Asphodel-Norwood Library Board
Minutes of Meeting December 9, 2019
Westwood Branch

Mission Statement

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

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Westwood Branch on Monday, December 9, 2019.

The following Board members were present:
Jane Bryenton, Maggie Brickell Rodger Bonneau, Margaret Dawson, Mary Hay, Patricia Reed, Krista Rutherford.
CEO/Librarian Kris Van Luven was also present.

Call to Order

Chairperson Mary Hay called the meeting to order and reminded members of the Board of their obligation to declare any pecuniary interest that they may have in regard to any matter coming before the Board. There were no declarations.

Approval of Agenda

01.12.19 **Motion**
Moved by Krista Rutherford Seconded by Maggie Brickell
That the Agenda be approved as circulated.
cd

Approval of Minutes

02.12.19 **Motion**
Moved by Rodger Bonneau Seconded by Patricia Reed
That the minutes for the Regular Board Meeting held November 11, 2019 be approvedas amended.
Cd

Business Arising from the Minutes

CEO/Librarian Kris Van Luven indicated that the costs associated with repairs to the Westwood Library ramp (incurred in October 2019) have been allocated to a Township capital account and will not affect the Library's 2019 Budget.

CEO Report

Kris van Luven highlighted her report. Kris reported that Marc Findlay will begin installation of AC at Westwood Branch December 10th.
Kris reported that the draft Library budget will be presented to council for a final reading in January.

Kris reported that the January 31, 2020 PA day presentation by CMHA has been cancelled. Kris is open to suggestions to fill this space. It was suggested the Police Board come. Rodger Bonneau agreed to discuss this with council.
Kris indicated that word is spreading that the Libraries are a hub for rentals. It was suggested that to further raise awareness of this, perhaps the Library could promote a "birthday package" to the community.

03.12.19 **Motion**
Moved by Patricia Reed Seconded by Marg Dawson
That the CEO Report be received.
Cd

Committee Reports

Finance:
Indications are that at November month end, Library finances are in reasonable shape with a projection of a small surplus at year end.
Kris has purchased a wireless security camera package to allow staff to live-monitor the lower level of Norwood Branch from the circulation computer. Cost was $30 from Amazon, leaving sufficient funds in the hardware budget for purchase of a multi-function printer for Westwood Branch (cost estimated at $500 + tax).

Policy:
The committee reviewed added sole source provisions for procurement to the draft policy "Procurement of Goods".

04.12.19 **Motion**
Moved by Maggie Brickell Seconded by Krista Rutherford
That the Procurement of Goods policy be adopted
cd

Property
No report

Technology:
Printer as discussed.

05.12.19 **Motion**
Moved by Patricia Reed Seconded by Rodger Bonneau
That all Committee Reports, with the exception of Personnel, be received.
cd

Prudence Cameron-Jordan, Library Assistant, joined the meeting to request a Board photo and Chairperson's comments for the Christmas edition of the Library newsletter.

06.12.19 **Motion**
Moved by Rodger Bonneau Seconded by Krista Rutherford
That the Board move to closed session at 7:22 p.m.
Cd

The Board reconvened in Open Session at 8:01 p.m.

New Business

Kris reported that she had been informed by SOLS that there is a bill going for a third and final vote that Would change the minimum number of Board meetings from ten to seven meetings per year.
Mary Hay reminded the Board that at the January meeting we will be discussing the positions of Chair, Vice Chair, Secretary and committee members.

Adjournment

07.12.19 **Motion**
Moved by Patricia Reed
That the meeting be declared adjourned.
cd

Next Regular Board Meeting
Monday, January 13, 2020
Norwood Branch, 6:30 – 8:30 p.m.

Mary Hay
Chairperson, Mary Hay

Jane Bryenton
Recording Secretary, Jane Bryenton