

Asphodel-Norwood Public Library Board

Mission Statement

To deliver public library service and computer access to residents of all ages to meet
Community needs for leisure, lifelong learning, education, and culture.

Minutes of Meeting January 8, 2013 Westwood Branch 7:00 p.m. – 9:00 p.m.

The Asphodel-Norwood Public Library Board held its regular meeting at the Westwood Branch on January 8, 2013.

The following members were present:

Gloria Master, Katherine Helmer, Rick Kloosterman, Cathy Turner, Mary Hay
CEO Krisandra Van Luven was also present.
Tammy Bennett sent her regrets

Call to Order:

Mary Hay called the meeting to order and reminded members of their obligation to declare any pecuniary interest that they may have in respect of any matter coming before this Board. No declarations were made.

Approval of Agenda

01.01.13 Motion

Moved by Katherine Helmer
That the agenda be approved.

Seconded by Cathy Turner
Carried

Election of Officers

02.01.13 Motion

Moved by Cathy Turner
That Gloria Master be the Chair of the Library Board for 2013.

Seconded by Rick Kloosterman

There being no other nominations for the position of chair, Gloria Master was acclaimed.

03.01.13 Motion

Moved by Gloria Master
That Katherine Helmer be the Vice-Chair of the Board for 2013.

Seconded by Cathy Turner

There being no other nominations for the position of vice-chair, Katherine Helmer was acclaimed.

04.01.13 Motion

Moved by Rick Kloosterman
That Tammy Bennett be the Secretary of the Board for 2013.

Seconded by Katherine Helmer

There being no other nominations for the position of secretary, Tammy Bennett was acclaimed.

Gloria Master assumed the Chair.

Approval of the Minutes

05.01.13 Motion

Moved by Mary Hay
That the Minutes of the December 4, 2012 meeting be approved.

Seconded by Rick Kloosterman

Carried.

CEO Report

Kris highlighted her written report. Kris and Cheryl were congratulated on the success of the Christmas cookie contest.

06.01.13 Motion

Moved by Cathy Turner Seconded by Rick Kloosterman
That the CEO report be received as circulated.
Carried.

Committee Reports

Ad Hoc Pay Equity Committee

Gloria Master reported on the activities of the committee

Personnel Committee

The report was circulated

07.01.13 Motion

Moved by Katherine Helmer Seconded by Rick Kloosterman
That the reports of the Pay Equity Committee and the Personnel Committee be received.
Carried.

Finance Committee

The monthly reports had been circulated

08.01.13 Motion

Moved by Cathy Turner Seconded by Katherine Helmer
That the Library Salary Grid be increased by 1.81 percent effective January 1, 2013.
Carried

The 2013 budget was discussed.

09.01.13 Motion

Moved by Cathy Turner Seconded by Rick Kloosterman
That the municipal contribution request for the 2013 Library budget be reduced by \$7,500 to \$120,045 and that the Finance Committee bring a revised 2013 budget to the February meeting for Board approval.
Carried

Strategic Planning

The Board considered the Strategic Planning document circulated with the agenda. Gloria Master agreed to forward by email a copy of the plan prepared by the Clarington Library Board as a sample. Discussion followed on a review of library service and the collection. Further discussion will take place at the February meeting.

10.01.13 Motion

Moved by Cathy Turner Seconded by Mary Hay
That the January 2013 meeting of the Library Board be adjourned. Carried.

Next Regular Board Meeting
Tuesday, February 5, 2013
Norwood Branch 7 p.m.

Chairperson, Gloria Master _____

Acting Recording Secretary, Mary Hay _____

Asphodel-Norwood Public Library Board

Mission Statement

To deliver public library service and computer access to residents of all ages to meet community needs for leisure, lifelong learning , education and culture.

Minutes of Meeting February 5, 2013. Norwood Branch 7:00 pm - 9:00 pm

The Asphodel-Norwood Public Library Board held it's regular monthly meeting at the Norwood Branch on February 5, 2013.

The following board members were present:

Gloria Master, Cathy Turner, Tammy Bennett, Mary Hay, Katherine Helmer.

CEO Krisandra Bullock was also present.

Rick Kloosterman sent his regrets.

Call to Order

Chairperson Gloria Master, 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 the Agenda

01.02.13

Motion

Moved by Mary Hay

Seconded by Katherine Helmer

That the agenda be approved.

Carried

Approval of the Minutes

02.02.13

Motion

Moved by Cathy Turner

Seconded by Mary Hay

That the minutes of the January 8, 2013 Board meeting be approved.

Carried

Business Arising from the Minutes

- 1) A Treasurer was not appointed during the last Board meeting.

03.02.13

Motion

Moved by Cathy Turner

Seconded by Tammy Bennett

That Melanie Stubbs be the Treasurer of the Board for 2013.

There being no other nominations for the position of Treasurer, Melanie Stubbs was acclaimed.

Strategic Planning Presentation - Presented by Cheryl Scriver, Received

Chairperson's Report

Oral - Received

CEO Report

Kris reviewed her written report for the Board and asked that her recommendations to the Board be discussed. Board members asked for information and clarification where needed.

04.02.13

Motion

Moved By Katherine Helmer

Seconded by Mary Hay

That the CEO report be received as circulated.

Carried

Personnel Report No Report

Ad Hoc Pay Equity Report No Report

Financial Report

05.02.13 Motion
Moved by Cathy Turner Seconded by Tammy Bennett
That the revised draft 2013 budget be approved by the Board as presented and forwarded to Council for their review and approval.
Carried

Property No Report

Policy and Technology Report

06.02.13 Motion
Moved by Cathy Turner Seconded by Katherine Helmer
That Policy P&P410 be approved by the Board and added to the Policy and Procedure CD (Manual) at the time of the annual update (June 2013).
Carried

07.02.13 Motion
Moved by Tammy Bennett Seconded by Mary Hay
That the Finance Committee Report and the Policy and Technology Report be received.
Carried

New Business

1) The next regular Board meeting has been scheduled and confirmed for Tuesday, March 5, 2013.

08.02.13 Motion
Moved by Katherine Helmer Seconded by Tammy Bennett
That the meeting was to be adjourned.
Carried

Next Regular Board Meeting

Tuesday, March 5, 2013 Westwood Branch, 7pm-9pm

Chairperson, Gloria Master

Recording Secretary, Tammy Bennett

Asphodel-Norwood Public Library Board

Mission Statement

To deliver public library service and computer access to residents of all ages to meet community needs for leisure, lifelong learning , education and culture.

Minutes of Meeting March 5, 2013. Westwood Branch 7:00 pm - 9:00 pm

The Asphodel-Norwood Public Library Board held it's regular monthly meeting at the Westwood Branch on March 5, 2013.

The following board members were present:

Cathy Turner, Tammy Bennett, Mary Hay, Katherine Helmer, Rick Kloosterman.

CEO Krisandra Bullock was also present.

Gloria Master sent her regrets.

Call to Order

Vice-Chairperson Katherine Helmer, 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 the Agenda

01.03.13 Motion

Moved by Cathy Turner Seconded by Mary Hay

That the agenda be approved.

Carried

Approval of the Minutes

02.03.13 Motion

Moved by Rick Kloosterman Seconded by Cathy Turner

That the minutes of the February 5, 2013 Board meeting be approved.

Carried

Business Arising from the Minutes

- 1) Strategic planning discussion to take place at the beginning of the monthly Board meeting.

Chairperson's Report

Chairperson Gloria Master circulated a letter to all Board members resigning her position of Chairperson, effective March 5, 2013.

03.03.13 Motion

Moved by Cathy Turner Seconded by Mary Hay

That Katherine Helmer be Chairperson of the Board for the remainder of 2013.

There being no other nominations for the position of Chairperson, Katherine Helmer was acclaimed.

04.03.13 Motion

Moved by Katherine Helmer Seconded by Mary Hay

That Cathy Turner be Vice-Chairperson of the Board for the remainder of 2013.

There being no other nominations for the position of Vice-Chairperson, Cathy Turner was acclaimed.

CEO Report

Kris reviewed her written report for the Board and asked that her recommendations to the Board be discussed. Board members asked for information and clarification where needed.

05.03.13 Motion

Moved By Cathy Turner Seconded by Tammy Bennett

That the CEO report be received as circulated.

Personnel Report Carried
No Report

Ad Hoc Pay Equity Report No Report

Financial Report

06.03.13 Motion
Moved by Mary Hay Seconded by Cathy Turner
That the 2012 surplus remaining after the elevator repair be transferred to the Library General Reserve.

Carried

07.03.13 Motion
Moved by Mary Hay Seconded by Rick Kloosterman
That the Financial Report be received.

Carried

Property No Report

Policy and Technology Report No Report

New Business

1) The next regular Board meeting has been scheduled and confirmed for Tuesday, April 16, 2013.

08.03.13 Motion
Moved by Cathy Turner Seconded by Tammy Bennett
That the meeting was to be adjourned.

Carried

Next Regular Board Meeting

Tuesday, April 16, 2013 Norwood Branch, 7pm-9pm

Chairperson, Katherine Helmer

Recording Secretary, Tammy Bennett

Asphodel-Norwood Public Library Board

Mission Statement

To deliver public library service and computer access to residents of all ages to meet community needs for leisure, lifelong learning , education and culture.

Minutes of Meeting April 16, 2013. Norwood Branch 7:00 pm - 9:00 pm

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Norwood Branch on April 16, 2013.

The following board members were present:

Katherine Helmer, Tammy Bennett, Mary Hay, Gloria Master, Cathy Turner, Rick Kloosterman.
CEO Krisandra Bullock was also present.

Call to Order

Chairperson Katherine Helmer, 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 the Agenda

01.04.13 Motion

Moved by Cathy Turner Seconded by Mary Hay
That the agenda be approved.
Carried

Approval of the Minutes

02.04.13 Motion

Moved by Gloria Master Seconded by Cathy Turner
That the minutes of the March 5, 2013 Board meeting be approved.
Carried

Business Arising from the Minutes None

Strategic Planning Presentation

A discussion of the revision of the Asphodel-Norwood Public Library Mission Statement took place. A tentative revised Mission Statement reads as follows:

The Asphodel-Norwood Public Library supports and enriches the community by providing access to resources, programming and opportunities for interactive lifelong learning and leisure.

Chairperson's Report Oral

CEO Report

Kris reviewed her written report for the Board and asked that her recommendations to the Board be discussed. Board members asked for information and clarification where needed.

03.04.13 Motion

Moved By Cathy Turner Seconded by Tammy Bennett
That Cheryl Scriver move up one step on the salary grid retroactive to April 13, 2013.
Carried

4.04.13 Motion

Moved by Cathy Turner Seconded by Gloria Master
That the CEO be advised to contact the Facilities Manager that the library Board has a concern that the post at the Westwood branch presents a potential safety hazard and requires immediate attention.
Carried

05.04.13 Motion
Moved by Mary Hay Seconded by Cathy Turner
That the CEO report be received as circulated.
Carried

Personnel Report No Report

Ad Hoc Pay Equity Report No Report

Financial Report

06.04.13 Motion
Moved by Mary Hay Seconded by Rick Kloosterman
That the Financial Report be received.
Carried

Property

- 1) The property inspection that was to be done in 2012 has not yet been completed.
- 2) The doors and the elevator in the Norwood branch need attention.

Policy and Technology Report No Report

New Business

- 1) The next regular Board meeting has been scheduled and confirmed for Tuesday, May 7, 2013.

07.04.13 Motion
Moved by Rick Kloosterman Seconded by Cathy Turner
That the meeting was to be adjourned.
Carried

Next Regular Board Meeting

Tuesday, May 7, 2013 Norwood Branch, 7pm-9pm

Chairperson, Katherine Helmer

Recording Secretary, Tammy Bennett

Asphodel-Norwood Public Library Board

Mission Statement

To deliver public library service and computer access to residents of all ages to meet community needs for leisure, lifelong learning , education and culture.

Minutes of Meeting May 7, 2013. Norwood Branch 7:00 pm - 9:00 pm

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Norwood Branch on April 16, 2013.

Katherine Helmer, Tammy Bennett, Mary Hay, Gloria Master, Cathy Turner.

CEO Krisandra Bullock was also present.

Rick Kloosterman sent his regrets.

Call to Order

Chairperson Katherine Helmer, 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 the Agenda

01.05.13 Motion
Moved by Cathy Turner Seconded by Mary Hay
That the agenda be approved.
Carried

Approval of the Minutes

02.05.13 Motion
Moved by Cathy Turner Seconded by Mary Hay
That the amended minutes of the April 16, 2013 Board meeting be approved.
Carried

Business Arising from the Minutes None

Strategic Planning Presentation Oral

Chairperson's Report Oral

CEO Report

Kris reviewed her written report for the Board and asked that her recommendations to the Board be discussed. Board members asked for information and clarification where needed.

03.05.13 Motion
Moved By Cathy Turner Seconded by Gloria Master
That the signing authorities be the Board Chair, CEO, Board Treasurer, and that any two are to sign.
Carried

04.05.13 Motion
Moved by Mary Hay Seconded by Cathy Turner
That the CEO report be received as circulated.
Carried

Personnel Report No Report

Ad Hoc Pay Equity Report No Report

Financial Report

05.05.13 Motion

Asphodel-Norwood Public Library Board

Mission Statement

To deliver public library service and computer access to residents of all ages to meet
community needs for leisure, lifelong learning, education and culture.

Minutes of Meeting June 4, 2013. Norwood Branch 7:00 pm - 9:00 pm

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Norwood Branch on April 16, 2013.

Katherine Helmer, Tammy Bennett, Mary Hay, Gloria Master, Cathy Turner.

CEO Krisandra Van Luven was also present.

Rick Kloosterman sent his regrets.

Call to Order

Chairperson Katherine Helmer, 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 the Agenda

01.06.13 Motion
Moved by Cathy Turner Seconded by Gloria Master
That the agenda be approved.
Carried

Approval of the Minutes

02.06.13 Motion
Moved by Cathy Turner Seconded by Gloria Master
That the minutes of the May 7, 2013 Board meeting be approved.
Carried

Business Arising from the Minutes None

Strategic Planning Presentation

03.06.13 Motion
Moved by Cathy Turner Seconded by Gloria Master
That the vision statement be:
The Asphodel-Norwood Public Library will provide programs and resources that meet the needs and interests of Township residents. As a valued community partner, the Library will develop and sustain relationships that both inform and inspire. The Library will maintain a friendly, accessible and welcoming space with a supportive and knowledgeable staff.

Chairperson's Report Oral

CEO Report

Kris reviewed her written report for the Board and asked that her recommendations to the Board be discussed. Board members asked for information and clarification where needed.

04.06.13 Motion
Moved by Tammy Bennett Seconded by Gloria Master
That the CEO report be received as circulated.
Carried

Personnel Report No Report

Ad Hoc Pay Equity Report No Report

Financial Report

05.06.13 Motion
Moved by Tammy Bennett Seconded by Cathy Turner
That the Financial Report be received.
Carried

Property No Report

Policy and Technology Report No Report

New Business

- 1) The next regular Board meeting has been scheduled and confirmed for Tuesday, July 2, 2013.

06.06.13 Motion
Moved by Cathy Turner Seconded by Tammy Bennett
That the Board has reviewed the publication from SOLS and Kris has been asked to obtain
copies to circulate to staff and members of council.
Carried

07.06.13 Motion
Moved by Gloria Master Seconded by Tammy Bennett
That the meeting be adjourned.
Carried

Next Regular Board Meeting
Tuesday, July 2, 2013 Norwood Branch, 7pm-9pm

Chairperson, Katherine Helmer

Recording Secretary, Tammy Bennett

Asphodel-Norwood Public Library Board

Mission Statement

To deliver public library service and computer access to residents of all ages to meet community needs for leisure, lifelong learning , education and culture.

Minutes of Meeting July 2, 2013. Norwood Branch 7:00 pm - 9:00 pm

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Norwood Branch on July 2, 2013.

Katherine Helmer, Tammy Bennett, Mary Hay, Gloria Master, Cathy Turner, Rick Kloosterman.
CEO Krisandra Van Luven and Treasurer Melanie Stubbs were also present.

Call to Order

Chairperson Katherine Helmer, 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 the Agenda

01.07.13 Motion
Moved by Cathy Turner Seconded by Mary Hay
That the agenda be approved.
Carried

Approval of the Minutes

02.07.13 Motion
Moved by Gloria Master Seconded by Cathy Turner
That the minutes of the June 4, 2013 Board meeting be approved.
Carried

Business Arising from the Minutes None

Audited Financial Statements

The 2012 Audited Financial Statements were presented by Treasurer Melanie Stubbs.

Strategic Planning Discussion Oral

Chairperson's Report Oral

CEO Report

Kris reviewed her written report for the Board and asked that her recommendations to the Board be discussed. Board members asked for information and clarification where needed.

03.07.13 Motion
Moved by Rick Kloosterman Seconded by Gloria Master
That the CEO report be received as circulated.
Carried

Personnel Report No Report

04.07.13 Motion
Moved by Cathy Turner Seconded by Rick Kloosterman
That the Board move into caucus to discuss a personnel matter.
Carried

Chairperson Katherine Helmer declared that the Board rise from caucus.

Ad Hoc Pay Equity Report Oral

Financial Report

05.07.13 Motion

Moved by Mary Hay Seconded by Cathy Turner

That the current Library Reserve Bank account be maintained, the Petty Cash float be raised to \$100 and replenished at \$35, and the CEO be permitted to make cash withdrawals on the VISA account. And further, that the Finance Committee Report be received.

Carried

Property

No Report

Policy and Technology Report

No Report

New Business

- 1) The 90th anniversary of the Norwood Branch is next year (2014).
- 2) The next regular Board meeting has been scheduled and confirmed for Tuesday September 3, 2013.

06.07.13 Motion

Moved by Gloria Master Seconded by Tammy Bennett

That the meeting be adjourned.

Carried

Next Regular Board Meeting

Tuesday, September 3, 2013 Norwood Branch, 7pm-9pm

Chairperson, Katherine Helmer

Recording Secretary, Tammy Bennett

Kris had prepared and circulated some thoughts on appropriate Strategic Directions and associated objectives. After considerable discussion Board members present were comfortable with the three directions presented. They felt that further discussion should occur at the next meeting prior to considering approval of the Objectives presented. If an additional strategic direction is brought forward at the October meeting by anyone not present in September the Board will consider it at that time.

04.09.13 Motion

Moved by Mary Hay

Seconded by Cathy Turner

That the following 3 suggestions be approved as Strategic Directions for the Library as components of the Strategic Plan being developed to guide our library service for the next several years and further that the Objectives be considered at the October meeting:

RAISING THE PROFILE OF THE LIBRARY AND BECOMING A VALUED COMMUNITY PARTNER

Objectives

1. Educate staff, board, and volunteers in strategies for advocacy of the Library and its range of available services and functions.
2. Build partnerships with local businesses, schools, and community groups.
3. Facilitate the sharing of community information.
4. Facilitate the use of library space by community groups. Enhance the functionability of the space by equipping the library with the necessary amenities to make it a desirable venue.

PROVIDING PROGRAMS/ RESOURCES WHICH MEET THE NEEDS AND INTERESTS OF RESIDENTS

Objectives

1. Facilitate an open dialogue with library users about their needs and interests via one-on-one interactions, online forums, and informal surveys and polls.
2. Ensure that current technologies are available for use and that staff are well trained on the digital aspects of library service.
3. Provide programming that encourages literacy and lifelong learning.
4. Maintain a collection of current, interesting and popular materials. Materials should be available in accessible formats when possible.

DEVELOPING AND MAINTAINING AN ACCESSIBLE AND WELCOMING SPACE

Objectives

1. Remove barriers to library service and remain in compliance with the Accessibility for Ontarians with Disabilities Act.
2. Complete a physical needs assessment of library buildings.
3. Obtain funding for much needed building upgrades and improvements. Space should be clean, in good repair, attractive, and inviting.
4. Create work stations that allow for privacy and the ability to plug-in laptops.

Carried

Chairperson's Report

CEO Report

The existing rental rate, \$16 for 2 hours or less, at the Westwood branch will apply for the proposed use by Wavelengths Yoga.

There was a lengthy discussion about the Summer Reading program. Concern was expressed that the drop out rate among older participants was higher than usual. Most of this year's participants were toddlers. It was felt that trying to offer program for such a wide age range was very difficult. Perhaps the Summer Student needs a little help from regular staff.

Kris is unable to offer the Moms and Tots program on a trial basis at Westwood in the morning. Her Library hours are quite limited and she is taking supply teaching days to help supplement her income.

05.09.13 **Motion**
Moved by Mary Hay Seconded by Rick Kloosterman
That the CEO report be received as circulated.
Carried

Ad Hoc Pay Equity Report

Mary presented a verbal update on the status of our discussions with Mr. Coulen. There continues to be an exchange of information between the Commission and our Pay Equity Committee. A great deal of time has been spent reviewing historical information. Suggestions will be forthcoming regarding improved record keeping and storage of library records.

06.09.13 **Motion**
Moved by Cathy Turner Seconded by Mary Hay
The verbal Pay Equity report be received.
Carried

Personnel Report

Financial Report

Our Program expenses are very close to Budget and will likely exceed budget estimate before year end. Other line items will be under spent and this will offset the program expenses. The Service Ontario grant funds will cover Office Supplies expenses.

07.09.13 **Motion**
Moved by Rick Kloosterman Seconded by Cathy Turner
That the Financial Report be received.
Carried

Property

Policy and Technology Report

New Business

Rick reported that the books donated by the James family had been picked up and were currently stored in his shed. A \$50 donation to the Library was made by an interested shopper. A Book Sale was scheduled for Saturday November 2nd to sell these books as well as any others that have accumulated since the Spring Sale.

The Westwood Library will once again host the Legion Remembrance day reception. Cathy and Mary will organize this event. Board members are welcome to attend and help out.

Norwood Library will be celebrating the 90th Anniversary in February 2014. A combined Anniversary and Volunteer Appreciation reception will be held at the Library on a Tuesday in February. Kris will have a suggested date at the October meeting. Cathy will source a large decorated cake for this event.

08.09.13 **Motion**
Moved by Cathy Turner Seconded by Tammy Bennett
That the Board has reviewed the publication from SOLS and Kris has been asked to obtain copies to circulate to staff and members of council.

Asphodel-Norwood Public Library Board

Mission Statement

To deliver public library service and computer access to residents of all ages to meet community needs for leisure, lifelong learning , education and culture.

Minutes of Meeting October 1, 2013. Westwood Branch 7:00 pm - 9:00 pm

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Westwood Branch on October 1, 2013.

Present were: Katherine Helmer, Tammy Bennett, Gloria Master, Cathy Turner, Rick Kloosterman.

CEO Krisandra Van Luven was also present.

Mary Hay sent her regrets.

Call to Order

Chairperson Katherine Helmer, 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 the Agenda

02.10.13

Motion

Moved by Cathy Turner

Seconded by Rick Kloosterman

That the agenda be approved.

Carried

Approval of the Minutes

03.10.13

Motion

Moved by Rick Kloosterman

Seconded by Cathy Turner

That the minutes of the September 3, 2013 Board meeting be approved.

Carried

Business Arising from the Minutes

01.10.13

Motion

Moved by Cathy Turner

Seconded by Gloria Master

That beginning the October 2013 Board meeting, the Secretary has been directed to record minutes of closed session business.

Carried

Strategic Planning

The following three Strategic Directions were discussed and the Objectives for each of the three Directions were considered and approved as follows:

04.10.13

Motion

Moved by Cathy Turner

Seconded by Tammy Bennett

RAISING THE PROFILE OF THE LIBRARY AND BECOMING A VALUED COMMUNITY PARTNER

Objectives

1. Educate staff, board and volunteers in strategies for advocacy of the Library and its range of available services and functions.
2. Build partnerships with local businesses, schools and community groups.

3. Facilitate the sharing of community information.
4. Facilitate the use of library space by community groups. Enhance the functionality of the space by equipping the library with the necessary amenities to make it a desirable venue.

Carried

05.10.12 Motion

Moved by Cathy Turner Seconded by Gloria Master

PROVIDING PROGRAMS/ RESOURCES WHICH MEET THE NEEDS AND INTERESTS OF RESIDENTS

Objectives

1. Facilitate an open dialogue with library users about their needs and interests via one-on-one interactions, online forums, and informal surveys and polls.
2. Ensure that current technologies are available for use and that staff are well trained on the digital aspects of library service.
3. Provide programming that encourages literacy and lifelong learning for all members of the community.
4. Maintain a collection of current, interesting and popular materials. Materials should be available in accessible formats when possible.

Carried

06.10.13 Motion

Moved by Gloria Master Seconded by Cathy Turner

DEVELOPING AND MAINTAINING AN ACCESSIBLE AND WELCOMING SPACE

Objectives

1. Remove barriers to library service and remain in compliance with the Accessibility for Ontarians with Disabilities Act.
2. Complete a physical needs assessment of library buildings.
3. Obtain funding for much needed building upgrades and improvements. Space should be clean, in good repair, attractive, and inviting.
4. Create work stations that allow for privacy and the ability to plug-in laptops.

Carried

Chairperson's Report

Oral

CEO Report

Kris reviewed her written report for the Board and asked that her recommendations to the Board be discussed. Board members asked for information and clarification where needed.

07.10.13 Motion

Moved by Cathy Turner Seconded by Rick Kloosterman
That the CEO report be received as circulated.

Carried

08.10.13 Motion

Moved by Cathy Turner Seconded by Rick Kloosterman
That the Board move into caucus to discuss a legal matter.

Carried

Chairperson Katherine Helmer declared that the Board rise from caucus.

Ad Hoc Pay Equity Report

Oral

09.10.13 Motion

Moved by Cathy Turner Seconded by Rick Kloosterman

That the Board reaffirms the Pay Equity process to include retroactivity for all library personnel.

Carried

Financial Report

10.10.13

Motion

Moved by Gloria Master Seconded by Cathy Turner
That the Finance Committee Report be received.
Carried

Property

No Report

Policy and Technology Report

No Report

New Business

None to report

11.10.13

Motion

Moved by Gloria Master Seconded by Rick Kloosterman
That the meeting be adjourned.
Carried

Next Regular Board Meeting

Tuesday, November 5, 2013 Norwood Branch, 7pm-9pm

Chairperson, Katherine Helmer

Recording Secretary, Tammy Bennett

Asphodel-Norwood Public Library Board

Mission Statement

To deliver public library service and computer access to residents of all ages to meet community needs for leisure, lifelong learning , education and culture.

Minutes of Meeting November 5, 2013. Norwood Branch 7:00 pm - 9:00 pm

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Westwood Branch on October 1, 2013.

Present were: Katherine Helmer, Tammy Bennett, Gloria Master, Mary Hay, Cathy Turner, Rick Kloosterman. CEO Krisandra Van Luven was also present.

Call to Order

Chairperson Katherine Helmer, 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 the Agenda

01.11.13

Motion

Moved by Cathy Turner

Seconded by Mary Hay

That the agenda be approved.

Carried

Approval of the Minutes

02.11.13

Motion

Moved by Gloria Master

Seconded by Rick Kloosterman

That the minutes of the October 1, 2013 Board meeting be approved as amended.

Carried

Business Arising from the Minutes None

Strategic Planning

03.11.13

Motion

Moved by Cathy Turner

Seconded by Mary Hay

That the Board approve the Action Plans. (See attached Action Plans)

Carried

Chairperson's Report

Oral

CEO Report

Kris reviewed her written report for the Board and asked that her recommendations to the Board be discussed. Board members asked for information and clarification where needed.

04.11.13

Motion

Moved by Cathy Turner

Seconded by Mary Hay

That the CEO report be received as circulated.

Carried

05.11.13 Motion
Moved by Cathy Turner Seconded by Gloria Master
That the Board move into caucus to discuss a legal matter.
Carried

Chairperson Katherine Helmer declared that the Board rise from caucus.

Ad Hoc Pay Equity Report Oral

Financial Report

06.11.13 Motion
Moved by Cathy Turner Seconded by Rick Kloosterman
That the Finance Committee Report be received.
Carried

Property

Kris will schedule a walk through of the library properties.

Policy and Technology Report No Report

New Business None to report

07.11.13 Motion
Moved by Gloria Master Seconded by Tammy Bennett
That the meeting be adjourned.
Carried

Next Regular Board Meeting

Tuesday, December 3, 2013 Westwood Branch, 7pm-9pm

Chairperson, Katherine Helmer

Recording Secretary, Tammy Bennett

Asphodel-Norwood Public Library Board

Mission Statement

To deliver public library service and computer access to residents of all ages to meet community needs for leisure, lifelong learning , education and culture.

Minutes of Meeting December 3, 2013. Westwood Branch 7:00 pm - 9:00 pm

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Westwood Branch on December 3, 2013.

Present were: Katherine Helmer, Tammy Bennett, Gloria Master, Mary Hay, Cathy Turner.
CEO Krisandra Van Luven was also present.
Rick Kloosterman sent his regrets.

Call to Order

Chairperson Katherine Helmer, 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 the Agenda

01.12.13

Motion

Moved by Cathy Turner Seconded by Mary Hay

That the agenda be approved.

Carried

Approval of the Minutes

02.12.13

Motion

Moved by Cathy Turner Seconded by Gloria Master

That the minutes of the November 5, 2013 Board meeting be approved.

Carried

Business Arising from the Minutes None

Strategic Planning

Kris and members of the Library Board to proceed with writing the Strategic Plan into a formal report.

Chairperson's Report

Oral

CEO Report

Kris reviewed her written report for the Board and asked that her recommendations to the Board be discussed. Board members asked for information and clarification where needed.

03.12..13

Motion

Moved by Cathy Turner Seconded by Gloria Master

That the CEO report be received as circulated and that, based on a successful annual performance review, the Board approve a one step wage increase for Lori Burt to be effective November 23, 2013.

Carried

04.12.13 Motion
Moved by Mary Hay Seconded by Cathy Turner
That the Board move into closed session regarding a personnel matter.
Carried

Chairperson Katherine Helmer declared that the Board rise from closed session.

05.12.13 Motion
Moved by Cathy Turner Seconded by Tammy Bennett
That the annual CEO/Librarian Performance Review for the year 2013 be approved.
Carried

Ad Hoc Pay Equity Report Oral

Financial Report

06.12.13 Motion
Moved by Mary Hay Seconded by Cathy Turner
That the Finance Committee Report be received and that the 1st draft of the Library Budget for 2014 be approved.
Carried

Property Oral

Policy and Technology Report No Report

New Business None to report

07.12.13 Motion
Moved by Gloria Master Seconded by Tammy Bennett
That the meeting be adjourned.
Carried

Next Regular Board Meeting

Tuesday, January 7, 2014 Norwood Branch, 7pm-9pm

Chairperson, Katherine Helmer

Recording Secretary, Tammy Bennett
