



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 September 11, 2023 at the ANPL Westwood Branch with the following persons in attendance:

- Ashley Calder
- Linda Cardwell
- Gloria Fernandes
- Glenda Johnson
- Krista Rutherford
- Tori Verkuyl
- Councillor Hodge-Greaves
- Patricia Reed, CEO/Librarian

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.

No declarations were made.

**ANPL Board
MEETING MINUTES
September 11, 2023**

Approval of the Agenda

- 07.01.23 Moved by: Gloria Fernandes
Seconded by: Councillor Hodge-Greaves
"That the meeting agenda for September 11, 2023 be approved as presented."
Carried

Approval of the Minutes

Meeting Minutes of June 12, 2023 and Special Meeting Minutes of July 5, 2023.

- 07.02.23 Moved by: Linda Cardwell
Seconded by: Glenda Johnson
"That the minutes for the regular Board meeting held June 12, 2023 and the minutes of the Special meeting held July 5, 2023, be approved as presented."
Carried

Correspondence

CEO/ Librarian Patricia Reed shared correspondence received by herself and Chair Krista Rutherford from Melanie Hudson, Deputy Clerk on behalf of Candice White, CAO/Clerk/Treasurer of AN Township notifying the ANPL Board of Township Motion No.: 223/23

Moved by: Deputy Mayor Burt | Seconded by: Councillor Warr
"THAT the Council of the Township of Asphodel-Norwood receives this report regarding an update to the Services Agreement – Public Library Board for information; AND FURTHER THAT the Council of the Township of Asphodel-Norwood approves the Service Agreement as presented; AND FURTHER THAT the Council of the Township of Asphodel-Norwood directs staff to forward the Service Agreement to the Chair of the Asphodel-Norwood Public Library Board for consideration by their Board."

CEO/ Librarian Patricia Reed provided the Service Agreement between The Township of Asphodel-Norwood and The Asphodel-Norwood Public Library Board for Board consideration.

- 07.03.23 Moved by: Tori Verkuyl
Seconded by: Gloria Fernandes
"That the ANPL Board approves the Service Agreement between The Township of Asphodel-Norwood and The Asphodel-Norwood Public Library Board as presented."
Carried

Chair Krista Rutherford shared correspondence received from Tori Verkuyl notifying Chair and Board of her intent to resign from the position of Secretary with the ANPL Board. Tori Verkuyl will remain as an ANPL Board member.

- 07.04.23 Moved by: Gloria Fernandes
Seconded by: Councillor Hodge-Greaves

**ANPL Board
MEETING MINUTES
September 11, 2023**

"That the ANPL Board accept the resignation of Tori Verkuyl as Secretary of the Board and declare the position of Secretary vacant."

Carried

Nominations and Election

Nominations were called for the position of Secretary.

07.05.23 Moved by: Councillor Hodge-Greaves

Seconded by: Linda Cardwell

"That Ashley Calder accepts the nomination and is hereby declared Secretary of the Library Board for 2023, and further that when Ashley Calder is acting as Board Chair in her capacity as Vice Chair, CEO/ Librarian Patricia Reed will act as Secretary."

Carried

Business Arising from the Minutes

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

07.06.23 Moved by: Gloria Fernandes

Seconded by: Tori Verkuyl

"That the progress update on the 2021-2024 Strategic Plan be received for information."

Carried

CEO/ Librarian Patricia Reed provided an update that council appointed volunteers are not covered under WSIB.

07.07.23 Moved by: Linda Cardwell

Seconded by: Glenda Johnson

"That the WSIB update be received for information."

Carried

Reports

CEO/ Librarian Patricia Reed highlighted CEO Report September 2023.

07.08.23 Moved by: Gloria Fernandes

Seconded by: Ashley Calder

"That CEO Report September 2023 be received for information."

Carried

CEO/ Librarian Patricia Reed highlighted Financial Report – Budget vs Actual September 2023.

**ANPL Board
MEETING MINUTES
September 11, 2023**

- 07.09.23 Moved by: Gloria Fernandes
Seconded by: Councillor Hodge-Greaves
"That the Financial Report – Budget vs Actual September 2023 be received for information."
Carried

CEO/ Librarian Patricia Reed highlighted CEO Property Report – September 2023.

- 07.10.23 Moved by: Tori Verkuyl
Seconded by: Councillor Hodge-Greaves
"That the CEO Property Report – September 2023 be received for information."
Carried

CEO/ Librarian Patricia Reed highlighted CEO PCFC Partnership and Agreement Report.

- 07.11.23 Moved by: Tori Verkuyl
Seconded by: Gloria Fernandes
"That the CEO PCFC Partnership and Agreement Report be received for information, and further that the ANPL Board approves and supports the partnership with PCFC."
Carried

Presentations

None.

General Business

CEO/Librarian Patricia Reed presented the following draft policies for Board review and consideration:

- HR - 01 Human Resources Management. DRAFT 2023
- HR - 02 Hiring and Orientation. DRAFT 2023
- HR - 03 Hours of Work. DRAFT 2023
- HR - 06 Compensation, Benefits, Vacation and Leaves. DRAFT 2023
- HR - 07 Staff Development & Performance Appraisals. DRAFT 2023
- HR - 08 Payment of Job Related Expenses. DRAFT 2023
- HR - 09 Employee Conduct. DRAFT 2023
- HR - 10 Complaints & Problems. DRAFT 2023

- 07.12.23 Moved by: Linda Cardwell
Seconded by: Tori Verkuyl
"That, HR - 01 Human Resources Management. DRAFT 2023 be approved as amended,
HR - 02 Hiring and Orientation. DRAFT 2023 be approved as amended,
HR - 03 Hours of Work. DRAFT 2023 be approved as presented,

**ANPL Board
MEETING MINUTES
September 11, 2023**

HR - 06 Compensation, Benefits, Vacation and Leaves. DRAFT 2023 be approved as amended,

HR - 07 Staff Development & Performance Appraisals. DRAFT 2023 be approved as presented,

HR - 08 Payment of Job Related Expenses. DRAFT 2023 be approved as presented,

HR - 09 Employee Conduct. DRAFT 2023 be approved as amended,

HR - 10 Complaints & Problems. DRAFT 2023 be approved as presented, and further that HR 01-03 and HR 06-10 replace P&P 206 Police Record Checks, P&P 207 Personnel and P&P 208 Dress Code."

Carried

CEO/ Librarian Patricia Reed requested the following closures for 2023:

- Close at noon on Saturday October 7, 2023
- Both branches closed from December 27 to December 30, 2023

07.13.23 Moved by: Gloria Fernandes

Seconded by: Glenda Johnson

"That both branches of the ANPL be closed at noon on Saturday, October 7, 2023 and from December 27 to December 30, 2023 inclusive."

Carried


Adjournment

07.14.23 Moved by: Gloria Fernandes


Seconded by: Linda Cardwell

"That the ANPL Board meeting held September 11, 2023 be adjourned at 8:35 p.m. with a regular meeting to be held October 16, 2023, 7:00 p.m. at the Norwood Branch, or at the call of the Chair."

Carried



Chair



Secretary