**Asphodel-Norwood Library Board**

**Minutes of Meeting February 12, 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 Norwood Branch on Tuesday February 12, 2015.

A scheduled meeting at the Westwood branch on Wednesday February 4, 2015 was postponed because of weather.

The following Board members were present:

Tammy Bennett, Debbie Lynch, Gloria Master, Laurie Mulholland, Laurie Strawbridge.

Regrets from Lori Burtt, Interim CEO/Librarian.

Board Member Debbie Lynch acted as interim Chairperson until the election of the Chairperson for 2015 was completed.

**Call to Order**

Interim Chairperson, Debbie Lynch, 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.

**01.02.15 Motion**

Moved by Laurie Mulholland Seconded by Laurie Strawbridge

 That the Agenda be approved as presented.

**Election of Officers for 2014**

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. Laurie Mulholland 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 Laurie Mulholland Seconded by the Gloria Master

that Tammy Bennett be acclaimed Chairperson of the Library Board for 2015.

 cd.

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

* + 1. **Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

that Gloria Master be acclaimed as Vice Chairperson of the Library Board for 2015.

 cd.

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

**04.02.15 Motion**

Moved by Gloria Master Seconded by Tammy Bennett

that Gloria Master be acclaimed as Secretary of the Library Board for 2015.

 cd

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

The meeting was then turned over to the Chairperson Tammy Bennett and Debbie Lynch was thanked for acting as interim Chair.

Laurie Strawbridge was introduced as the Board’s newest member and Debbie Lynch handed over a CD on Library Policies. It was noted that Laurie S. should be given a copy of the Library Act as well.

**Approval of Minutes**

**05.02.15 Motion**

Moved by Debbie Lynch Seconded by Gloria Master

That the amended minutes for the Regular Board Meeting held December 3, 2014 and the Special Board Meeting held December 8, 2014 be approved as circulated.

 cd

**Business Arising from the Minutes**

Debbie Lynch mentioned that the Memorandum of Understand has been brought up to Council on two separate occasions.

**Chairpersons Report:**

 No report at this time since a new Chairperson has been appointed.

**CEO Report**

The Board has been advised that Lori Burtt is still off work for at least another 6 weeks. To date staff members Cheryl, Christine and Megan have been covering Lori’s open hours. Debbie Lynch, Mary Hay and Kathy Turner has been assisting as volunteers for open hours.

The Board would like to ensure that when open hours need to be covered that library staff is asked first to cover the time. Board is to informed first of scheduling issues.

Cheryl has been doing a great job keeping up on forwarding emails, library information and library stats. Two possible Grants have recently come forward and Debbie Lynch has agreed to assist with the application process since they are due the end of March and middle of April.

**Committee Reports:**

It was suggested by Gloria Master to combine a couple of the committees. Debbie Lynch

read a brief description on the responsibilities of each of the committees.

**06.02.15 Motion**

Moved by Gloria Master Seconded by Debbie Lynch

That the Library Board Committees be amalgamated as follows:

* Personal and Policy;
* Property; and
* Finance and Technology.

 cd

Board members were asked to pick at least one committee to sit on:

**Personal and Policy**: Laurie Strawbridge, Gloria Master and Tammy Bennett

**Finance and Technology**: Laurie Mulholland and Debbie Lynch

**Property**: Debbie Lynch and Laurie Mulholland

**Finance**

* Debbie Lynch reviewed the month end statements for the Board. Since the Budget has yet to be approved the financials do not make a lot of sense. Things should be sorted out next month.

**07.02.15 Motion**

Moved by Debbie Lynch Seconded by Laurie Strawbridge

 That the Finance Committee report be received.

 cd

**Property** (given orally)

* Westwood Door was installed today. Still needs finishing but looks good. The posts were covered and looks good. There is still no railing but work should be done by the 20th.
* A new list detailing issued keys needs to be made.
	+ 1. **Motion**

Moved by Debbie Lynch Seconded by Laurie Strawbridge

 That the Property Committee report be received.

 cd

**New Business**

* Due to the prolonged absence of Lori Burtt it was requested that a Board Member take on some of her responsibilities. Laurie Mulholland agreed to assist with receivables and scheduling. Laurie M. will contact Lori Burtt and update the Board on the outcome of the conversation.
* The Board is requesting that a phone list of volunteers is provided so we can assist in scheduling issues.
* Debbie Lynch has announced that she will nominate the Asphodel-Norwood Library for the Accessibility Award with the County of Peterborough.
* The Library will look into getting a table for the community event at the Norwood Community Centre being held on May long weekend.

**09.02.15 Motion**

Moved by Laurie Strawbridge Seconded by Debbie Lynch

 That the meeting be adjourned.

**Next Meeting**

**Asphodel-Norwood Library Board**

 **Wednesday March 4, 2015**

 **6:30 – 8:30 pm**

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Chairperson, Tammy Bennett Recording Secretary, Laurie Mulholland