

AGENDA
Hanover Public Library Board Meeting
Wednesday January 15th, 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	X Sue Paterson (council rep)	X Jeannette Wilken
R Laurel Douma	X Ruth Linnen	X Carolyn Caskanette (CEO)
X Edwin Haas	X Kathi Maskell	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. Sue Paterson was introduced to the board as the new council representative replacing Carol Hudson.

- 2. Election:**
Kathi Maskell was thanked for her many years as chair. Carolyn Caskanette read from the library board bylaws which state an election of chair is to happen every 2 years.

Moved by Kathi Maskell that Brenda Booth be nominated Chair. **CARRIED**

Brenda Booth is elected as chair.

Brenda Booth moved that Ruth Linnen be nominated as vice chair. **CARRIED**

Ruth Linnen was elected as vice chair.

- 3. Agenda:**
Moved by Edwin Haas and seconded by Jeannette Wilken that the agenda be accepted. **CARRIED**

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

- 5. Board Education**
 - OLS booked a presentation to come talk about accreditation
 - This month the board looked at Valuing Ontario Public Library Toolkit (VOLT) that Carolyn presented to council last year

- 6. Consent Agenda motion**
Moved by Ruth Linnen and seconded by Sue Paterson that the Consent Agenda be accepted. **CARRIED**

- 7. CEO Report**
 - Bi monthly meetings with Sherri scheduled with Carolyn
 - Reports will be submitted quarterly to council meetings
 - Grant submitted for Young Canada Works (YCW) – summer student position
 - Year end stats
 - Most measured statistics increased in 2024
 - Circulation up (teens up the most)
 - Donations up this year
 - +2800 more visits (through foot traffic) to the library
 - +more questions answered at front desk

- 8. Council Feedback**
 - Sue Paterson reported what was happening at council
 - Committees have restarted

9. Committee Reports

o Personnel

- Met first week of January
- Looked at GOV-08 Board CEO partnership, next month's policy approval

o Policy

- Amendments to volunteer policy
 - Added "under direction of library staff"
 - Spelling/grammar errors fixed

Moved by Jeannette Wilken and seconded by Kathi Maskel to accept changes made to VOL-01 Volunteer Policy. **CARRIED**

o Financial

- Report for December
- Budget is waiting for final payments
- Over budget for revenue – discussed potential of using surplus

Moved by Edwin Haas and seconded by Sue Paterson that the Financial Report for the month of December 2024 be received for information.

CARRIED

o Advocacy

- Meeting needs to be had to create Terms of Reference
- Carolyn to talk with Laurel about meeting
- December 7 the board was present at the Christmas market
- Email of survey going out tomorrow

10. Fundraising

- i. Board's opinion on potential Fundraiser requested

11. Board work plan

a. OLA

- i. 5 staff going

b. YCW submitted last Friday

c. Elected new chair

d. 10 meetings "unrealistic" for policy committee

- i. Terms of Reference to be done in February

- ii. Jeannette Wilken and Carolyn Caskanette to look over policies for this year

- Carolyn to discuss with Laurel about changing start time of board meetings to 6pm

12. Adjournment

Next scheduled meeting is: Wednesday, February 19, 2025 at 6:30pm in the Saugen Room of the Hanover Civic Centre.

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

Signed:

Secretary _____ Chair _____