



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 February 12, 2024 at the ANPL Norwood Branch with the following persons in attendance:

- Ashley Calder
- Linda Cardwell
- Glenda Johnson
- Tori Verkuyl
- Gloria Fernandes
- Deputy Mayor Burt
- Patricia Reed, CEO/Librarian
- Township of Asphodel-Norwood Treasurer, Jordan Webb

Regrets:

- Krista Rutherford

Call to Order

Vice Chair Ashley Calder called the meeting to order at 7:00 p.m.

Land Acknowledgement

Vice Chair Ashley Calder recited the land acknowledgement.

Declaration of Pecuniary Interest

Vice Chair Ashley Calder 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 and that they could declare that interest now or at the time the matter arises.

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Approval of the Agenda

- 01.01.24 Moved by: Gloria Fernandes
Seconded by: Deputy Mayor Burt
"That the meeting agenda for February 12, 2024 be approved as presented."
Carried

Nominations and Elections

CEO/ Librarian Patricia Reed discussed confirmation of treasurer for ANPL Board.

- 01.02.24 Moved by: Linda Cardwell
Seconded by: Glenda Johnson
"That the Township Treasurer, Jordan Webb, be appointed as the Treasurer for the ANPL Board."
Carried.

Approval of the Minutes

Meeting Minutes of November 13, 2023.

- 01.03.24 Moved by: Gloria Fernandes
Seconded by: Tori Verkuyl
"That the minutes for the regular Board meeting held November 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.

- 01.04.24 Moved by: Tori Verkuyl
Seconded by: Gloria Fernandes
"That the progress update on the 2021-2024 Strategic Plan be received for information."
Carried

CEO/Librarian Patricia Reed discussed Youth Advisory Group Terms of Reference.

- 01.05.24 Moved by: Deputy Mayor Burt
Seconded by: Linda Cardwell
"That the Terms of Reference for the Youth Advisory Group be approved as presented."
Carried

Reports

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

- 01.06.24 Moved by: Glenda Johnson
Seconded by: Gloria Fernandes
"That the Financial Report - Budget vs Actual December 2023 be received for information."
Carried

CEO/ Librarian Patricia Reed highlighted Financial Report - Budget vs Actual January 2024.

- 01.07.24 Moved by: Tori Verkuyl
Seconded by: Deputy Mayor Burt
"That the Financial Report - Budget vs Actual January 2024 be received for information."
Carried

CEO/ Librarian Patricia Reed highlighted ANPL24-001 CEO Report February 2024.

- 01.08.24 Moved by: Gloria Fernandes
Seconded by: Linda Cardwell
"That CEO Report February 2024 be received for information."
Carried

CEO/Librarian Patricia Reed highlighted ANPL24-002 ANPL Risk Assessment Report

- 01.09.24 Moved by: Glenda Johnson
Seconded by: Linda Cardwell
"That the ANPL Risk Assessment be approved as presented and furthermore that staff review the Risk Assessment on an annual basis."
Carried.

CEO/ Librarian Patricia Reed highlighted ANPL24-003 Reciprocal Borrowing Agreement with Douro-Dummer Public Library

- 01.10.24 Moved by: Deputy Mayor Burt
Seconded by: Gloria Fernandes
"That the CEO/ Librarian, in partnership with the Douro-Dummer Public Library CEO, and upon approval from the Douro-Dummer Public Library Board, execute the Reciprocal Borrowing Agreement with Douro-Dummer Public Library."
Carried.

CEO/ Librarian Patricia Reed highlighted ANPL24-004 CEO Report Additional 2023 Revenue Allocation

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- 01.11.24 Moved by: Tori Verkuyl
Seconded by: Gloria Fernandes
"That the additional revenue received from unexpected donations and increased facility rentals be approved for allocation as presented in the report.
Carried.

Correspondence

None.

Presentations

None.

General Business

CEO/ Librarian Patricia Reed presented the following policies for Annual Board review:

HR-04 Health and Safety (Legislated annual review)

HR-05 Workplace Violence and Harassment Prevention (Legislated annual review)

- 01.12.24 Moved by: Deputy Mayor Burt
Seconded by: Glenda Johnson
"That HR-04 Health and Safety and HR-05 Workplace Violence and Harassment Prevention policies be approved as presented."
Carried.

CEO/Librarian Patricia Reed discussed 2024 Partnership with Heffernan First Aid

- 01.13.24 Moved by: Tori Verkuyl
Seconded by: Gloria Fernandes
"That ANPL partner with Heffernan First Aid to offer courses at the Westwood Branch. The board approves the fees associated with the program which shall be collected by Heffernan First Aid as the program provider."

CEO/ Librarian Patricia Reed discussed CEO Vacation & Banked Time Request.

- 01.14.24 Moved by: Linda Cardwell
Seconded by: Glenda Johnson
"That the CEO Vacation & Banked Time Request be approved as presented."
Carried.


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Adjournment


01.15.24 Moved by: Deputy Mayor Burt
Seconded by: Gloria Fernandes

"That the ANPL Board meeting held February 12, 2024 be adjourned at 8:24 p.m. with a regular meeting to be held March 11, 2024, 7:00 p.m. at the Westwood Branch, or at the call of the Chair."

Carried



Chair



Secretary