

AGENDA

Hanover Public Library Board Meeting Wednesday September 18th, 2024 at 6:30 pm In the Saugeen Room, Hanover Civic Centre

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

X Brenda Booth (VC)	X Carol Hudson	X Jeannette Wilken
X Laurel Douma	X Ruth Linnen	X Carolyn Caskanette (CEO)
X Edwin Haas	X Kathi Maskell (Chair)	X Alex Taylor (staff)

1. **Kathi Maskell** called the meeting to order at 6:30 p.m. The Territory Acknowledgement was read by Ruth Linnen.
2. **Agenda:**
Moved by Jeannette Wilken and seconded by Brenda Booth that the agenda be accepted. **CARRIED**
3. **Declaration of conflict of interest** - None.
4. **Board Education:**
 - No board education
 - Kathi thanked Edwin and Brenda for their donations to the library on behalf of the board.
5. **Consent Agenda:**

A. Minutes of June 19th board meeting	For Approval
B. Statistics report for June/July/August 2024	Received and Filed
C. Accounts Payable June/July/August 2024	For Approval
D. Financial Report June/July 2024	For Approval

Reports were received as circulated

Moved by Brenda Booth and seconded by Ruth Linnen that Items A to D on the consent agenda be adopted. **CARRIED**
6. **CEO's report Summer 2024:**
 - working on improving the yearly book sale
 - We are making changes to how volunteers help us throughout the year. Going forward volunteers will become part of a fundraising volunteer group.
 - Worked on the "space needs" report
 - Went to the Hanover fair
 - Worked on the Strategic Plan initiatives
 - working on community partnerships
 - Good Food boxes
 - Statistics are on the rise
 - front desk has increased, 18% higher than last year and 16% above that in the summer of 2024
 - program statistics very high – triple the amount of summer attendance compared to last year – over 1000 children attending in both July and August
 - 1240 people more in July 2024 than July 2023, up from highest attendance in years in 2022, with over 2000 people more than 2022
 - Fundraising
 - Launch Pad pulled out of Ho Ho Homicide – now working with Curling Club
 - Spooky Story Trail has many partners
 - Fired Up food truck
 - St. John's Ambulance First Aid
 - YMCA Grey Bruce Owen Sound
 - AI
 - submitted an application to speak at the 2025 OLA super conference to speak about our work with AI
 - Wrote the first AI policy of Ontario libraries

7. Matters arising from the Minutes:

- Board OLS conference
 - Carolyn to book Saugeen room for Thursday, October 24
 - Event starts at 6pm

8. Report from the Chair

- June 20 helped prepare for trivia event
- June 28 Kathi met with the Personnel committee and the CEO met to discuss 6 month review
- Check ins with the CEO throughout the summer

9. Council Feedback

- Carol Hudson updated the board about summer council meetings
- police station is being built where current fire hall is
- HIPP is prepping an entrepreneur competition to attract people to Hanover
- Orange shirt day planned

10. Committee Reports:

Personnel committee report

- September 11
 - reviewed Performance Appraisal - updated questions for library staff
 - scheduled next meeting Oct 9th for CEO review

Policy Committee report

- Carolyn asked to look at accreditation
- Carolyn to provide presentation on what accreditation means for the library and the community
 - scheduled 1st quarter next year
- Ruth asked to move to another committee due to work commitments – no result was reached – deferred until next meeting

Finance Committee

- We are not at our target for revenue stream – fundraisers heavy in the end of the year
- Under on our expenses
- Still in good shape for the year

Moved by Edwin Haas and seconded by Brenda Booth THAT the Financial Report for the month of June, July, and August 2024 be received for information. **CARRIED**

Fundraising and Advocacy Committee

- Fall Market, board selling Gnomes
- Christmas Market is December
 - Time to prepare for parade
- Cultural Round Table (Ruth Linnen)
 - Having joint meeting September 26th to discuss round table meeting

11. Other / New Business

- Volt report
 - the value of a library to a community
 - aspects tracked: education, space, culture, inclusion, economic development, civic engagement, entertainment and leisure.
 - For every \$1 that council gave the library we provide the equivalent of \$5.48 in comparable social value
- South Grey CEO meeting report

- West Grey library sent invite to meet with new CEOs from Southgate, Grey Highlands and Hanover
- purposed sharing digital resources and physical resources
- Collectively we would have higher buying power
- Non-resident fees discussed – need more clarity from other libraries
- Carolyn to reach out to Stratford
- Ruth Linnen left @8:08 pm
- Fines and Fees update
 - 3 month free again for library week
 - Hanover population get a voucher every time they check something out this week to enter into receive a prize
 - to run the week of October 26th for library week

Moved by Carol Hudson and seconded by Edwin Hass to have 3 month free library memberships for Ontario Public Library Week October 21-26. **CARRIED**

- 3% increasing to costs/fees
- Food for Fines and Food Drive in general for month of October
- Non-resident student fees discussed
 - discussed volunteering to waive non residence fee for students
 - voted to eliminate the non residence student fees
 - vote passed
 - New fees discussed

Moved by Brenda Booth and seconded by Laurel Douma THAT the Hanover Public Library board adopt changes made to the OP-06 Library Fines and Fees. **CARRIED**

- 2025 budget
 - finance committee wants to discuss the budget before bringing it to the board – defer discussion until next month

12. Board Work Plan

- Operating Grant
 - CEO is working on this – application will be done by end of week
- CEO review has begun
- Board Work Plan is “on track”

13. Good News and Celebrations

- Carolyn was invited to Community Round Table to discuss how agencies can work together to help residents of Hanover

14. Adjournment

Next scheduled meeting is: Wednesday, October 16, 2024 at 6:30pm in the Saugeen Room of the Hanover Civic Centre.

Moved by Jeannette Wilken that the Board by adjourned at 8:44pm.

Signed:

Secretary _____ Chair _____