**Asphodel-Norwood Library Board**

**Minutes of Meeting December 3, 2014**

**Norwood 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 Norwood branch on Wednesday December 3, 2014.

The following Board members were present:

Tammy Bennett, Debbie Lynch, Mary Hay, Rick Kloosterman, Gloria Master, Laurie Mulholland. Interim CEO Lori Burtt was also present.

**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.

**01.12.14 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

 That the Agenda be approved as presented.

 cd

**Approval of Minutes**

**02.12.14 Motion**

Moved by Laurie Mulholland Seconded by Mary Hay

That the amended minutes for the regular Board meeting held October 8, 2014 be approved.

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**03.12.14 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

That the minutes of the regular Board meeting held November 5, 2014 be approved.

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**Business Arising from the Minutes**

 No items were brought forward.

**Chairperson’s Report**

* Tammy reported that she had sent the letter to the Township Clerk informing her that Tammy Bennett, Debbie Lynch, Gloria Master and Laurie Mulholland would accept nomination to the new Board. Rick Kloosterman has decided not to put his name forward this year. When it was discovered that the letter had been lost in transit, Tammy sent a copy and Becky confirmed receiving it.
* The minutes for 2014 with the exception of those still to be approved have all been signed and added to the Minutes book with financials attached. Gloria will forward a copy of the April 2014 financials to the CEO/Librarian for addition to the book.
* A reminder that the Township’s Volunteer Appreciation Dinner is this Saturday evening December 6th.

**CEO Report** (circulated)

* Lori reviewed her written report.
* Mary Hay will be available to cover hours during Lori’s absence in January should an emergency arise.
* The Library will not apply for Summer Student funding. The requirement that the student hired work 30 hours weekly makes this an uneconomical option for the Library.
* A Kudo cell phone has been purchased for Westwood at a cost of approximately $30. per month resulting in a savings of approximately $78.00 monthly. Lori will now arrange for business cards to be printed. The new Westwood phone number is **705 768 2548.**
* The slat wall is complete and looks very attractive in the space. There is still some money left from the donation. New chairs and regluing of the older wooden chairs are being considered among other possibilities.
* Lori reported that the back door ramp is very slippery. Some kind of traction needs to be added.
* The Memorandum of Understanding was discussed briefly. Lori was given direction in sending an appropriate response to emails received regarding snow shoveling.

**04.12.14 Motion**

Moved by Mary Hay Seconded by Rick Kloosterman

 That the CEO Report be received.

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**Committee Reports**

**Policy and Technology** (information provided orally; no formal report)

* 3 new monitors are in place at the Norwood branch.
* It was agreed that a Library Policy binder containing copies of all Asphodel Norwood Library Board policies be available in both branches of the library. The intention of the cd’s is to make it easier for Board members to have up to date copies of policies available to them for easy reference but the cd’s are not meant to replace the binders.

**Finance**

* Debbie and Mary reviewed the month end statements for the Board.

**05.12.14 Motion**

Moved by Mary Hay Seconded by Laurie Mulholland

 That the Finance Committee report be received.

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**New Business**

* Debbie provided insights from a SOLS Directors’ meeting which she attended in November.
* Debbie asked the CEO/Librarian to review the Strategic Plan documents and identify what has been accomplished to date.

**06.12.14 Motion**

Moved by Laurie Mulholland

 That the meeting be adjourned.

**Next Meeting**

 **Westwood Library**

 **Wednesday February 4, 2015**

 **6:30 – 8:30 pm**

 Chairperson, Tammy Bennett Recording Secretary, Gloria Master