

**Asphodel-Norwood Public Library Board  
Minutes of Meeting  
February 14, 2022**

**Mission Statement**

**The Asphodel-Norwood Public Library supports and enriches the community by being a welcoming and inclusive gathering place that provides access to resources, programming and interactive lifelong learning and leisure opportunities.**

The Asphodel-Norwood Public Library Board held its regular monthly meeting at Westwood Branch on Monday February 14, 2022 at 7:00 p.m.

The following Board members were present:

Rodger Bonneau, Jane Bryenton, Lori Burt, Maggie Brickell, Margaret Dawson, Mary Hay, Krista Rutherford,  
CEO/Librarian Patricia Reed was also present.

**Call to Order**

CEO/Librarian 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**

**01.02.22      Motion**  
Moved by Lori Burt                      Seconded by Rodger Bonneau  
That the Agenda be approved as circulated  
Cd.

**Board Organization**

Nominations were called for the position of Chairperson.

**02.02.22      Motion**  
Moved by Mary Hay                      Seconded by Jane Bryenton  
That Krista Rutherford be declared Chair of the Library Board for 2022.  
Cd.

Nominations were called for the position of Vice Chair.

**03.02.22      Motion**  
Moved by Rodger Bonneau              Seconded by Margaret Dawson  
That Maggie Brickell be declared Vice Chair of the Library Board for 2022.  
Cd.

Nominations were called for the position of Secretary.

**04.02.22 Motion**  
Moved by Lori Burt Seconded by Mary Hay  
That Margaret Dawson be declared Secretary of the Library Board for 2022.  
Cd.

Confirmation Of Treasurer

**05.02.22 Motion**  
Moved by Mary Hay Seconded by Maggie Brickell  
That the CAO of the township will be the Treasurer of the Library Board for 2022.  
Cd.

### **Committee Membership**

The Board Members volunteered for the following committees.

**Finance:** Mary Hay  
**Personnel:** Rodger Bonneau, Jane Bryenton  
**Policy:** Lori Burt  
**Property:** Maggie Brickell, Rodger Bonneau  
**Technology:** Maggie Brickell

Chairperson Krista Rutherford continued with the meeting.

### **Approval of Minutes**

**06.02.22 Motion**  
Moved by Maggie Brickell Seconded by Rodger Bonneau  
That the minutes for the Regular Board Meeting November 8, 2021 be approved.  
Cd.

### **Business Arising from the Minutes**

The budget for the current year had been submitted to the Township Council for review and was approved after a reduction in the IT contract line as a result of a new shared services arrangement. The approved increase in the Norwood library hours was implemented on February 1, 2022. The new strategic plan has been circulated as requested.

### **CEO Reports**

CEO/Librarian Patricia Reed highlighted her reports from January and February

**07.02.22 Motion**  
Moved by Maggie Brickell Seconded by Lori Burt  
That the CEO Reports be received.  
Cd.

### **Reopening Plan Adjustments**

Krista Rutherford and Patricia Reed updated the Board on adjustments to the library's reopening plan based on the new provincial regulations. The 30 minute time limit in the library will be removed. Furniture will be allowed in the library for patrons' use.  
As of March 1, 2022 the Vaccine QR code is to be discontinued as per Ontario regulations.

**08.02.22**            **Motion**  
Moved by Mary Hay                      Seconded by Maggie Bricell  
That the Reopening Plan Adjustments be accepted as proposed.  
Cd.

#### **Copier Procurement**

Patricia Reed updated the Board on the need for a new copier to replace the non working copier at the Norwood branch.

**09.02.22**            **Motion**  
Moved by Mary Hay                      Seconded by Rodger Bonneau  
That the Asphodel-Norwood Public Library enter into a lease agreement with RedXTechnologies for the Demo Xerox Work Centre 7830i. The lease agreement will have a 60 month term and be reviewed at the end of 2026.  
Cd.

#### **Committee Reports**

##### **Finance:**

Mary Hay updated the Board on the financial picture as of January 1, 2022. A surplus was noted with some expenses payable in January which will complete the 2021 year and decrease the surplus.

##### **Policy:**

Lori Burttt discussed changes to the policy document: Volunteer Program for the Asphodel-Norwood Public Library to reflect current policy.

**10.02.22**            **Motion**  
Moved by Jane Bryenton                Seconded by Maggie Brickell  
That the Volunteer Program Policy be accepted.  
Cd.

**Property:**  
No report

**Technology:**  
No report

**11.02.22**            **Motion**  
Moved by Rodger Bonneau              Seconded by Lori Burttt  
That the committee reports be received.  
Cd.

#### **Closed Session**

**12.02.22**            **Motion**

Moved by Maggie Brickell      Seconded by Mary Hay  
That the Library Board move into closed session at 8:00 p.m.

CEO/Librarian Patricia Reed left the meeting

The Board meeting resumed in Open session at 8:28 p.m.

**18.02.22      Motion**  
Moved by Maggie Brickell      Seconded by Jane Bryenton  
That all discussion and decisions made in closed session be ratified.  
Cd.

**New/Other Business**

Maggie Brickell asked about the status of celebrations for the 100th Anniversary of the Norwood Library. Rodger Bonneau updated the Board about the Lions Yard Sale on May 21, 2022 and that the Library has been invited to have a book sale at Lions Park.

**Questions/Answers**

None forthcoming

**Adjournment**

**19.02.22      Motion**  
Moved by Maggie Brickell  
That the meeting be declared adjourned.  
Cd.

**Next Regular Board Meeting**  
**Monday, March 14, 2022 , 7:00 p.m.**

  
Chairperson, Krista Rutherford

  
Recording Secretary, Margaret Dawson