Asphodel-Norwood Library Board
Minutes of Meeting February 14, 2019
Norwood 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 Norwood Branch on Thursday, February 14, 2019.

The following Board members were present:
Tammy Bennett, Jane Bryenton, Maggie Brickell, Lori Burtt, Margaret Dawson, Mary Hay, Patricia Reed, Krista Rutherford, and Bernadette Vanderhorst. 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

01.02.19 **Motion**
Moved by Tammy Bennett Seconded by Lori Burtt
That the Agenda be approved as circulated.
cd

Board Orientation

Candice White, CAO of the Township of Asphodel-Norwood, discussed the relationship of appointed Boards and Committees with Council. She referred Board members to the establishing bylaw and the terms of reference for the Board and requested that members' signed documentation be forwarded to her at the Municipal Office.

Approval of Minutes

02.02.19 **Motion**
Moved by Patricia Reed Seconded by Marg Dawson
That the minutes for the Regular Board Meeting held Monday, January 14th, 2019 be approved as amended.
Cd

03.02.19 **Motion**
Moved by Tammy Bennett Seconded by Bernadette Vanderhorst
That the minutes of the Special Board Meeting held November 29, 2018 be approved.
Cd

Business Arising from the Minutes

04.02.19 **Motion**
Moved by Tammy Bennett Seconded by Lori Burtt
That Candice White be appointed Treasurer of the Library Board.
Cd

Chairpersons Report: None

CEO Report

Kris van Luven highlighted her report and indicated that a quarterly report would be prepared

05.02.19 **Motion**
Moved by Tammy Bennett Seconded by Krista Rutherford
That the CEO Report be received.
Cd

Committee Reports
Finance:
Bernadette Vanderhorst reported that quarterly reports will be presented to show how money is being spent. The 2019 draft budget, circulated prior to meeting, was presented and explained.

Personnel: No report

Policy:
Krista Rutherford and Lori Burtt will meet re policy development. Lori recommended that the policy templates developed by SOLS be used for Asphodel-Norwood policies.

Property : No report

Technology: No report

06.02.19 **Motion**
Moved by Bernadette Vanderhorst Seconded by Lori Burtt
That the Committee Reports be received.
cd

New Business

The Contact List for Library Board members was circulated for verification and change, if necessary, and will be distributed by email.

A letter from Hucklebug DayCare requesting that the rental fee for Norwood for use in December be waived was discussed.

07.02.19 **Motion**
Moved by Marg Dawson Seconded by Tammy Bennett
That the rental fee for Hucklebug Day Care for use in December be waived.
cd

Strategic Plan for 2014 – 2018 was circulated prior to meeting. All board members asked to study and reflect on the needs of the community.

Future Fund Raising: It was suggested that a Murder Mystery Night could be a possible fund raiser. Kris will investigate availability of community partners for such a night. It was suggested that perhaps a date in late April or May would be appropriate.

A request to change the date of regular Board meetings was received and considered.

08.02.19 **Motion**
Moved by Maggie Brickell Seconded by Krista Rutherford
That the Library Board hold its regular meetings on the third Thursday of the month.
cd

Adjournment

09.02.19 **Motion**
Moved by Bernadette Vanderhorst
That the meeting be declared adjourned.
cd

Next Regular Board Meeting

Thursday, March 21, 2019
Westwood Branch, 6:30 – 8:30 p.m.

Mary Hay.
Chairperson, Mary Hay

Jane Bryenton
Recording Secretary, Jane Bryenton