Asphodel-Norwood Library Board
Minutes of Meeting January 11th, 2018
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 January 11, 2018.

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

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.

01.01.18 **Motion**
Moved by Laurie Mulholland — Seconded by Paula Warr
That the Agenda be approved. — cd

Approval of Minutes

02.01.18 **Motion**
Moved by Laurie Mulholland — Seconded by Paula Warr
That the minutes for the Regular Board Meeting held December 14, 2017 be approved. — cd

Business Arising from the Minutes

- Review of the *Public Libraries Act* and ANPL Pamphlets re: Library Board
  - The Election of Officers for the 2018 year for the Library Board was discussed but shelved until more members are present
  - Debbie shared some information regarding changes to the Municipal Act and possible implications to the Library Board, including:
    - Sub-committee meetings with 50% or more of the Committee present is now considered a full committee meeting and minutes must be taken
    - There will be more reasons for Council/Boards to enter closed session
  - The Library Establishing By-Law states that Board Meetings will rotate between the two branches

- Important documents for new Board Members include: Public Libraries Act, Establishing By-Law, Terms of Reference and Memorandum of Understanding.
- Review of Terms of Reference (Feb. 2010)

03.01.18 **Motion**
Moved by Laurie Mulholland Seconded by Paula Warr
That the review of the Terms of Reference (Feb. 2010) be deferred to next meeting and that the Memorandum of Understanding (to Dec. 2018) be circulated when received. cd

Chairpersons Report

- Chairperson Debbie Lynch was approached by a patron asking if Survey/Suggestion Boxes were or could be made available at the Libraries. Kris will set them up.
- The question arose as to whether or not Financial Statements are posted with the Board Minutes on the website. This hasn't been the procedure in recent years, however, it is a good practice for transparency and financials will be posted by staff moving forward in 2018.

CEO Report

- Ticket sales for the upcoming Paint Nite fundraiser have been slow and the concern is that the Monday evening isn't a workable date for patrons. Kris will investigate as to whether or not a date change is possible and check with Township staff to see if the Town Hall is available on a Friday evening instead.
- The Board would like to review the quotes for computers that Kris sourced (for purchase with ILDS grant). Kris will scan and forward the documents.
- There was a sewage back-up incident at Norwood Branch on Tuesday, January 9th. Water was confined to the tile floor and no damage was done. Three boxes of withdrawn books did get wet. Kris will be sure to dispose of the affected books.
- The purchase of dishes for Westwood Branch (dinner plates and mugs) was discussed. The general consensus was that Corelle dishes would be the lightest and easiest to maintain type (as opposed to restaurant quality).

04.01.18 **Motion**
Moved by Paula Warr Seconded by Rodger Bonneau
That the CEO report be received as circulated. cd

Committee Reports:

Policy No report.

Personnel No report.

Property No report.

Finance and Technology No report.

05.01.18 **Motion**
Moved by Paula Warr Seconded by Laurie Mulholland
To receive Committee Reports cd

New / Other Business

- Paula mentioned that, just before Christmas, a box of the Library's withdrawn children's books were donated to a school on Long-Lac Reserve (located Northwest of Thunder Bay)

Adjournment

Debbie declared the meeting adjourned at 7:47p.m.

Next Meeting
Norwood Branch
February 8, 2018
6:00pm to 8:00pm

D. M

Chairperson, Debbie Lynch

K Van Luven

Minutes Recorder, Kris Van Luven