Asphodel-Norwood Library Board
Minutes of Meeting June 20, 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 Thursday, June 20,2019

The following Board members were present:
Jane Breynton, Maggie Brickell, Lori Burtt, Margaret Dawson, Patricia Reed, and Krista Rutherford.
CEO/Librarian Kris Van Luven was also present.

Regrets: Mary Hay, Tammy Bennett, Rodger Bonneau

Call to Order

Kris Van Luven, CEO/Librarian, opened the meeting 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.
Kris Van Luven then requested a board member volunteer to act a chair. Marg Dawson volunteered to chair meeting.

01.06.19 **Motion**
Moved by L. Burtt Seconded by P. Reed
That, in the absence of the Chairperson and Vice Chairperson, Marg Dawson will chair the meeting.

Approval of Agenda

02.06.19 **Motion**
Moved by P. Reed Seconded by L. Burtt
That the Agenda be approved as circulated.

Approval of Minutes

03.06.19 **Motion**
Moved by K. Rutherford Seconded by M. Brickell
That the minutes for the Regular Board Meeting held Thursday May 16,2019 be approved.

cd

Business Arising from the Minute

Accessibility Training is nearly all complete. We were reminded the training certificates are due the end of June.
Amended Policies FN-01 and FN-02 were reviewed.

04.06.19 **Motion**
Moved by: P. Reed **Seconded by: L. Burtt**
That policies FN01 and FN02 be adopted as amended.
Cd

CEO Report

Kris highlighted her report. She received new information regarding Inter-Library Loan and provided a handout outlining what the Library can expect to receive in terms of postage reimbursement from SOLS ($0.81 per item). It was suggested that a cap be placed on the number of loans monthly.
Kris presented a draft of the bookmark, with library information, to be mailed with the next tax billing.
A new information board has been purchased for front of Norwood Branch.
A discussion was held regarding a once-monthly family yoga program, beginning in September.

05.06.19 **Motion**
Moved by L. Burtt Seconded by M. Brickell
Prudence Cameron will lead a drop-in family yoga program beginning in September and will be compensated for her time from the "Part-Time Wages" budget.
cd

06.06.19 **Motion**
Moved by K. Rutherford Seconded by P. Reed
That the CEO Report be received.
Cd

Committee Reports:

Finance

M. Dawson highlighted report as distributed.

Personnel

No report.

Policy

K. Rutherford highlighted policies GOV 01, 02, and 04. Kris will look for the "Cut to the Chase" document for Board Members' reference.
A discussion was held regarding the Rental Policy and whether it should be amended to allow the rental of the Library projector. The consensus was that Township Committees only should be able to rent the Library's digital projector for use off Library premises (free of charge). Additionally, it was felt that Township Committees should be able to use the Library space(s) for free when needed (depending on availability). Kris will send the modifiable electronic copy of the Rental Policy to the Policy Committee so they may make changes and bring forward at a later date.

Property

Ptbo Public Health has determined that an error was made and there is not enough space between the Westwood Library's well and the septic system of the new home next door. PPH will drill a test well for the Library at their expense.

Oven at Westwood Branch cannot be repaired. It is recommended a replacement stove be sourced.
No report as of yet regarding AC in Westwood.

Technology

No report.

07.06.19 **Motion**
Moved by M. Brickell Seconded by K. Rutherford
That the Committee Reports be received.
cd

New Business

Kris is working on an application for the "Seniors Community Grant Fund" which would help cover the costs associated with the Lunch n' Learn series. Lori Burtt will provide a community letter of support to submit with the application.
Lori announced that, moving forward, the Council representative on the Library Board will be Roger Bonneau and she will be the alternative.

08.06.19 **Motion**
Moved: L. Burtt
That the meeting be adjourned.
cd

Next Meeting
Asphodel-Norwood Library Board
Thursday, September 19 2019
Norwood Branch
6:30 – 8:30 pm

Margaret A Dawson
Acting Chair, Margaret Dawson

Jane Bryenton
Recording Secretary, Jane Bryenton