

**ANPL Board
MEETING MINUTES
April 17, 2023**



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 (ANPL) Board convened a meeting on April 17, 2023 at the ANPL Norwood Branch with the following persons in attendance:

- Deputy Mayor Burt
- Patricia Reed, CEO/Librarian
- Krista Rutherford
- Ashley Calder
- Linda Cardwell
- Gloria Fernandes
- Glenda Johnson
- Tori Verkuyl

Call to Order

ANPL Board Chair Krista Rutherford called the meeting to order at 7:00 p.m.

Land Acknowledgement

ANPL Board Chair Krista Rutherford recited the land acknowledgement.

Declaration of Pecuniary Interest

ANPL Board Chair Krista Rutherford reminded members of the Board of their obligation to declare any pecuniary interest that they may have in regard to any matter arising on the agenda.

No declarations were made.

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Approval of the Agenda

- 03.01.23 Moved by: Ashley Calder
Seconded by: Gloria Fernandes
"That the meeting agenda for April 17, 2023 be approved as presented."
Carried

Approval of the Minutes

Meeting Minutes of March 13, 2023

- 03.02.23 Moved by: Linda Cardwell
Seconded by: Glenda Johnson
"That the minutes for the regular Board meeting held March 13, 2023 be approved as presented."
Carried

Business Arising from the Minutes

CEO/ Librarian Patricia Reed provided a progress update on the 2021-2024 Strategic Plan.

- 03.03.23 Moved by: Ashley Calder
Seconded by: Gloria Fernandes
"That the progress update on the 2021-2024 Strategic Plan be received for information."
Carried

OLS Board Assembly Representative

- 03.04.23 Moved by: Linda Cardwell
Seconded by: Deputy Mayor Burt
"That Glenda Johnson will act as the ANPL OLS Board Assembly Representative."

Electronic/Hybrid Meetings

CEO/Librarian Patricia Reed provided a progress update on the possibilities of offering Electronic/Hybrid Meetings, specifically the offerings of this meeting style for the Westwood Branch location. It was noted that at this time the Westwood Branch location is unable to accommodate the internet signal required to host an electronic/hybrid meeting at that location.

CEO/Librarian Patricia Reed further indicated that she had reached out to other library CEOs to obtain further findings of what technology would be required in order to accommodate this offering i.e., Owl Technology, Zoom Account. It was noted that presently the only location able to accommodate an internet signal strong enough to host an Electronic/Hybrid Meeting is the Norwood Branch location. CEO/Librarian

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Patricia Reed indicated that a Zoom Account would be required to be purchased by the library in order to conduct meetings in an Electronic/Hybrid style. CEO/Librarian Patricia Reed also made indication that adequate notice of a Norwood Branch location Electronic/Hybrid meeting be provided to herself and in thus the library staff in order to successfully offer staffing coverage for both library branches and further to the public through the library web site for notice of a change of meeting delivery method. The discussion of Electronic/Hybrid Meetings was not voted upon at this time and was addressed as a topic that will be further discussed once knowledge of technology costs were obtained.

Reports

CEO/ Librarian Patricia Reed highlighted CEO Report dated March 2023.

03.05.23 Moved by: Linda Cardwell
Seconded by: Ashley Calder
"That CEO Report March 2023 be received for information."
Carried

CEO/Librarian Patricia Reed highlighted Financial Report-Budget vs Actual March 2023

03.06.23 Moved by: Linda Cardwell
Seconded by: Glenda Johnson
"That Financial Report-Budget vs Actual March 2023 be received for information."
Carried

CEO/Librarian Patricia Reed highlighted Financial Report-General Ledger Q1 2023.

03.07.23 Moved by: Linda Cardwell
Seconded by: Glenda Johnson
"That Financial Report-General Ledger Q1 2023 be received for information."
Carried

Presentations

None.

Correspondence

None.

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General Business

CEO/Librarian Patricia Reed presented the Draft HR-04 Health and Safety (Official Adoption of Township of Asphodel-Norwood policy).

- 03.08.23 Moved by: Gloria Fernandes
Seconded by: Linda Cardwell
"That the Draft HR-04 Health and Safety Policy be approved as presented, and that CEO/ Librarian Patricia Reed seek clarification regarding board coverage under WSIB."
Carried

CEO/Librarian Patricia Reed presented the Draft HR-05 Workplace Violence and Harassment Prevention (Official Adoption of Township of Asphodel-Norwood policy).

- 03.09.23 Moved by: Gloria Fernandes
Seconded by: Deputy Mayor Burt
"That the Draft HR-05 Workplace Violence and Harassment Prevention Policy be approved as presented."
Carried

- 03.10.23 Moved by: Gloria Fernandes
Seconded by: Ashley Calder
"That staff create a Workplace Violence Risk Assessment."
Carried

2023 Summer Program Assistant Posting

CEO/Librarian Patricia Reed advised the ANPL Board of the upcoming posting of this position.

Governance 101: Library Board Training Course Update

ANPL Board Chair, Krista Rutherford provided us with an update to the Governance 101 course offered at the Hastings library where several ANPL Board members were in attendance. Update to include the package of information provided at the meeting for non-attending board members to view.

CEO/Librarian Patricia Reed advised ANPL Board members of the upcoming Smile Cookie campaign being held at the Havelock Tim Horton's. CEO/Librarian Patricia Reed to further provide an email to ANPL Board members of noted volunteer dates and times.

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CEO/Librarian Patricia Reed advised ANPL Board members of the upcoming Norwood Lion's Club Yard Sale – May 24th 2023 at the Lion's Park where, the ANPL Board members are called upon to volunteering their time assisting with the selling of donated books.

03.11.23 Moved by: Deputy Mayor Burt
Seconded by: Glenda Johnson

"That the folding tables be provided to the Norwood Lion's Club at no cost for the May 24th 2023 Yard Sale."


Carried

Adjournment

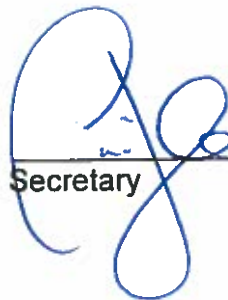
03.12.23 Moved by: Gloria Fernandes
Seconded by: Linda Cardwell

"That the ANPL Board meeting held April 17, 2023 be adjourned at 8:54 p.m. with a regular meeting to be held May 8, 2023, 7:00 p.m. at the Westwood Branch, or at the call of the Chair."

Carried



Chair



Secretary