

**Asphodel-Norwood Public Library Board
Minutes of Meeting
May 9, 2022**

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 Board held its regular monthly meeting at Norwood Branch on Monday May 9, 2022 at 7:00 p.m.

The following Board members were present:

Rodger Bonneau, Lori Burt, Maggie Brickell, Margaret Dawson, Mary Hay, Krista Rutherford,

Regrets: Jane Bryenton.

CEO/Librarian Patricia Reed was also present.

Call to Order

Chairperson Krista Rutherford 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 Agenda

01.05.22 Motion
Moved by Lori Burt Seconded by Mary Hay
That the Agenda be approved as circulated
Cd.

Approval of Minutes

02.05.22 Motion
Moved by Maggie Brickell Seconded by Mary Hay
That the minutes for the Regular Board Meeting March 14, 2022 be approved.
Cd.

Business Arising from the Minutes

- Copier pricing list: CEO/Librarian Patricia Reed outlined a draft proposal of user fees for copying and use of the 3D printer and Cricut equipment at the library.

03.05.2022 Motion
Moved by Maggie Brickell Seconded by Margaret Dawson
That the draft proposal presented be accepted for use at the library.
Cd.

- Communication Plan: Patricia Reed outlined the revised Communication Plan.

04.05.2022

Motion

Moved by Maggie Brickell Seconded by Rodger Bonneau
That the revised Communication Plan be accepted.
Cd.

- Strategic Plan: Patricia Reed discussed the Strategic Plan with the Board and highlighted the new or proposed programs taking place at the library.

05.05.2022

Motion

Moved by Rodger Bonneau Seconded by Maggie Brickell
That the updated Strategic Plan be accepted.
Cd.

CEO Reports

CEO/Librarian Patricia Reed highlighted her report from April/May.

06.05.22

Motion

Moved by Mary Hay Seconded by Lori Burt
That the CEO Reports be received.
Cd.

Committee Reports

Finance:

Mary Hay updated the Board on the current financial picture.

Personnel Committee:

Krista Rutherford reminded the Committee that a performance review is due for the CEO/Librarian in July and that the review could include feedback from the Board.

Policy:

Lori Burt discussed the Election Policy that had been circulated to the Board in April.

07.05.22

Motion

Moved by Maggie Brickell Seconded by Rodger Bonneau
That the Election Policy previously circulated be accepted.
Cd.

Property:

Patricia Reed updated the Board on the status of the well at the Westwood library.

Technology:

Patricia Reed updated the Board on the outdated equipment in the library's possession. This equipment will be for purchase at the library Yard sale May 21, 2022.

08.05.22 Motion

Moved by Lori Burt Seconded by Margaret Dawson
That the committee reports be received.
Cd.

New/Other Business

- Fines Free: Patricia Reed led a discussion regarding fines for overdue library books. Many libraries have discontinued this practice. It was suggested that the fines might be discontinued during the summer

09.05.2022 Motion

Moved by Mary Hay Seconded by Maggie Brickell
That the library be Fines Free until October with further discussion at the September meeting.

- Queens Jubilee: The Cultural and Heritage Committee has requested the use of Library tables and chairs for the Jubilee Celebrations, June 4 & 5, 2022.

10.05.2022 Motion

Moved by Lori Burt Seconded by Maggie Brickell
That tables and chairs will be provided by the library for the Jubilee Celebration and the fee waived.
Cd.

- IT Support: Patricia Reed informed the Board that she has not received the Townships IT service support.

11.05.2022 Motion

Moved by Mary Hay Seconded by Margaret Dawson
That the CEO/Librarian, source technology support at the current level, pending development of the Township service plan which will cover the library IT.
Cd.

- Summer program Assistant: Patricia Reed outlined the draft Job Description for a summer student/assistant.

Questions/Answers

None forthcoming

Adjournment

12.05.22 Motion

Moved by Rodger Bonneau
That the meeting be declared adjourned.
Cd.

Next Regular Board Meeting

**Monday, June 13, 2022 , 7:00 p.m.
Westwood Branch.**

W. Rutherford
Chairperson, Krista Rutherford

Margaret Dawson
Recording Secretary, Margaret Dawson