

MINUTES
Hanover Public Library Board Meeting
Wednesday April 16th, 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 5:58 p.m. The Territory Acknowledgement was read by Brenda Booth.

2. Agenda:

- Annual Report removed from agenda

Moved by Jeannette Wilken and seconded by Sue Paterson that the agenda be accepted with amendments. **CARRIED**

3. Declaration of conflict of interest - None.

4. Board Education

- Visit from Laura-Lee
 - Described the TD Summer Reading Club
 - Purchasing theory - Reads/Skims many of the books
 - Phonic material (Wonder Books) bookshelf decoration ideas discussed
 - Discussed buying Launch Pads instead of a computer for the children's section

5. Consent Agenda

Moved by Laurel Douma and seconded by Jeannette Wilken THAT the consent agenda items be accepted with changes to the minutes. **CARRIED**

6. CEO Report:

- Shadow War meeting on libraries discussed
 - Library associations to provide more knowledge on intellectual freedoms and creating literature to provide a united front between libraries
- Board Recruitment discussed
 - Board should recruit with skills in mind that we don't have
- Questions about statistics
 - Purchased new mahjong equipment
 - William's wages being covered by a grant
- Space needs report update

7. Matters Arising from the Minutes

- Risk Assessment
 - Finance Committee does not review charity tax return
 - Monitoring AI
 - Discussed having an insurance walkthrough
 - Carolyn to call about costs
- Data breach plan to be worked on
 - Carolyn to report back next meeting
- Board Recruitment
 - No applicants
 - We need to actively recruit

- Discussed people to ask

8. Report from the Chair

Brenda Booth reported:

- Volunteered at Jamie Warren Concert
- Wrote thank you note for donations
- Participated in Staff appreciation day preparations

9. Council Report

Sue Paterson reported updates from recent council meetings including:

- April is Organ donation month
 - Be a Donor flag will be flown
- Volunteer appreciation event

10. Committee Reports

● Personnel

- Meeting on April 9th
- Finishing plans for staff appreciation
- Carolyn to purchase gift cards
 - 10 staff are expected at the party
- Discussed timing of CEO review

● Policy

- Meetings up to 7 times a year
- Gov-08 Board-CEO partnership
 - Changes made since last year discussed

Moved by Jeannette Wilken and seconded by Laurel Douma THAT the Board-CEO Partnership (GOV-08) be accepted with changes. **CARRIED**

- FN-05 Indigenous Awareness and Respect
 - under note 1 added "approval by the Board"
 - added "the library will welcome and provided services to indigenous..."

Moved by Jeannette Wilken and seconded by Edwin Haas THAT the Indigenous Awareness and Respect (FN-05) be accepted with changes. **CARRIED**

● Financial

- Under target for the year
- Expecting second and third quarters to address the revenue shortfall issues
- Expenses will be higher this year as a result of professional development and tariffs impacting expenses
- Subscription for Zoom not originally in budget
- Books were purchased in advance to avoid tariff costs

Moved by Edwin Haas and seconded by Sue Paterson THAT the Financial Report and Balance Sheet for the month of March 2025 be received for information.

CARRIED

11. Other / New Business

- Land Acknowledgement update
 - Carolyn to bring the OLA version to the next meeting

12. Board Work Plan

- On waiting list for a new vision and mission session
- Library needs audited statements prior to releasing their year-end report
- Hanging Basket sale in May
 - Jeannette Wilken has volunteered

13. Good News and Celebrations

14. Adjournment

Next scheduled meeting is: Wednesday, May 21, 2025 at 6:00pm in the Saugeen Room of the Hanover Civic Centre.

Moved by Jeannette Wilken THAT the Board be adjourned at 8:00 pm.

Signed:

Secretary _____ Chair _____