**Asphodel-Norwood Library Board**

**Minutes of Meeting March 4, 2015**

**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 March 4, 2015.

The following Board members were present:

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

Regrets from Lori Burtt, Interim CEO/Librarian.

**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.

**01.03.15 Motion**

Moved by Laurie Strawbridge Seconded by Debbie Lynch

 That the Agenda be approved as presented.

 cd

**Approval of Minutes**

**02.03.15 Motion**

Moved by Debbie Lynch Seconded by Laurie Strawbridge

That the minutes from the Regular Board Meeting held February 12, 2015 be approved as amended.

 cd

**Business Arising from the Minutes**

CAP Students: Gloria Master gave a brief description on CAP students. It was decided that the Personnel Committee will take care of posting for the CAP Student position and hiring the student. Laurie Mulholland pulled last years posting from the Library Laptop and Debbie Lynch will revise the posting. Applications will be due by March 20th.

Laurie Mulholland filled the Board in on her meeting with Lori Burtt and discussed how she is assisting with Finances by visiting the Norwood Branch Tuesday nights and helping Cheryl submit invoices for payment.

Debbie Lynch reserved a table for the May Long Weekend Community event at the Norwood Community Centre for no charge.

Asphodel-Norwood Council wants to replace the Memorandum of Understanding with the Terms of Reference. We will revisit this at the next meeting.

When Lori returns we will ask for a casual employment list to be prepared together with a Key Holders list.

**Chairpersons Report/CEO Report**

 CEO Report was circulated.

 Staff shortage on Wednesday nights in Westwood has been covered by Board Members.

Westwood Drop box - no one has heard from Rick regarding the drop box. Tammy Bennett will attempt to contact him.

Puppet Tamer – There will be no snacks or juice provided. Tammy Bennett attend and set up chairs. If there is anyone else that could help it would be appreciated. Gloria Master printed off some posters for the event and they will be put up around Norwood and at the Westwood Library.

**03.03.15 Motion**

Moved by Gloria Master Seconded by Laurie Strawbridge

 That the CEO/Chairpersons report be received.

 Cd

**Committee Reports:**

**Personal**

Gloria Master received a letter from Mr. Coulen informing the Board he has officially closed our Pay Equity file. Laurie Mulholland will make sure the letter gets into the secured filing cabinet. (report was given orally)

**Policy**

Gloria Master has suggested that the Policy committee get together in April to assess what Policies need to be brought up to date. (report was given orally)

**Property**

Debbie Lynch advised the Board that Westwood Branch has an issue with a window sweating and running into the floor which has resulted in the floor rotting away in front of the front door. The wood will most likely need to be replaced since a large gap has formed.

Debbie Lynch has emailed the CAO regarding the Westwood Project since it is not complete and is past our deadline. Still waiting to hear on left over money. (report was given orally)

**Finance**

Debbie Lynch reviewed the month end statements for the Board. Budget still has not been approved but the Insurance has been applied and reserves have been disbursed.

**07.02.15 Motion**

Moved by Debbie Lynch Seconded by Laurie Strawbridge

 That the Finance Committee report be received.

 cd

**New Business**

 Westwood Library toilet is not working. Not sure what the issue is.

**09.02.15 Motion**

Moved by Laurie Strawbridge Seconded by Debbie Lynch

 That the meeting be adjourned.

**Next Meeting**

**Westwood Library Board**

 **Wednesday April 1, 2015**

 **6:30 – 8:30 pm**

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Chairperson, Tammy Bennett Recording Secretary, Laurie Mulholland