

**Hanover Public Library Board Meeting
Wednesday May 15, 2024 at 6:30 pm
In the Saugeen Room, Hanover Civic Centre**

Members: (X = present, A = absent, R = regrets, L = Expected late)

<u>R</u>	Brenda Booth	<u>X</u>	Carol Hudson	<u>X</u>	Jeannette Wilken
<u>X</u>	Laurel Douma	<u>R</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 Jeannette Wilken and seconded by Edwin Haas that the agenda be accepted with amendments.

CARRIED

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

4. **Board Education:** None

5. **Consent Agenda:**

A.	Minutes of April 17, 2023 board meeting	For Approval
B.	Statistical Report – April 2024	Receive and File
C.	Accounts Payable – April 2024	For Approval
D.	Correspondence – Outreach Report (Toni)	For Approval

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:**

- Annual Report

Moved by Laurel Douma and seconded by Carol Hudson that the board message for the annual report be adopted with possible minimal changes to fit in the report.

CARRIED

- Territory acknowledgement
 - The word “acknowledgement” was discussed. Suggested change:
 - Land Statement.
 - The chair will reach out to the group who assisted the library with writing our current Territory Acknowledgement for advice on updating our terminology.
 - No changes made but will return to following information gathering
- Space Needs Report
 - The CEO updated the board about meeting with Town of Hanover CAO. The library is proceeding with the Space Needs Report in order to provide accurate information to the Town with the upcoming development charges bylaw and Town of Hanover Strategic Plan item of

investigating the cost of a new library and Hanover Public Library Strategic Plan. There will be a slight delay in start date as suggested.

7. CEO's report

- The Hanging Basket Sale update
- Outreach
 - The library has been getting involved with outreach events, including:
 - Presentation to Horticultural society about seed library and Hanging Basket Sale
 - Mayor's Tidy Town - Hanover Cleanup – staff and board members participated
- 1st quarter statistics
 - 41% of Hanover has a library card!
 - 500 entering the library this quarter
- Seed Library
 - 1300 seeds have been taken out of the seed library, well received by community members, teachers and homeschool families in particular
- Poetry reading event was a success with 28 people in attendance with attendees again from as far as Owen Sound and Port Elgin.

8. Report from the Chair

- Staff Appreciation Party
- Met with CEO to discuss agenda.

9. Council Feedback

- Plans to attend the cultural symposium at the end of May
- Updates about the town

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

- Suggestion to make the staff appreciation party earlier in the year more availability of location for party, staff and trustees should have more opportunities to intermingle.
- On June 4th at 7:15pm, board is to have the 6 month review CEO review with Carolyn Caskanette
- Terms of reference reviewed

Moved by Laurel Douma and seconded by Jeannette Wilken THAT the Hanover Public Library Board approve the Terms of Reference for the Personnel Committee. **CARRIED**

Policy Committee report (Jeannette)

Moved by Jeannette Wilken and seconded by Edwin Haas THAT the Terms of Reference for the Policy Committee carried as is. **CARRIED**

Moved by Jeannette Wilken and seconded by Laurel Douma THAT the Hanover Public

Library Board adopt OP-09 Resource Sharing.

CARRIED

Moved by Jeannette Wilken and seconded by Laurel Douma as follows:

THAT the Hanover Public Library Board (the board) adopts the following document of The Corporation of the Town of Hanover (the Town):

HR-004 Workplace Violence & Harassment Policy Statement (being a revision approved by Hanover Town Council on January 1, 2024)

With the following modifications:

1. Generally. References to the “Corporation of the Town of Hanover”, “Town of Hanover”, “Town of Hanover’s”, “Town” and “Town’s” are to be read as references to the “board” or “board’s”, respectively (whenever those references are used in the context of being the employer) or the “Hanover Public Library” or “Hanover Public Library’s”, respectively (whenever those references are used in the context of the organization to which the library employees belong).
2. The reference to “employment with the Town” is to be read as a reference to “their employment by the board at the Hanover Public Library”.
3. A reference to any matter or thing relating to The Corporation of the Town of Hanover referred to in the Town’s policy statement herein mentioned that is not already covered in the preceding modifications is to be read as a reference to any corresponding matter or thing relating to:
 - o the board, or
 - o the Hanover Public Library (the library), or
 - o the Chief Executive Officer/Chief Librarian or designate, or Supervisor, or
 - o library employees,if and whenever that reference is the appropriate application. **CARRIED**

The Policy committee will be meeting again on May 29th at 2pm.

Finance Committee (Edwin)

- We are currently at our spending percentile for the year.

Moved by Edwin Haas and seconded by Jeannette Wilken THAT the Financial Report for the month of April 2024 be received for information. **CARRIED**

Fundraising and Advocacy Committee (Kathi)

- Discussion of the current state of volunteers for the Hanging Basket Sale was discussed
 - o Several members of the board signed up to participate as volunteers
- Home and Garden Show attendance discussed
- No changes made to terms of reference.

Moved by Laurel Douma and seconded by Edwin Haas THAT the Fundraising and Advocacy Terms of Reference be adopted. **CARRIED**

11. Other / New Business

- Service Ontario
 - In January the provincial government suggested that Libraries should have a service Ontario in their facilities
 - This would require them to be a dedicated location
 - CEO recommends we do not do this at current time based on space requirements
- Surplus Items
 - We would like to sell some excess furniture due to our lack of space
 - Questions about an appropriate buyer for glass display case came up

Moved by Jeannette Wilken and seconded by Laurel Douma THAT The Hanover Public Library board approve the sale of surplus items by virtual auction or appropriate buyer.

CARRIED

- Board Assembly Report (Laurel)
 - Spring meeting met over zoom
 - Structure of OLA discussed
 - Pat Stephens nominated as representative for our region
 - Round table was short
 - Funding problems is a common problem
- Nothing to report from cultural round table

12. Board Work Plan

- The board assembly report has been completed today
- Mid review is planned
- On track

13. Good News and Celebrations

- Alex hired as Branch Manager

14. Adjournment

Next scheduled meeting is: Wednesday, June 19, 2024 at 6:30pm in the Saugeen Room of the Hanover Civic Centre.

Moved by Jeannette Wilken that the Board by adjourned at 8:40pm.

Signed:

Secretary _____

Chair _____