

**AGENDA**  
**Hanover Public Library Board Meeting**  
**Wednesday November 20th, 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 Kathi Maskell.  
-Murray Sinclair acknowledged

**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:**

- More than Books
  - Board members agreed with the sentiment of this article and talked about future advocacy to include the library is about books but we also have a lot of other services
- FOPL Advocacy
  - Board had a talk about the strength of local internet.

**5. Consent Agenda:**

**A. Minutes** of October 16th board meeting

**B. Statistics report** for October 2024

**C. Accounts Payable** October 2024

Reports were received as circulated

**For Approval  
Received and Filed  
For Approval**

The minutes were pulled and a small grammatical correction was made.

Moved by Brenda Booth and seconded by Ruth Linnen that Items A to C on the consent agenda be adopted.

**CARRIED**

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

A. Book Sale

- Head volunteer will be leaving as well as one other
- Discussed book sale 2025
  - Mid-June we will do a paperback book sale
- Ontario Library week
  - Fewer people took out of town cards this year
- Issues with the paper discussed
- Retiling entry way discussed
- Meeting with Sherri every two months

## B. Strategic Plan update

- We need to refocus on emails
- Survey to patrons written up and ready to be sent out
- Job descriptions are being worked on
- Work on space needs to be slightly delayed

## 7. **Matters arising from the Minutes:**

- Comments about Board OLS meeting
  - Save our school library petition
    - Board members signed
  - AI presentation the board attended went well
    - Board learned how AI works
  - Digital safety discussed

## 8. **Report from the Chair**

- October 24
  - Book sale
  - OLS presentation on AI
- Wrote thank you letter to anonymous donor
- Talked to Carolyn about Book Sale volunteers
- November 7 attended Coffee With event
- Last week adopted a book as part of the Adopt a Book Campaign

## 9. **Council Feedback**

- Carol updated about Council news
- Budget meeting on Monday

## 10. **Committee Reports:**

### **Personnel committee report**

- Gov-08 policy to be changed for clarity
  - Steps to be spelled out
  - Look at in January

Moved THAT the Hanover Public Library meet in closed session to discuss information about an identifiable person concerning a performance review.

- Carolyn and Alex left at 7:48pm – Board went into closed session

Moved THAT Hanover Public Library Board approve the Performance Evaluation Report for CEO/Chief Librarian Carolyn Caskanette for the year 2024 and that the Chair of the Board and the Chair of the Personnel Committee meet with Carolyn to share the report.

And THAT the Human Resources Manager for the Town of Hanover be informed that the Performance Evaluation Report for CEO/Chief Librarian has been completed and approved by the Board.

And THAT a signed copy of the report be placed in the confidential board file.

Motion to return to open session moved by Laurel Douma and seconded by Brenda Booth.

- Carolyn and Alex returned for 8:30pm

### **Policy Committee report**

- Children and Youth Services policy
  - Definitions, added the word "ward" after child
  - Child means aged 18 or less
  - Added phone # for Grey Bruce Child Services

Moved by Jeannette Wilken and seconded by Edwin Haas THAT the changes made to the OP-12 Child and Youth Services policy be adopted.

**CARRIED**

- OP13 Unattended Children's policy
  - Child is 0-12 years
  - "Supervision of child teen or ward"
  - Grammatical errors corrected

Moved by Jeannette Wilken and seconded by Carol Hudson THAT the changes made to OP-13 Unattended Children's policy be adopted.

**CARRIED**

### **Finance Committee**

- Revenue at 83%, on target
- Expenses at 77%, under expenses
- At good place in budget
- IT expenses, fridge failure, benefits from previous CEO, were unusual expenses

Moved by Edwin Haas and seconded by Brenda Booth THAT the financial report for the month of October 2024 be received for information.

**CARRIED**

### **Advocacy Committee**

- New Committee
- Market in the square coming up, board members chose timeslots

- Town invited us back for Home and Leisure show

#### **11. Other / New Business**

- Board self evaluation
  - Better than last year
  - Next year to get a check off for who completed survey
- Cultural round table
  - No update
  - Next meeting next week
- Budget considerations
  - Multi day event
  - Conversation about the nature of donations
  - Cut \$8k for painting
- OLA Super conference
  - Board members will not attend this year

#### **12. Board Work Plan**

- OLA work on going
- Budget upcoming
- Staff appraisals started
- December 9 special budget council meeting Kathi to attend, 4pm

#### **13. Good News and Celebrations**

- Very excited about the upcoming Ho Ho Homicide
- Best year for outreach

#### **14. Adjournment**

Next scheduled meeting is: Wednesday, January 15, 2024 at 6:30pm in the Saugeen Room of the Hanover Civic Centre.

Moved by Jeannette Wilken that the Board by adjourned at 9:32pm.

**Signed:**

Secretary



Chair

