

MINUTES
Hanover Public Library Board Meeting
Wednesday March 20th, 2025 at 6:00 pm
In the Saugeen Room, Hanover Civic Centre

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

X Brenda Booth (chair)	X Sue Paterson (council rep)	X Carolyn Caskanette (CEO)
X Laurel Douma	R Kathi Maskell	X Alex Taylor (staff)
X Edwin Haas	X Jeannette Wilken	

1. Brenda Booth called the meeting to order at 5:57 p.m. The Territory Acknowledgement was read by Brenda Booth.

2. Agenda: Moved by Jeannette Wilken and seconded by Sue Paterson that the agenda be accepted. **CARRIED**

3. Declaration of conflict of interest - None.

4. Board Education

- Strength, Weakness, Opportunities, Threats (S.W.O.T.) was discussed in context of risk management
- Carolyn will put the full risk assessment into next month's board package.

5. Consent Agenda

Moved by Edwin Haas and seconded by Laurel Douma that the consent agenda items be accepted with changes to the minutes. **CARRIED**

6. CEO Report:

- Community survey results discussed
 - Potentially run survey in October instead of November
 - Have it available during our special events in order to reach a larger audience

7. Matters Arising from the Minutes

- Accreditation
 - There are two things needed for the library to be accredited
 - We are missing a bathroom – beyond our control
 - We need more policies for:
 - Information services policy
 - Equity, diversity, inclusion policy

Moved by Laurel Douma and seconded by Jeannette Wilken that the library pursue the process of accreditation. **CARRIED**

8. Report from the Chair

- Wrote a Thank-you note to the patron who provided a personal donation to the library.
- Met with CEO

9. Council Report

- February 3rd the council passed a resolution to buy local
- Grey County has a web page about tariffs and local businesses
- Updates about Town of Hanover happenings were presented

10. Committee Reports

• Personnel

- Discussed policies
- Has booked a staff appreciation event
 - April 26th from 4pm-6pm
 - Committee to discuss further details on April 9th

• Policy

- Discussed their terms of reference
 - Number of meetings this committee has per year has changed from 10 meetings a year to 7 instead.
- Looked at Health and Safety JHS-002

Moved by Jeannette Wilken and seconded by Edwin Haas that the Health & Safety Policy Statement (JHS-002) be renewed. **CARRIED**

- Looked at Workplace Violence policy

Moved by Jeannette Wilken and seconded by Laurel Douma that the Workplace Violence & Harassment Policy Statement (HR-004) be renewed. **CARRIED**

- Professional Development policy discussed

Moved by Jeannette Wilken and seconded by Sue Paterson that the Professional Development Policy be accepted with changes. **CARRIED**

○ Financial

- We're early in the year so there are no trends yet
 - We are projecting to be over budget
 - 5% over in expenditures for this time in the year due to rising prices
 - Revenue - Interest rates are higher than we budgeted for
 - payroll costs are above projections
 - Fundraising line under budget
 - This is not a concern at this time since we do our fundraising later in the year
 - Tariffs to affect our future costs
 - Book supplier is in Ontario

Moved by Edwin Haas and seconded by a Jeannette Wilken that the Financial Report for the month of February 2025 be received for information.

CARRIED

- 2024 year-end report discussed
 - We were under budget by ≈\$63,500 due to staffing costs

Moved by Edwin Haas and seconded by Sue Paterson that the Year-end Financial Report for the year of 2024 be received for information.

CARRIED

• Fundraising & Advocacy

- The committee's terms of reference were discussed
- Discussed projects
- Will write letters to public influencers

- **Adhoc Branding Committee**
 - Terms of reference created
 - Worked on Colour Theory

Moved by Edwin Haas and seconded by Laurel Douma that the Adhoc Branding Committee's Terms of Reference be adopted. **CARRIED**

11. Other / New Business

- A new Board member needs to be recruited
- Annual report draft/Board message
 - Grammatical corrections made
 - Minor tweaks suggested - 2024 Board members to be listed, more fundraisers listed
 - Mission statement discussed

12. Board Work Plan

- Space needs report pushed back
- Kathi to write Board message
- Loonies for the Library is ongoing
- Risk assessment discussed
- Laura-Lee coming next month for board education

13. Adjournment

Next scheduled meeting is: Wednesday, April 16, 2025 at 6:00pm in the Saugeen Room of the Hanover Civic Centre.

Moved by Jeannette Wilken that the Board be adjourned at 7:31 pm.

Signed:

Secretary



Chair



