

DRAFT

Hanover Public Library Board Meeting Minutes
Thursday October 24th, 2019, at 6 p.m.
Winkler Room, Hanover Civic Centre

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

<u>R</u> Andrew Edgcumbe	<u>X</u> Edwin Haas	<u>X</u> Agnes Rivers-Moore (CEO)
<u>X</u> Steve Fitzsimmons	<u>X</u> Kathi Maskell	<u>X</u> Emma Shaw (staff)
<u>X</u> Francis-Joseph Gross	<u>X</u> Susan Sakal	

- Kathi Maskell** called the meeting to order at 6:01p.m.
- Agenda:**
Moved by Steve Fitzsimmons and seconded by Susan Sakal that the agenda be accepted as circulated. **CARRIED**
- Declaration of Conflict of Interest:**
None.
- Board Education:**
Norma Graham, Assistant Librarian, described the main roles of her position, answered questions from the trustees and shared the news that Hanover Honda has sponsored the 2020 Writer's Workshop. Toronto based author, Don Gillmor, will lead the workshop.
- Consent Agenda:**

A. Minutes of September 26th Board Meeting	For Approval
B. Librarian's Report - September - October 2019	Receive and File
C. Statistical Report - September 2019	Receive and File
D. Accounts Payable - September 2019	For Approval

Moved by Francis-Joseph Gross and seconded by Edwin Haas THAT Items A to D on the consent agenda be adopted. **CARRIED**
- Matters arising from the Minutes:**
Trustee recruitment - deadline Friday October 24th
Agnes Rivers-Moore outlined the trustee recruitment process. Kathi Maskell has spoken to the mayor and is confident that there is a good selection process in place. There are two applicants for the position.
Temporary solution for Finance Committee vacancy - Agnes Rivers-Moore has spoken to Brenda Booth, a former trustee who sat on the Finance Committee, and she is willing to work with the CEO and Finance Committee as the 2020 budget is prepared.
- Report from the Chair (verbal)**
Kathi Maskell attended Culture Days in Heritage Square, the Active Aging event at the P and H Centre and the Chamber of Commerce lunch.

8. Council Feedback

None.

9. Committee Reports:

Personnel Committee

Susan Sakal thanked the trustees for returning completed CEO performance evaluation forms. She will contact Andrew Edgcumbe about his form. The committee will meet prior to the next Board meeting, and present the results in closed session at that meeting.

Policy Committee

Francis-Joseph Gross reported that the committee had taken a well-deserved break and would be planning their next meeting for November.

Finance Committee

The Finance reports were reviewed by Edwin Haas.

Kathi Maskell asked for an update on the matter of postage and Inter Library Loans.

Agnes Rivers-Moore explained that SOLS will defray some of the costs but not until February 2020. Costs for 2019 will have to be covered by the library.

Moved by Francis-Joseph Gross and seconded by Susan Sakal THAT the Financial Report for the month of September 2019 be received for information. **CARRIED**

Fundraising Committee

Susan Sakal reported on the status of the silent auction. There are still a few donations coming in including items from the Town of Hanover, Kathi Maskell and John Grant. Advertising for the event will focus on a Christmas theme. The auction will be open for bids from 9 a.m. to 4 p.m. after which the winners can collect and pay for their items using cash or debit. All items must be picked up and paid for by Friday, November 15th. Emma Shaw and Agnes Rivers-Moore will contact local media and create signage for the event.

10. Other / New Business

2020 Budget main points and schedule report from Agnes Rivers-Moore:

It is the Library Board's job to run the library on behalf of the people of Hanover. 90% of the funding comes from the town. Main expenses are wages and the building lease.

Insurance, audits, municipal support and computer support are fixed costs. The donation from Francis-Joseph Gross in memory of his mother will be used to retain the Computer Help employee for 2020. New projects include expanding the fun and fitness collection and adding a streaming video service with the aim to appeal to a new audience and increase membership. Also, a new panel is needed for the library donor wall. Awaiting quote for this project.

Library budget and cover report should reflect that library activities and events support the town's cultural goals.

2020 Budget will need a special board meeting to approve draft budget before it goes to council. Agnes Rivers-Moore will prepare the draft and cover report with assistance from Brenda Booth. Board will convene at 12:00 p.m. on Tuesday, November 12th.

Lease agreement first draft revised/new schedules - Agnes Rivers-Moore stressed the importance of these documents. Concerns expressed about the speed of implementation and the lack of detail. Not all currently used areas are included in draft; discuss this point with town staff. The final draft will be brought before the board for approval in November.

Trustees wishing to attend OLA Conference? - No trustees interested and able to attend at this point.

Francis-Joseph Gross left the meeting at 7:54 p.m.

Risk Assessment - Kathi Maskell thanked Agnes Rivers-Moore for the work put into the risk assessment document and acknowledged the importance of this process.

Francis-Joseph Gross rejoined the meeting at 7:56 p.m.

11. Review of Board Work Plan

The work plan is on track with the following amendments: CEO Performance review will be moved to November. Trustees attending SOLS Trustee Council on October 26th to be confirmed.

12. Informal Round Table

Edwin Haas - Excited about the new streaming service for the library. Accompanied his mother to the library to renew her membership on election day while she had her required I.D. on her.

Steve Fitzsimmons - Excited about the upcoming silent auction and thanked Susan Sakal for all her work.

Susan Sakal - Will be representing the library board at the Cultural Exchange event on October 28th.

Emma Shaw - Thanked all the trustees for their work supporting the upcoming book sale and silent auction.

Agnes Rivers-Moore - Thanked the trustees for their support and patience at this extremely busy time of year.

Francis-Joseph Gross - Found it very refreshing to see Norma Graham's enthusiasm and dedication to the library.

Kathi Maskell asked the trustees what matters are foremost in their minds. They were the budget, the lease agreement schedules and fund raising for a new library.

13. Adjournment

Next scheduled meeting is: Thursday, November 28th, 2019 at 6:00 p.m. in the Winkler Room of the Hanover Civic Centre.

Moved by Steve Fitzsimmons THAT this meeting be adjourned at 8:09 p.m.

CARRIED

Signed:

Secretary _____

Chair _____

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