

Library Board Minutes
Hanover Public Library Board Meeting
Wednesday October 16, 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 (Vice Chair)	X Ruth Linnen	R Alex Taylor (staff)
X Laurel Douma	X Kathi Maskell (Chair)	X Lauren Butchart (staff guest)
X Edwin Haas	X Jeannette Wilken	
X Carol Hudson	X Carolyn Caskanette (CEO)	

1. **Brenda Booth** called the meeting to order at 6:30 p.m and read the Territory Acknowledgement.

2. **Agenda:**

Edwin Haas asked for an amendment to the order of the agenda to put the finance committee discussion and budget discussion together, following each other. Add Cultural Roundtable.

Moved by Jeannette Wilken and seconded by Laurel Douma that the agenda be accepted as amended.

CARRIED

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

4. **Board Education:**

- Lauren Butchart, Assistant Librarian – Collections explained her role to the board and spoke about how much of the collection needed to be weeded since she has started her position 1 year ago
- Moving forward with a more balanced collection of fiction and non-fiction and filling in many gaps in the fiction section
- Spoke about Resource Sharing 4 Groups (RS4G) the new Interlibrary Loan system coming into use for Ontario in November 2024

5. **Consent Agenda:**

A. **Minutes** of Sept 18th, 2024 board meeting

For Approval

B. **Statistics report** for September 2024

Received and Filed

C. **Accounts Payable** June/July/August 2024

For Approval

Reports were received as circulated

Moved by Edwin Haas and seconded by Jeannette Wilken that Items A to D on the consent agenda be adopted.

CARRIED

6. **CEO's report Summer 2024:**

- Carolyn Caskanette spoke about the tasks she had been working on over the past month
- Statistics from the Annual Survey of Libraries (2023) were discussed
 - Carolyn prepared graphs comparing revenues, expenses, rent and utilities for facilities, population served, hours of operation of the surrounding libraries compared to Hanover
 - Key findings:
 - Hanover serves a much higher population than surrounding areas with single branch libraries, excluding one
 - Hanover rent is significantly high when compared to other libraries larger than us that receive more funding, we pay almost as much as Owen Sound
 - Hanover generates the most fundraiser and donation revenue of the surrounding area

7. **Report from the Chair:**

- The Chair met with the CEO throughout the month

8. **Council Feedback**

- Carol Hudson updated the board about recent council meetings

9. Committee Reports:

Finance Committee

- Edwin Haas presented and explained the Financial Report and Balance Sheet for September 2024 – under our 75% on both revenue and expenses
- Looking at current year budget, \$4000 from reserves to cover an increase in Non-Fiction purchasing was discussed – motion will be made based on year-end financials

Moved by Carol Hudson and seconded by Kathi Maskell THAT the Financial Report and Balance Sheet for the September 2024 be received for information. **CARRIED**

10. Budget 2025

CEO presented two budgets to the trustees based on information provided from the Finance Committee during a meeting on October 1.

- Increase in donations – will be seeking corporate donations to cover some of the increased costs for 2025
- Decrease in programming – in line with strategic plan to be offering more life skills programming means there are less paid programs offered at the library
- Fundraising – maintain – a lot of work on staff to raise \$20,000
- Magazines – decrease – supplier went bankrupt, circulation not there
- E-resources – to align with Town of Hanover’s strategic plan of being a place for new comers we are introducing more English as a second language (ESL) for kids to enhance our ESL social circle, to answer community needs looking into videos to help with learning skills – e-resources are quite expensive so large increase
- Lending materials – want to add additional “library of things” items – in line with Disc Golf and Snowshoes to support Town of Hanover activities we would like to purchase Pickle Ball equipment
- Internet – hotspots were cancelled this year by supplier – Carolyn working with Bell to get discounted price for data services – looking for corporate sponsor to cover some costs
- Equipment maintenance increase – server died in 2024 – anticipating needs for the future
- Books – large increase to accommodate refresh needed

Trustees discussed funding strategic initiatives from reserves or operations. Consensus arrived that Strategic Initiatives should be funded by operations budget.

Carolyn to follow up with Andrew Wilken about the Town painting the library.

Moved by Edwin Haas and seconded by Jeannette Wilken THAT the Hanover Public Library Board approves budget version on pages 17 and 18 of the board package subject to Town Approval.

CARRIED

The trustees discussed the future of the donor wall as it is getting full and there is no more wall space to add more. CEO to investigate sliding panels to put over top. Edwin Haas also suggested adding it to the website.

Server issues – Significant risk if staff are not able to complete work if internet server fails, skills no longer in house skills of the library, CEO to find out the cost of IT support with the Town

10. Committee reports (continued)

Personnel Committee

- met on October 9th to discuss CEO reviews from staff and trustees

Library Board Approved Minutes – October 16, 2024

- awaiting responses from Town of Hanover management team and CEO self-evaluation
- Next meeting: November 13th.

Policy Committee

AI policy reviewed by policy committee was brought to the board meeting and reviewed as a full board. Thanks to Carolyn and Edwin were given thanks for work on the first AI policy by an Ontario Public Library. Edits to grammar and wording were discussed.

Moved by Jeannette Wilken and seconded by Kathi Maskell THAT the Hanover Public Library Board adopt OP-17 Use of AI in the Library with amendments stated. **CARRIED**

Fundraising and Advocacy Committee

- Met to clarify board role as advocacy
- Updated terms of reference to come next board meeting
- Fundraising is a staff role, the board will attend some events going forward
- Staff are to create a volunteer and fundraising committee for the public
- Gnomes sold at Fall Market raised \$186

11. Cultural Roundtable

Ruth Linnen provided an update about Cultural Roundtable – next year Culture Days will move back outside to the Square

12. Board Work Plan

- On track for Oct
- Board self-evaluation sent out Oct 3 – to discuss next meeting

13. Good News and Celebrations

- Edwin Haas commented that his co-workers had a great interaction in the library and there was a shout out for Alex in particular.
- Carolyn commented there were lots of positive comments about the Sound of Hanover concert.
- Carolyn noted that Giant Tiger has provided a lot of from the donation list for Ho Ho Homicide.

14. Adjournment

Next scheduled meeting is: Wednesday, November 20th, 2025 at 6:30pm in the Saugeen Room of the Hanover Civic Centre.

Moved by Jeannette Wilken that the Board be adjourned at 8:42pm.

Signed:

Secretary _____ Chair _____