**Asphodel-Norwood Library Board**

**Minutes of Meeting July 8, 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 Tuesday July 8, 2014.

The following Board members were present:

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

Regrets: Rick Kloosterman, Debbie Lynch

**Call to Order**

Vice 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.

**01.07.14 Motion**

Moved by Laurie Mullholland Seconded by Mary Hay

that the Agenda be approved as presented.

**Approval of Minutes**

**02.07.14 Motion**

Moved by Mary Hay Seconded by Laurie Mulholland

that the amended minutes of the June 3, 2014 meeting be approved.

cd

**Business Arising from the Minutes**

* Vice Chairperson Tammy Bennett read a letter received from Kathryn Helmer advising the Board that she had submitted to Township Council a letter of resignation from the Library Board. Kathryn’s letter was accepted by the Board with regret. The chair was asked to send a letter of thanks to Katherine for her service to the Library.

**03.07.14 Motion**

Moved by Laurie Mulholland Seconded by Mary Hay

that Vice Chairperson, Tammy Bennett, assume the role of Chairperson for the remainder of 2014.

cd

**Chairperson’s Report**

No report this month

**CEO Report** (circulated)

* Kris reviewed her written report.

**04.07.14 Motion**

Moved by Mary Hay Seconded by Laurie Mulholland

that the CEO Report be received.

cd

**Pay Equity**

* The Committee reported that all of the outstanding settlement agreements had been completed. As soon as they are fully processed all documentation will be forwarded to the Pay Equity Commission with a letter from the Township CAO advising that Pay Equity has been achieved.

**05.07.14 Motion**

Moved by Mary Hay Seconded by Laurie Mulholland

that $38,827.00 be transferred from the General Library Reserve (50-0000-3293) and $5,000 be transferred from the Capital Expenses Reserve (50-0000-3291) to support the payment of pay equity settlements.

**06.07.14 Motion**

Moved by Laurie Mulholland Seconded by Mary Hay

that the report of the ad hoc Pay Equity Committee be received.

cd

**Personnel**

**07.07.14 Motion**

Moved by Laurie Mulholland Seconded by Mary Hay

that the Board move into closed session.

cd

* **The Board endorsed the following recommendations:**
  + **that the CEO/Librarian begin the process of posting and interviewing for the position of interim Library Assistant.**
  + **that the Policy Committee draft/update a procedure for Interim Leaves of Absence for addition to the Asphodel Norwood Township Library System Policy and Procedures manual.**
  + **that the Board maintain a central file of current position descriptions and as required by Pay Equity, that all position descriptions be reviewed at established intervals.**
  + **that the Charirperson call a Special Meeting to ratify these recommendations.**

**09.07.14 Motion**

Moved by Mary Hay Seconded by Laurie Mulholland

that the Board receive the report from the Personnel Committee.

**Policy & Technology** No report

**Property** No report

**Financials** (circulated)

* Mary led a review of the month end statement for June.
* Township Council CAO, Joe VanKoeverden, has been appointed Treasurer for Asphodel Norwood Township.

**010.07.14 Motion**

Moved by Mary Hay Seconded by Laurie Mulholland

that Joe Van Koeverden be appointed Treasurer of the Asphodel Norwood Library Board.

cd

**11.07.14 Motion**

Moved by Mary Hay Seconded by Laurie Mulholland

that the report of the Financial Committee be received.

cd

**New Business**

* No new business was discussed.

**12.07.14 Motion**

Moved by Laurie Mulholland Seconded by Mary Hay

that the meeting be adjourned.

cd

The Board will not meet in August.

**Next Meeting**

**Westwood** **Library**

**Tuesday September 9, 2014**

**7:00 – 9:00 pm**

Vice Chairperson, Tammy Bennett Recording Secretary, Gloria Master