ANPL Board
MEETING MINUTES
September 21, 2026

Asphodel-Norwood Public Library

MISSION STATEMENT

Our Library is a place for all people with infinite opportunities to connect with community, resources, programs, and services. A true community hub extending beyond our physical spaces.

The Asphodel-Norwood Public Library (ANPL) Board convened a meeting on June 8, 2026 at the ANPL Norwood Branch with the following persons in attendance:

- Maddy Beausoleil
- Linda Cardwell
- Patricia Reed, CEO/Librarian
- Gloria Fernandes
- Glenda Johnson
- Deputy Mayor Lori Burtt
- Krista Rutherford
- Rebecca Tweddle

Regrets

- Ashley Calder
- Jordan Webb, Township of Asphodel-Norwood Treasurer

Call to Order

Chair Krista Rutherford called the scheduled meeting to order at 7:00 p.m.

Land Acknowledgement

CEO/Librarian Patricia Reed shared the Land Acknowledgement from Peterborough County.

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Declaration of Pecuniary Interest

Chair Krista Rutherford reminded members of the Board of their obligation to declare any pecuniary interest that they may have in regard to any matter arising on the agenda and that they could declare that interest now or at the time the matter arises.

Approval of the Agenda

06.01.26 Moved by: Gloria Fernandes
Seconded by: Rebecca Tweddle
"That the meeting agenda for September 21, 2026 be approved as presented."
Carried.

Approval of the Minutes

Meeting Minutes of **June 8, 2026**

06.02.26 Moved by: Deputy Mayor Lori Burtt
Seconded by: Linda Cardwell
"That the minutes for the regular Board meeting held June 8, 2026 be approved as presented."
Carried.

Business Arising from the Minutes

CEO/Librarian Patricia Reed presented AN Library Scorecard Update for Strategic Plan 25-28

06.03.26 Moved by: Rebecca Tweddle
Seconded by: Linda Cardwell
"That AN Library Scorecard Update be received by the ANPL Board for information."
Carried.

CEO/ Librarian Patricia Reed provided an update about AN Active Senior Connection Hub – SALC Governance.

06.04.26 Moved by: Gloria Fernandes
Seconded by: Linda Cardwell
"That AN Active Senior Connection Hub update be received for information."
Carried.

CEO/ Librarian Patricia Reed presented Board succession planning documents for review..

06.05.26 Moved by: Gloria Fernandes
Seconded by: Linda Cardwell

"That the Letter to Clerk and Information Brief for Nomination Committee be approved and that the CEO/ Librarian provide the documents to the Township Clerk on behalf of the Board."
Carried.

Closed Session

06.06.26 Moved by: Gloria Fernandes
Seconded by: Deputy Mayor Burtt
"That the Board move into Closed Session at **7:06pm** as per the Public Libraries Act Section 16.1(4)(b) personal matters about an identifiable individual."
Carried.

The Board Meeting resumed in Open Session at **8:01pm**.

06.11.26 Moved by: Deputy Mayor Burtt
Seconded by: Rebecca Tweddle
"That the Board agrees to direct the implementations of the decisions made in the closed session."
Carried.

Reports

CEO/Librarian Patricia Reed shared Financial Report – Budget VS Actual August 2026

06.12.26 Moved by: Glenda Johnson
Seconded by: Gloria Fernandes
"That Financial Report – Budget VS Actual August 2026 be received by the ANPL Board for information."
Carried.

CEO/Librarian Patricia Reed shared ANPL26-009 CEO Report September 2026.

06.13.26 Moved by: Maddy Beausoleil
Seconded by: Deputy Mayor Burtt
"That ANPL26-009 CEO Report September 2026 be received by the ANPL Board for information."
Carried.

CEO/Librarian Patricia Reed shared ANPL26-010 CEO Property Report 2026

06.14.26 Moved by: Rebecca Tweddle
Seconded by: Maddy Beausoleil

"That ANPL26-010 CEO Property Report 2026 be received by the ANPL Board for information."
Carried.

CEO/Librarian Patricia Reed shared ANPL26-011 Additional 2026 Revenue Allocation

06.15.26 Moved by: Linda Cardwell
Seconded by: Maddy Beausoleil
"That the additional revenue received from unexpected donations and increased facility rentals in 2026 be approved for allocation as presented in the report."
Carried.

CEO/Librarian Patricia Reed shared ANPL26-012 Network Upgrade and Microsoft Intune Deployment

06.16.26 Moved by: Linda Cardwell
Seconded by: Maddy Beausoleil
"That reserve funds be used to complete Phase 1: Network Upgrade and Phase 2: Intune Enrollment as outlined in Appendix A Statement of Work for Township of Asphodel-Norwood Public Library Network Upgrade and Microsoft Intune Deployment as provided by Conpute."
Carried.

Correspondence

None.

Presentations

None.

General Business

CEO/Librarian Patricia Reed presented OP - 08 Facility Rental - 2026. DRAFT & Rental Agreement - 2026 DRAFT

06.17.26 Moved by: Gloria Fernandes
Seconded by: Rebecca Tweddle
"That OP - 08 Facility Rental - 2026. DRAFT and Rental Agreement - 2026 DRAFT be approved as amended with an implementation date of January 1, 2027."
Carried.

CEO/Librarian Patricia Reed presented OP - 09 Community Information - 2026. DRAFT

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06.18.26 Moved by: Deputy Mayor Burtt
Seconded by: Linda Cardwell
"That OP - 09 Community Information - 2026. DRAFT be approved as presented."
Carried.

CEO/Librarian Patricia Reed presented OP - 11 Teen Services - 2026. DRAFT

06.19.26 Moved by: Rebecca Tweddle
Seconded by: Maddy Beausoleil
"That OP - 11 Teen Services - 2026. DRAFT be approved as presented."
Carried.

CEO/Librarian Patricia Reed provided information about upcoming volunteer opportunities for Board members.

Adjournment

06.20.26 Moved by: Linda Cardwell
Seconded by: Rebecca Tweddle
"That the ANPL Board meeting held September 21, 2026 be adjourned at **8:33 pm** with a regular meeting to be held at the Norwood Branch, **October 19, 2026, 7:00pm** or at the call of the chair."
Carried.

Chair

Secretary