**Asphodel-Norwood Library Board**

**Minutes of Meeting April 1st, 2015**

**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 Wednesday April 1, 2015.

The following Board members were present:

Tammy Bennett, Debbie Lynch, and Laurie Mulholland.

Regrets from Gloria Master, Laurie Strawbridge, Lori Burtt, Interim CEO/Librarian.

**Call to Order**

Chairperson Tammy Bennett 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.

**01.04.15 Motion**

Moved by Laurie Mulholland Seconded by Debbie Lynch

 That the Agenda be approved as presented.

 cd

**Approval of Minutes**

**02.04.15 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

That the amended minutes for the Regular Board Meeting held March 4th, 2015 be approved as circulated.

 cd

**Business Arising from the Minutes**

IODE – has anyone forwarded the IODE a thank you card for their donation which helped pay for the Puppet Tamer? Tammy Bennett will ask if Lori or Cheryl had sent one and if not to please have one sent.

Terms of Reference – it was determined that the Terms of Reference should be discussed at a special Board meeting when all Board members and Lori Burtt can attend.

Drop Box – we still have not heard from Rick as to the status of the drop box he was building for Westwood Branch.

Westwood washroom – one toilet is still not working well. Still no news on how or when it will be fixed

**Chairpersons Report/CEO Report**

CAP student interviews were completed. There was five applicants who applied for the position. Two were offered the position. They have both accepted.

Puppet Tamer went very well with approximately 60 kids plus parents in attendance.

Lori Burtt has passed along her thanks for everyone’s assistance in her absence.

Library Trustee Council Meeting and Board Orientation Meetings are coming up shortly.

Tammy Bennett will be sending an email to see if there is any Board members interested in attending on our behalf.

**03.04.15 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

 That the CEO/Chairperson report be received.

 Cd

**Committee Reports:**

**Personal**

The hiring of the CAP Student information will be given during a closed session at our next meeting and we will discuss specifics at that time.

**Policy**

Policy Committee will be meeting to review policies to be updated and will hopefully have an update by next meeting

**04.04.15 Motion**

Moved by Laurie Mulholland Seconded by Debbie Lynch

 That the Personal and Policy Committee reports be received.

 Cd

**Property**

No one has visited Westwood branch to look at the issue with the floor in front of the door. We also have no update on the renovations. Hopefully will have more information at next meeting.

**05.04.15 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

 That the Property report be received.

 Cd

**Finance**

Financial documents had been sent last minute again, due to the fact that our meeting is

held on the first of the month. Finance Committee has not had a chance to review

reports.

The budget has been passed.

**06.04.15 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

 That the Finance Committee report be received.

 cd

**Technology**

Tammy Bennett volunteered at Westwood branch and had issues with two of the computers. We will speak with Lori Burtt to see if she believes these computers are needing to be replaced in the near future.

**07.04.15 Motion**

Moved by Laurie Mulholland Seconded by Debbie Lynch

 That the Technology report be received.

 Cd

**New Business**

The Treasurer is not having enough time to forward the Financial reports for the previous month in advance since our meetings are so close to the beginning of the month. It has been suggested that we move our meeting nights to an alternate week of the month.

Lori Burtt has applied for a Senior Community Grant. We should hear in June if we will receive it.

**08.04.15 Motion**

Moved by Laurie Mulholland Seconded by Debbie Lynch

 That the meeting be adjourned.

**Next Meeting**

**Asphodel-Norwood Library Board**

 **Wednesday May 6th, 2015**

 **6:30 – 8:30 pm**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Chairperson, Tammy Bennett Recording Secretary, Laurie Mulholland