**Asphodel-Norwood Library Board**

**Minutes of Meeting June 3, 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 June 3, 2014.

The following Board members were present:

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

**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.

**01.06.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

that the Agenda be approved as presented.

**Approval of Minutes**

**02.06.14 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

that the amended minutes of the April 1, 2014 meeting be approved.

cd

**03.06.14 Motion**

Moved by Laurie Mulholland Seconded by Mary Hay

that the minutes of the May 6, 2014 meeting be approved as circulated.

cd

**Business Arising from the Minutes**

* Donation from Anne Flagler

Kris spoke with Anne to let her know that she was recommending to the Board that Anne’s donation be used to create a community notice board at the Westwood branch similar to the slat board at the Norwood branch. Anne was happy that the money would be used for something permanent to enhance the Westwood library. Kris spoke with Jim Turner. Jim agreed to build a wall like the one at Norwood in the fall.

* Discussion of the process for hiring of an interim CEO/Librarian was moved to the Personnel Committee report.

**Chairperson’s Report** (oral)

**CEO Report** (circulated)

* Lori Burtt will take responsibility for running the Summer reading Club program at Westwood branch under direction of the CEO/Librarian.
* Kris attended a meeting of Librarians led by Peggy Malcolm at which it was recommended that libraries prepare an orientation package for new Board members. The Asphodel Norwood Board thought this a good project to be considered in the fall.
* The federal Anti-Spam legislation which comes into effect July 1, 2014 was also discussed by the Librarians. it is recommended that Boards review and update guidelines where necessary.
* Discussion of the status of the Strategic Plan was deferred to the July meeting.
* Summer reading Club launch will happen on Wednesday July 2, 2014 at the Westwood branch.

**04.06.14 Motion**

Moved by Laurie Mulholland Seconded by Rick Kloosterman

that the CEO Report be received.

cd

**Personnel**

* The Board reviewed a draft of the official posting for the position of Interim CEO/Librarian that had circulated with the Agenda package.
* It was agreed that the Personnel Committee would meet asap to prepare a final draft of the job posting and to review the Position description. The goal would be to interview in the last week of June.
* Because of time constraints the Board agreed that the final drafts of these documents would be circulated for Board approval by email. The approved documents would be posted on the website and made available in hard copy at the township office and at both library branches.
* The Personnel Committee would proceed with interviews for qualified candidates and bring a recommendation to the July Board meeting.

**Pay Equity**

**05.06.14 Motion**

Moved Mary Hay Seconded by Debbie Lynch

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 and the following recommendations were made.

**06.06.14 Motion**

moved by Mary Hay Seconded by Laurie Mulholland

that the following recommendations be approved:

1. that the report of the Ad hoc Pay Equity Committee be received.
2. that the Library Board request a meeting with Asphodel Norwood Council to discuss the outstanding liability and obligation to make payment.

**Policy & Technology** No report

**Property** No report

**Financials** (circulated)

* Mary led a review of the month end statement for May.
* Audited 2013 financial statements have been received at Council.

**07.06.14 Motion**

Moved by Rick Kloosterman Seconded by Laurie Mulholland

that the report of the Financial Committee be received.

cd

**New Business**

* No new business was discussed.

**08.06.14 Motion**

Moved by Rick Kloosterman Seconded by Debbie Lynch

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