Asphodel-Norwood Library Board
Minutes of Meeting September 2nd, 2015
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 Wednesday September 2nd, 2015.

The following Board members were present:
Tammy Bennett, Debbie Lynch, Laurie Strawbridge, Gloria Master and Laurie Mulholland.
CEO/Librarian Kris Van Luven was also present.

Call to Order

Chairperson Tammy Bennett 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.

01.09.15 **Motion**
Moved by Laurie Strawbridge Seconded by Laurie Mulholland
That the Agenda be approved as circulated.
cd

Approval of Minutes

02.09.15 **Motion**
Moved by Debbie Lynch Seconded by Gloria Master
That the minutes for the Regular Board Meeting held July 2nd, 2015 be approved as corrected.
cd

Business Arising from the Minutes

- Wet spot on ceiling in Norwood has been there for a while and it doesn't appear to be causing any issues.

Chairpersons Report: No report at this time

CEO Report

There was one report circulated from Lori Burtt, interim CEO which included the following recommendations:

- Christmas Hours should be determined now. Lori recommended closing at Noon on December 24th and reopening on January 2nd for regular hours.
- Easter weekend – recommended that the library should be closed Saturday March 26th.
- That the CEO be permitted to hire a Relief Librarian

03.09.15 **Motion**

Moved by Laurie Mulholland Seconded by Debbie Lynch

That the Library will be closed the week between Christmas and New Years and that the policy be amended to this effect.

04.09.15 **Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

That the Library will be closed the Saturday between Good Friday and Easter Monday and that the policy be amended to this effect.

05.09.15 **Motion**

Moved by Debbie Lynch Seconded by Laurie Strawbridge

That the CEO be permitted to hire a Relief Librarian, on a one year renewable Contract, beginning at pay level Band One Step One.

cd

06.09.15 **Motion**

Moved by Laurie Mulholland Seconded by Gloria Master

That the CEO report be received as circulated.

cd

Committee Reports:

Policy Committee has not met. Gloria Master offer to organize a plan to review current policies to see which ones need to be updated or implemented.

Personnel Lori Burtt's annual review is due in October. Kris will ensure it gets done.

Student Interns – we have secured funding for the Student Interns until September 15th. We have a surplus in our payroll budget from Kris' leave and Lori Burtt being on leave the beginning of the year. Candice has determined that we can afford to pay the two students for 8 hour weeks until December 24th without going over our payroll budget.

07.09.15 **Motion**

Moved by Debbie Lynch Seconded by Lori Strawbridge

That we continue to employ the two, previously hired Student Interns Megan and Hayley for 8 hours a week until December 24, 2015

Cd

08.09.15 **Motion**

Moved by Gloria Master Seconded by Debbie Lynch

That the Personnel and Policy report be received as presented orally.

Cd

Property Westwood Library was donated an Air Conditioner by the Elmhurst Family. A Thank you card needs to be sent.

09.09.15 **Motion**

Moved by Debbie Lynch Seconded by Laurie Strawbridge
That the CEO can decide if Westwood Library should keep the donated Air Conditioner or donate it to a family in need.
Cd

Tree was removed from Westwood Library. A thank you card needs to be sent to Lindsay Burtt.

Thank you card needs to be sent to Katherine Helmer for painting the sign at Westwood.

10.09.15 **Motion**
Moved by Gloria Master Seconded by Debbie Lynch
That the Property report be received as presented orally.
Cd

Finance

Finances are still not available for review due to an audit being done at the municipality. We will hopefully have more information by next meeting.

Candice was going to attend the meeting to brief us on all the financial issues currently arising regarding the Municipality audit and privacy information specifically wages although she was unable to attend.

Technology

Charging stations were not purchased due to the software coming in over budget.

11.07.15 **Motion**
Moved by Debbie Lynch Seconded by Gloria Master
That the Finance and Technology Reports be accepted as orally presented.
cd

New Business

Board needs to get together and have a long term planning meeting.

12.09.15 **Motion**
Moved by Gloria Master Seconded by Debbie Lynch
That the Board will meet in November to brain storm ideas on long terms goals for the Library.
Cd

Debbie Lynch is circulating an Article found in Municipal World magazines on Public Libraries.

13.09.15 **Motion**
Moved by Laurie Mulholland Seconded by Debbie Lynch
That the meeting be adjourned.

Next Meeting

Norwood Branch
Wednesday October 7, 2015
6:30 – 8:30 pm

Chairperson, Tammy Bennett

Recording Secretary, Laurie Mulholland