

MINUTES
Hanover Public Library Board Meeting
Wednesday June 18th, 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 Kathi Maskell	X Alex Taylor (staff)
X Laurel Douma	X Jeannette Wilken (vice	
X Edwin Haas	chair)	
R Sue Paterson (council rep)	X Carolyn Caskanette (CEO)	

- 1. Brenda Booth** called the meeting to order at 5:56 p.m. The Territory Acknowledgement was read by Brenda Booth.
- 2. Agenda:**
Moved by Jeannette Wilken and seconded by Laurel Douma THAT the agenda be accepted. **CARRIED**
- 3. Declaration of conflict of interest** - None.
- 4. Board Education**
 - Toni, Library Assistant- Programming and Outreach
 - Toni introduced herself to the board
 - Discussed the programs she has assisted creating and implementing
 - Toni highlighted projects that are currently being undertaken
 - Covered her goals for future projects
 - Alex left at 6:07pm and returned at 6:09pm
 - Toni left at 6:23pm
- 5. Consent Agenda**
 - Spelling error to be fixed in last month's minutes
 - Moved by Kathi Maskell and seconded by Jeannette Wilken THAT the Consent Agenda items be accepted with amendments. **CARRIED**
- 6. Matters Arising from the Minutes:**
Space Needs edits were discussed
 - Recommendations reviewed
 - Changes:
 - Pg 4 secondary school on the east side of town
 - Pg 11 cost sharing, efforts have been made in the past to do cost sharing, would like this reflected in report
 - Cost of new facility discussed
 - Patrons who have moved from cities have expectations for libraries we don't meet
 - Private study rooms
 - Regular programs like trivia

7. Report from the Chair

- One Thank you note written
- Charity tax return discussed with Finance Committee
- Met with Carolyn about Space Needs Report
- Incident report for a situation involving CEO's safety addressed

8. Committee Reports

• Policy Committee

- FR01 : Donations, Sponsorship & Fundraising

Moved by Jeannette Wilken and seconded by Kathi Maskell THAT the board adopt policy FR01- Donations, Sponsorship & Fundraising Policy. **CARRIED**

- OP 04 : Membership Policy

- Under purpose "members" has been changed to "patrons"
- Pg 2 non resident
 - "One membership fee will be charged to each family and..."
- Pg 3 "restricted membership types"
 - Changes to children and youth section
 - Under the age of 16 patrons do not need a photo ID required just proof of address
 - "Elementary and secondary school" classification discussed
- Pg 4
 - "members" has been changed to "patrons"
 - Memberships expire every 3 years now
 - Non residents must renew annually
 - "exceed the current limit" added
- Pg 5
 - "members" has been changed to "patrons"

Moved by Jeannette Wilken and seconded by Edwin Haas THAT the board accept the amendments made to OP-04 Membership Policy. **CARRIED**

• Finance Committee

- Revenue and expenses on track
- Microsoft will cost \$400 for new emails
- Behind on donations, expected to increase with summer and during heavy donation months later in the year

Moved by Edwin Haas and seconded by Jeannette Wilken THAT the Financial Report and Balance Sheet for the month of May 2025 be received for information. **CARRIED**

• Adhoc Branding Committee

- Taking a break with the artist for now
- Get ideas from the community
- Community engagement to be planned
 - Competition for schools
- Planned to bring ideas to the board in September

- Alex to talk to the artist about vectorizing future logo

9. Other and New Business

- Laurel Douma reported about the OLS Board Assembly meeting which took place on Zoom
 - November 20 for Ontario Library Service Conference
 - Other libraries were having size issues
 - Board recruitment suggestions
 - Anti spam legislation discussed

10. Board Work Plan

- Paperback pop up next week
- Charity tax return done
- Annual report done
- Space needs to be finished
- Mission and Vision Statements
 - OLS to help us probably next year
- Summer students going to fall fair

11. Adjournment

Next scheduled meeting is: Wednesday, September 17th, 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_____