**Asphodel-Norwood Library Board**
**Minutes of Meeting November 18, 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 Monday, November 18, 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**

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

**Approval of Minutes**

**02.11.19** **Motion**
Moved by Patricia Reed Seconded by Marg Dawson
That the minutes for the Regular Board Meeting held October 21, 2019 be approved.
Cd

**Business Arising from the Minutes**

**CEO Report**

CEO/Librarian Kris Van Luven highlighted her report
Kris Van Luven reported that Noddle was the third quote for the AC at Westwood.
Kris reported that Marc Findlay's quote was the lowest, and that he can complete the work by the end of 2019. Kris is still waiting to hear from Greg Hartwick regarding the electrical work for AC in Westwood Branch. Kris recommended we purchase AC from M. Findlay.

**03.11.19** **Motion**
Moved by Patricia Reed Seconded by Marg Dawson
That we purchase AC for Westwood from Marc Findlay
Cd
Rodger Bonneau abstained from vote

Kris reported that the Westwood Ramp is now finished. The cost of the repairs paid to Carter Concrete was $2,881.50. Discussion followed as to whether it is the Township or Library who is fiscally responsible for repairs to ramp.
Kris reported that all Vendor tables for Christmas sale on December 14th have been taken.
Jane Bryenton and Maggie Brickell to assist with Library table on Dec. 14th.
Kris announced that she has received the first story for our April fundraiser.
Kris requested judging help from board members for cookie day on Dec. 23nd, and for assistance with decorations for the Library tree at the "Trees and Twilight Festival."
Kris announced that Santa and Mrs. Claus are coming to Westwood Dec. 23rd.

**04.11.19** **Motion**
Moved by Rodger Bonneau Seconded by Marg Dawson
That the CEO report be received.
cd

**Trustee Report**

Jane Bryenton attended the Fall 2019 meeting of Trustee Council 6, on November 9,2019, in Brighton. Jane provided a brief synopsis from Alexandra Taylor, our SOLS representative, of the meeting.

**Committee Reports:**

**Finance:**
Mary Hay presented the draft budget for 2020. Mary explained the increases that bring the total requested to $144,127. The draft budget must be submitted to Council by the end of November.

**05.11.19** **Motion**
Moved by Krista Rutherford Seconded by Patricia Reed
That the draft budget, as presented, be forwarded to Council.
Cd

**Personnel:**

Rodger Bonneau and Jane Bryenton to meet with Kris Van Luven CEO/librarian for her annual evaluation.

**Policy:**

Patricia Reed presented recommended amendments to the Procurement of Goods and Services Policy.

**Property:**

No report

**Technology:**

Following six months of service in 2019, it was recommended that continue with the same IT supplier.

**06.11.19** **Motion**
Moved by Rodger Bonneau Seconded by Patricia Reed
That the Library continue the present IT contract for 2020.
Cd

**07.11.19** **Motion**

Moved by Marg Dawson Seconded by Krista Rutherford

That the Trustee and Committee reports be received.

Cd

**Adjournment**

**08.11.19** **Motion**

Moved by Maggie Brickell

That the meeting be declared adjourned.

cd

**Next Regular Board Meeting**

**Monday December 9, 2019**

**Westwood Branch 6:30 – 8:30**

Mary Hay

Chairperson, Mary Hay

Jane Bryenton

Recording Secretary, Jane Bryenton