

**Asphodel-Norwood Library Board  
Minutes of Meeting August 12, 2020  
Zoom Meeting**

**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 by Zoom on Wednesday, August 12, 2020.

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**

**01.08.20**

**Motion**

Moved by Rodger Bonneau                                  Seconded by Margaret Dawson  
That the Agenda be approved as circulated.  
cd

**Approval of Minutes**

**02.08.20**

**Motion**

Moved by Patricia Reed          Seconded by Krista Rutherford  
That the minutes for the Regular Board Meeting held June 8, 2020 be approved.  
Cd

**CEO Report and Reopening Plan**

Kris Van Luven CEO/Librarian reported that she received a list of 19 recommendations from the Municipal Control Group.

The Covid-19 Committee met the week of August 3<sup>rd</sup> to discuss the recommendations and how to implement them.

The Committee has addressed all 19 recommendations and have found the biggest impact of the recommendations will be to plan a team approach to reopen the Libraries.

One team will be in Westwood and one team in Norwood. The Westwood team will consist of Library Assistant Prudence Cameron-Jordon, and the Norwood team will consist of CEO/Librarian Kris Van Luven, and Assistant Librarian Cheryl Stanford. With this team approach, there will be no back and forth movement among the library staff.

Kris drew our attention to the additions in blue print in the PHASE 4 – INCREASED SERVICE DOCUMENT. A question was raised as to whether the municipality will provide any Covid Relief Funding.

The costs will be submitted to the Township, who in turn will submit them to the Provincial Government for support.

Rodger Bonneau announced that Asphodel-Norwood has been awarded \$119,000 for the 2020/2021 Covid Relief Fund.

There was discussion around a possible shortfall in this year's Library budget. It was felt that we will have some savings and perhaps it will even out.

#### PHASE 4

The Covid-19 Committee recommended that there be only three people in Westwood (including staff) at one time, and five in Norwood (including staff).

It was recommended that computer users book a 30 minute appointment. IT has installed a shut down mode to end use of computers if the user does not comply.

The team approach has been budgeted for 60 days.

It was recommended that the Library remain in Stage 2 until either the end of September or until after the October Board meeting. At that time the team approach will be assessed.

#### MASK POLICY

Masks will be mandatory for all patrons and staff. If a face shield is worn, it should also include a mask. If it is not possible for staff to wear both, staff should not deal with the public.

#### **03.08.20 Motion**

Moved by Maggie Brickell      Seconded by Patricia Reed  
That the policy for face coverings and masks be approved.  
Cd

#### **04.08.20 Motion**

Moved by Margaret Dawson      Seconded by Maggie Brickell  
That the Revised Phase 4 Re-Opening Policy be approved  
Cd

Kris recommended that the Libraries reopen on August 24, 2020. This will allow time to let patrons know we are reopening in Phase 2.

At this time computer appointments must be booked. There will be no browsing. Curbside service will still be offered.

The Board advised the staff that it is a high priority for staff to remain safe, and that there will be zero tolerance for harassment.

Advertising will be carried out through websites, facebook and signage around the village. It was suggested that Kris contact the Township Office to request an ad be placed in the paper announcing the reopening of the Libraries.

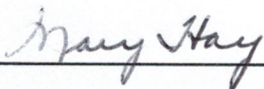
**Adjournment**

**05.08.20 Motion**

Moved by Krista Rutherford  
That the meeting be declared adjourned at 7:00 p.m.  
Cd

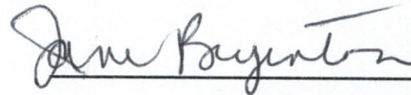
**Next Regular Board Meeting**

**Monday, September 14, 2020  
6:30 – 8:30 p.m.**



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**Chairperson, Mary Hay**



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**Recording Secretary, Jane Bryenton**