Changed "programmes" to "program"
 - Similar spelling and grammar changes made.

Moved by Jeannette Wilken and seconded by Edwin Haas THAT the board accept changes made to the OP-10 Programming Policy.

CARRIED

- Emergency Procedures discussed

Moved by Jeannette Wilken and seconded by Brenda Booth THAT the Hanover Public Library accept the Town of Hanover's Emergency Procedures (JHSC-08).

CARRIED

Finance Committee (Edwin)

- Motion by Edwin Hass and seconded by Brenda Booth THAT the board adopt the terms of reference for the Finance Committee. **CARRIED**
- We are on track for the year, good financial standing
 - Revenue isn't where we expected to be, 2% under, fundraisers coming up
 - We are above on some targets for expenses
 - This is due to employee benefits from multiple retirements this year

Moved by Edwin Haas and seconded by Carol Hudson THAT the Financial Report and Balance Sheet for the month of May 2024 be received for information. **CARRIED**

Fundraising and Advocacy Committee (Kathi)

- Trivia night.
 - Final preparations discussed; volunteering time assigned
- Discussed hanging basket sale

11. Other / New Business

- Ruth - Cultural Round table
 - Wellington and Grey Bruce were present
 - Hanover was deemed a welcoming place for the LGBT+ community
- New Comer Event, June 8th - Entertainer good with kids, library drew attention
- Yoga in the square
 - 3 events are planned for the library

12. Board Work Plan

- On track

13. Good News and Celebrations

- The library received a Magic the Gathering collection that will be used for programming

14. Adjournment

Next scheduled meeting is: Wednesday, September 18, 2024 at 6:30pm in the Saugeen Room of the Hanover Civic Centre.

Moved by Jeannette Wilken that the Board by adjourned at 8:28pm.

Signed:

Secretary _____

Chair _____