

**Asphodel-Norwood Library Board
Minutes of Meeting October 13, 2016
Westwood 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 Westwood Branch on Thursday October 13, 2016.

The following Board members were present:

Tammy Bennett, Debbie Lynch, Laurie Strawbridge, Paula Warr and Laurie Mulholland; and Interim CEO/Librarian Lori Burt and Asphodel-Norwood CAO, Candice White was also present.

Regrets from Jennifer Kloosterman.

Call to Order

Chairperson Tammy Bennett called the meeting to order 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.

01.10.16 Motion

Moved by Paula Warr

Seconded by Debbie Lynch

That the Agenda be approved as circulated with a modification to allow Candice White to have a brief chat with the Board.

cd

Messages from the CAO:

The Library CEO has been asked to attend management meetings with the Township. They will also be asked to provide quarterly reports. This will enable the library to stay on top of what is going on within the Township and the Township to stay on top of what is going on in the Libraries. The Board supports this and encourages Lori Burt to attend while she is in the position of interim CEO.

The Library has an "obligatory" fund with \$5550.60 as its balance. Auditors and the Township have tried to investigate what the specific purpose of the funds were to be used for and cannot determine. Candice is suggesting that we transfer that money into a general reserve fund to make it more easily accessible if we need it.

Candice would like to see the 2017 Draft Budget come to her on or before December 8th. It will go to Council on January 17th.

Capital Grant – we will hopefully hear by January if we are approved for the grant. She would like us to know that if it is approved the Township will want to see more programming done and more bodies through the door of the library.

Review of wages – Candice recommends that at this time Library Staff's job descriptions and wages not be reviewed since it was just done in 2014. It should be done every 5 years.

Candice thanked us for our time and left the meeting.

Approval of Minutes

02.10.16

Motion

Moved by Debbie Lynch

Seconded by Paula Warr

That the minutes for the Regular Board Meeting held September 8, 2016 be approved as circulated.

cd

Business Arising from the Minutes

No business arising from the Minutes

Chairpersons Report

No report at this time

CEO Report

- Storytellers was a great success
- Zumba and Yoga will be starting at Westwood Branch
- E-Resources – Lori will be ordering Ancestry.com
- Service Ontario Grant for \$425/branch
- Jenny Lyons will be in to paint but we are waiting on a time.
- Lori suggested the Library running a quiet room at the Fair for next year for decompression, breastfeeding etc. Board supports the suggestion.

03.10.16

Motion

Moved by Debbie Lynch

Seconded by Laurie Strawbridge

That the CEO report be received as circulated.

cd

Committee Reports:

Policy

Committee is still working on the policies.

Personnel

No report

Property

Greg, Lori and Debbie are going to do a walk around each library and create a list of what needs to be done.

04.10.16

Motion

Moved by Paula Warr

Seconded by Laurie Strawbridge

That the CEO report be received as circulated.

cd

Finance

05.10.16

Motion

Moved by Debbie Lynch

Seconded by Paula Warr

To transfer the sum of \$5510.27 from account number: 50-000-328 to account number 50-0000-1000

cd

06.10.16

Motion

Moved by Laurie Mulholland

Seconded by Laurie Strawbridge

That the Finance Report be accepted as circulated.

cd

New Business

- Remembrance Day – Kathleen and Mary will do coffee and tea. Would the Board please donate cookies and square? Board members can bring treats to the next board meeting.
- Ed Arnold is doing a book signing at the Norwood Town Hall this Saturday (15th) from 2-4pm
- December 8th we will hold a quick meeting and a brainstorming/potluck/ugly Christmas sock party.

07.10.16

Motion

Moved by Laurie Strawbridge

Seconded by Laurie Mulholland

That the meeting be adjourned.

Next Meeting

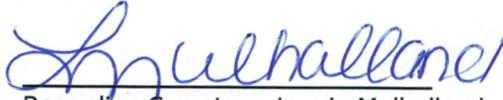
Norwood Branch

Thursday November 10, 2016

6:00pm to 8:00pm



Chairperson, Tammy Bennett



Recording Secretary, Laurie Mulholland