**Asphodel-Norwood Library Board**

**Minutes of Meeting April 1, 2014 *(Amended)***

**Westwood Branch**

### **Mission Statement**

**The Asphodel-Norwood Public Library supports and enriches the community by providing access to resources, programming and opportunities for interactive lifelong learning and leisure**

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Westwood Branch on Tuesday April 1, 2014.

The following Board members were present:

Tammy Bennett, Mary Hay, Katherine Helmer, Debbie Lynch, Gloria Master, Laurie Mulholland. CEO Kris Van Luven was also present.

**Call to Order**

Chairperson Katherine Helmer 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.

**01.04.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

that the Agenda be amended to give invited guest Greg Hartwick an opportunity to update the Board regarding status of maintenance/upgrade projects at both branches.

cd

* Greg has arranged for drawings to be made to reflect the nature and requirements of work to be done at Westwood branch to meet the proposed objectives of the Trillium grant.
* It was pointed out that some unanticipated work, such as re-grading of the front steps, may be an outcome of the overall project and will need to be tracked for additional expense.
* Greg was advised that the Board expects Library policy regarding quotes and purchasing policy to be followed.
* Greg outlined repair and maintenance issues at both branches
  + painting, eavestroughs, lights, replacement of old fixtures at Norwood
  + mould discovered at Westwood branch
  + Budget: Norwood $1000.00 and Westwood $1550.00
* Board members thanked Greg for attending the meeting and bringing them updated information on the status of work being undertaken

**Approval of Minutes**

**02.04.14 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

that the minutes of the March 4, 2014 meeting be approved as amended.

cd

**Business Arising from the Minutes**

* Katherine requested that meeting dates be set to move forward projects that have been topics of discussion in the last two Board meetings:
  + Strategic Plan: Wednesday April 23, 2014 1:00 pm at Westwood Branch
  + Special Purpose mtg: Tuesday April 29, 2014 7:00 pm at Norwood Branch
  + Personnel Committee: Wednesday April 30, 2014, 9:30 am at Norwood Branch
* Discussion of a safety Plan and the implications for Board policy was deferred.
* The Board reviewed Kris’ report in response to the discussion at the March Personnel Committee meeting.
* The funding pattern for student grants was reviewed.
* The need to update a list of Relief Librarians was raised.

**Chairperson’s Report** (oral)

* Katherine’s report centred on whether the Board should consider keeping things roughly the same while the CEO/Librarian is on maternity leave or whether there should be discussion of some possible changes that lend to achieving the best possible value for staff hours.
* In summary, Board members were asked to think about the level of Library service to the public and what staffing would support that level of service.

**CEO Report** (circulated)

The CEO/Librarian reviewed items in her report.

**03.04.14 Motion**

Moved by Mary Hay Seconded by Laurie Mulholland

That the CEO Report be received.

cd

**Personnel** No report

**Policy & Technology** No report

**Property** No report

**Financials** (circulated)

Mary led a review of the month end financial statement for March.

As an outcome of the review the following motion was put forward:

**04.04.13 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

that the Board affirmed its policy that all unspent and surplus funds be transferred to the Library General Reserve Account.

cd

**05.04.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

that the Finance Committee report be received

cd

**Closed Session Minutes**

Prior to the ad hoc Pay Equity committee presenting its report the Secretary requested

that the Board discuss the need to:

* develop a methodology for keeping closed session minutes.
* provide a means of storage that protects the privacy of staff and the content of labour relations issues that might identify particular personnel.

**The Board directed the CEO/Librarian to purchase a lockable filing cabinet to house personnel records and closed session minutes.**

**The Technology and Policy Committee was asked to amend existing Library Policy for Board approval.**

**Pay Equity**

**06.04.14 Motion**

Moved by Mary Hay Seconded by Laurie Mulholland

That the Board move into Caucus to discuss the current status of the work being done toward achieving Pay Equity.

cd

The Board rose from Caucus.

**07.04.14 Motion**

Moved by Mary Hay Seconded by Laurie Mulholland

That the report of the ad hoc Pay Equity committee be received and that the retroactivity Minutes of Settlement completed April 1, 2014 be approved, signed by the Chair of the Board and payment drawn from the Library Reserve Fund.

cd

**New Business**

* A “grand” public announcement of the Accessibility grant will be made at the Westwood branch on Monday May 12th at 4:00 pm.

**08.04.14 Motion**

Moved by Laurie Mulholland Seconded by Tammy Bennett

that the meeting be adjourned.

cd

**Next Meeting**

**Norwood** **Library**

**May 6, 2014**

**7:00 – 9:00 pm**

Chairperson, Katherine Helmer Recording Secretary, Gloria Master