



**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 March 11, 2024 at the ANPL Westwood Branch with the following persons in attendance:**

- Ashley Calder
- Krista Rutherford
- Tori Verkuyl
- Deputy Mayor Burt
- Patricia Reed, CEO/Librarian

**Regrets**

- Township of Asphodel-Norwood Treasurer, Jordan Webb
- Linda Cardwell
- Gloria Fernandes
- Glenda Johnson

**Call to Order**

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

**Land Acknowledgement**

Chair Krista Rutherford recited the land acknowledgement.

**Declaration of Pecuniary Interest**

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 and that they could declare that interest now or at the time the matter arises.

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**Approval of the Agenda**

- 02.01.24 Moved by: Tori Verkuly  
Seconded by: Deputy Mayor Burt  
"That the meeting agenda for March 11, 2024 be approved as amended."  
Carried

**Nominations and Elections**

Nominations were called for the position of Chairperson.

- 02.02.24 Moved by: Tori Verkuyl  
Seconded by: Deputy Mayor Burt  
"That Krista Rutherford accepts the nomination and be appointed as the Chair for the ANPL Board for the remainder of the term."  
Carried.

Nominations were called for the position of Vice Chair.

- 02.03.24 Moved by: Tori Verkuyl  
Seconded by: Deputy Mayor Burt  
"That Ashley Calder accepts the nomination and be appointed as the Vice Chair for the ANPL Board for the remainder of the term."  
Carried.

**Approval of the Minutes**

Meeting Minutes of February 12, 2024.

- 02.04.24 Moved by: Deputy Mayor Burt  
Seconded by: Tori Verkuyl  
"That the minutes for the regular Board meeting held February 12, 2024 be approved as presented."  
Carried

**Business Arising from the Minutes**

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

- 02.05.24 Moved by: Ashley Calder  
Seconded by: Tori Verkuyl  
"That the progress update on the 2021-2024 Strategic Plan be received for information."  
Carried

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**Reports**

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

- 02.06.24 Moved by: Tori Verkuyl  
Seconded by: Ashley Calder  
"That the Financial Report - Budget vs Actual 2023 Update be received for information."  
Carried

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

- 02.07.24 Moved by: Deputy Mayor Burt  
Seconded by: Ashley Calder  
"That the Financial Report - Budget vs Actual February 2024 be received for information."  
Carried

CEO/ Librarian Patricia Reed highlighted ANPL24-005 CEO Report March 2024.

- 02.08.24 Moved by: Tori Verkuyl  
Seconded by: Deputy Mayor Burt  
"That CEO Report March 2024 be received for information."  
Carried

CEO/Librarian Patricia Reed highlighted ANPL24-006 SirsiDynix Security Report

- 02.09.24 Moved by: Ashley Calder  
Seconded by: Tori Verkuyl  
"That the report on the security provided by SirsiDynix be received by th ANPL Board for information."  
Carried.

**Correspondence**

None.

**Presentations**

None.

**General Business**

CEO/Librarian Patricia Reed presented for information the AN Township 2023 Year in Review ANPL Page.

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CEO/ Librarian Patricia Reed presented OP-03 Code of Conduct policy.

- 02.10.24 Moved by: Tori Verkyul  
Seconded by: Deputy Mayor Burt  
"That OP-03 Code of Conduct policy be approved as presented."  
Carried.

CEO/Librarian Patricia Reed presented the revised OP-07 Internet Services policy.

- 02.11.24 Moved by: Ashley Calder  
Seconded by: Deputy Mayor Burt  
"That OP-07 Internet Services policy be approved as revised."  
Carried.

CEO/Librarian Patricia Reed presented the revised OP-10 Children in the Library policy.

- 02.12.24 Moved by: Krista Rutherford  
Seconded by: Ashley Calder  
"That OP-10 Children in the Library policy be approved as revised."  
Carried.

CEO/Librarian Patricia Reed presented OP-18 Bed Bug Prevention Policy.

- 02.13.24 Moved by: Tori Verkuyl  
Seconded by: Deputy Mayor Burt  
"That OP-18 Bed Bug Prevention policy be approved as presented."  
Carried.

CEO/Librarian Patricia Reed sought feedback from ANPL Board on ANPL Logo Refresh. Options for an updated logo will be presented to the Board at a future meeting.

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

- 02.14.24 Moved by: Deputy Mayor Burt  
Seconded by: Krista Rutherford  
"That the CEO Vacation & Banked Time Request be approved as presented."  
Carried.

CEO/Librarian Patricia Reed presented for information a verbal update on Westwood Branch water situation.

**Adjournment**

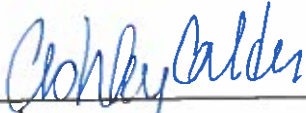
- 02.15.24 Moved by: Tori Verkuyl  
Seconded by: Deputy Mayor Burt

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"That the ANPL Board meeting held March 11, 2024 be adjourned at 7:52p.m. with a regular meeting to be held April 15, 2024, 7:00 p.m. at the Norwood Branch, or at the call of the Chair."

Carried

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary