**Asphodel-Norwood Library Board**

**Minutes of Meeting February 4, 2014**

**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 February 4, 2014.

The following Board members were present:

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

Board Member Mary Hay acted as interim Chairperson until the election of the Chairperson for 2014 was completed.

**Call to Order**

Interim Chairperson, Mary Hay, 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.

**01.02.14 Motion**

Moved by Gloria Master Seconded by Debbie Lynch

that the Agenda be approved as presented.

**Election of Officers for 2014**

Cathy Turner’s retirement from the Library Board was acknowledged and the Board expressed its gratitude to Cathy for her dedication and service on the Board. Cathy will remain an active volunteer for the Asphodel Norwood Library.

The interim Chairperson conducted the election for the Executive Positions of Chairperson, Vice Chairperson and Secretary as well as the appointment of the Treasurer.

Nominations were called for the position of Chairperson. Gloria Master nominated Katherine Helmer for the position. The nomination was seconded by the Debbie Lynch. Katherine agreed to let her name stand. Further nominations were called and none were received.

* + 1. **Motion**

Moved by Gloria Master Seconded by the Debbie Lynch

that Katherine Helmer be acclaimed Chairperson of the Library Board for 2014.

cd.

Nominations were called for the position of Vice Chairperson. Katherine Helmer nominated Tammy Bennett for the position. The nomination was seconded by Gloria Master. Tammy agreed to let her name stand. Further nominations were called and none were received.

* + 1. **Motion**

Moved by Katherine Helmer Seconded by Gloria Master

that Tammy Bennett be acclaimed as Vice Chairperson of the Library Board for 2014.

cd.

Nominations were called for the position of Secretary. Tammy Bennett nominated Gloria Master for the position, seconded by Debbie Lynch. Gloria agreed to let her name stand. Further nominations were called and none were received.

**04.02.14 Motion**

Moved by Tammy Bennett Seconded by Debbie Lynch

that Gloria Master be acclaimed as Secretary of the Library Board for 2014.

cd

In accordance with the Memorandum of Understanding between the Library Board and Asphodel-Norwood Township Council Melanie Stubbs was appointed Treasurer.

The meeting was then turned over to the Chairperson Katherine Helmer and Mary Hay was thanked for acting as interim Chair.

**Approval of Minutes**

**05.02.14 Motion**

Moved by Mary Hay Seconded by Tammy Bennett

that the minutes of the January 7, 2014 meeting be approved as circulated.

cd

**Business Arising from the Minutes**

* Strategic Plan
  + The Board was reminded of the importance of this project and asked the CEO-Librarian if she had the time to ensure that it continue to move forward. Kris will be in touch with those who volunteered to help format the various aspects of the Plan into a printable format.

**Chairperson’s Report** (oral)

* Katherine welcomed Debbie Lynch and Laurie Mulholland to the Asphodel Norwood Library Board and expressed the Board’s gratitude to them for volunteering their time to the Asphodel Norwood Library.
* Katherine circulated a contact list for Board members asking that she be advised of any necessary corrections. An amended list will be distributed.

**CEO Report** (circulated)

The CEO/Librarian highlighted some particular items in her report.

* Further to the January discussion of digital phone service, Kris felt it might be wise to postpone a decision on the matter until more information can be gathered. Kris will talk to Treasurer Melanie Stubbs and will explore options to bring back to the Board.
* The start time for the 90th Anniversary Tea will be 4:00 pm on February 11th not 4:30 as first discussed.
* Books have been loaded onto the 4 new e-readers but are not yet circulating because of technical problems.
* It is uncertain whether the Westwood Moms & Tots program will be available after the end of February.
* In spite of inclement weather, 10 people came out to hear story teller Betty Bennett at Westwood. The program was well received.

**06.02.14 Motion**

Moved by Tammy Bennett Seconded by Mary Hay

That the CEO Report be received.

cd

**Pay Equity** (oral)

**07.02.14 Motion**

Moved by Rick Kloosterman Seconded by Tammy Bennett

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.

**Personnel** No report

**Policy & Technology** No report

**Property** (oral)

Rick led a discussion about accessibility issues at Westwood. There has still been no response to the latest grant application. Please let Kris know if you become aware of opportunities to apply for grants.

**Financials** (circulated)

Mary led a review of the month end statement for January.

**08.02.14 Motion**

Moved by Tammy Bennett Seconded by Laurie Mulholland

That the report of the Financial Committee be received.

cd

Each of the Committees reviewed its mandate and membership. Debbie and Laurie were invited to consider where they might be willing to add their skills and interests to particular areas of Board responsibility. Laurie expressed an interest in Policy and Technology. Debbie expressed an interest in Finance. Board members were given an opportunity to diversify if they chose.

Pay Equity: is an *ad hoc* committee that will be retired by the Board when its work is complete.

Mary, Gloria, Kris

Personnel: is responsible for the CEO/Librarian’s annual review and for supporting the CEO/Librarian in setting goals for the next year;

brings to the Board for discussion amendments/changes in personnel matters that may be necessary to meet current circumstances.

Katherine, Tammy, Kris, Gloria

Policy & Technology: Drafts and formats new Board policies or revisions to current policies to be approved by the Board;

Meets with the CEO/Librarian and consults with the IT person on matters regarding the Library’s computer and electronics systems.

Laurie, Mary, Kris

Property Annual property inspection at both branches

Represents the Board and supports the CEO/Librarian in discussions with Township staff property and maintenance issues and upgrades.

Rick, Kris

Finance Meets monthly to review the month end reports.

Gives direction to the CEO/Librarian.

Leads annual budget discussions and produces the draft document for approval.

Debbie, Mary, Kris

**New Business**

* Board members who are available are asked to help set up for and welcome guests to the Anniversary Tea on February 11th.
* Discussion of implementation and use of the new Mission Statement. Kris was asked to gather up all of the decisions made and approved by the Board as the Strategic Plan was developed.
* **Really new**: Congratulations to Kris and Kurt who will become first time parents in August.

**09.02.14 Motion**

Moved by Mary Hay Seconded by Tammy Bennett

that the meeting be adjourned.

cd

**Next Meeting**

**Norwood** **Library**

**March 4, 2014**

**7:00 – 9:00 pm**

Chairperson, Katherine Helmer Recording Secretary, Gloria Master