Asphodel-Norwood Library Board
Minutes of Meeting December 14, 2017
Norwood Branch

Mission Statement

The Asphodel-Norwood Public Library supports and enriches the community by providing access to resources, programming and opportunities for interactive lifelong learning and leisure

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Norwood Branch on December 14, 2017.

The following Board members were present:
Tammy Bennett, Debbie Lynch, Paula Warr and Laurie Mulholland; and CEO/Librarian Kris Van Luven was also present.
Regrets from Laurie Strawbridge.

Call to Order

Chairperson Debbie Lynch called the meeting to order at 6:00p.m. and reminded members of the Board of their obligation to declare any pecuniary interest that they may have in regards to any matter coming before the Board. There were no declarations.

01.12.17 **Motion**
Moved by Laurie Mulholland Seconded by Paula Warr
That the Agenda be approved as amended.
cd

Approval of Minutes

02.12.17 **Motion**
Moved by Tammy Bennett Seconded by Paula Warr
That the minutes for the Regular Board Meeting held November 9, 2017 be approved as revised.
cd

Business Arising from the Minutes

- No business arising.

Chairpersons Report

- Discussed the new initiatives that have taken place in 2017 (Lunch N' Learns, Pumpkin Parade, Tutoring Program, etc.).

- Discussed the OLA Super Conference Trustee Bootcamp; in fall 2018, the Board will revisit this topic and consider budgeting funds for Board Members to attend.
- The need to look at and update the Library Board's "Terms of Reference" (February 2010) was identified. The document has been forwarded to all Board Members and will be reviewed at a meeting early in 2018.
- Thanked all members of the Board and Staff for their dedication and service to the Asphodel-Norwood Public Library.

03.12.17 **Motion**
Moved by Paula Warr Seconded by Tammy Bennett
That the Chairpersons Report be received.
cd

CEO Report

- Computer speakers and subwoofer have been ordered for use with the Library's projector.
- Kris will approach the Township for assistance moving the empty banks of shelving from Norwood Branch to Westwood Branch (once the stage has been removed, and flooring complete). The treasurer has added a line to the Library Budget (to be implemented in 2019) which will allocate funds to pay for any assistance provided by Township Staff for Library initiatives and/or projects.
- Kris has submitted an application to the second round of funding through the "Senior's Community Grant". If received, funding will go towards continuing to provide a "Lunch n' Learn" type of program, but modified to meet both budget and space constraints.
- A poster has been created for the upcoming "Date-Nite Paint-Nite" and will be amended as per the suggestions of the Board.

04.12.17 **Motion**
Moved by Laurie Mulholland Seconded by Paula Warr
That the CEO report be received as circulated.
cd

Committee Reports:

Policy A few policies will be forwarded to the Board prior to each Board Meeting beginning in January 2018 for revision/approval.

Personnel No report.

Property Property Walk-Throughs were discussed and the consensus was that they need to happen earlier in the year in order to gather quotes (if need be) in time for budget. The Property Committee suggested that Walk-Throughs could happen more frequently and that the Walk-Through for Budget purposes occur in June.

Finance and Technology

Draft Budget will go to Council for approval January 9th.
Kris will be meeting with Library staff to plan for spending of the ILDS funding. So far the upgrade to JASI will fall under this fund and Kris has suggested that new circulation computers be purchased for each branch to support the transition to JASI.
The November Financials were reviewed.

05.12.17 **Motion**
Moved by Laurie Mulholland Seconded by Tammy Bennett
To receive the November Financial Reports for information.
cd

06.12.17 **Motion**
Moved by Paula Warr Seconded by Tammy Bennett
To receive Committee Reports
cd

New / Other Business

Adjournment

Debbie declared the meeting adjourned at 7:12p.m.

Next Meeting
Westwood Branch
January 11, 2018
6:00pm to 8:00pm

DM L
Chairperson, Debbie Lynch

K Van Luven
Minutes Recorder, Kris Van Luven