**Asphodel-Norwood Library Board**

**Minutes of Meeting 6, 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 Westwood Branch on Tuesday May 6, 2014.

The following Board members were present:

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

Rick Kloosterman sent regrets.

**Call to Order**

Chairperson Katherine Helmer 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.

**01.05.14 Motion**

Moved by Tammy Bennett Seconded by Debbie Lynch

that the Agenda be approved.

cd

**Approval of Minutes**

**02.05.14 Motion**

Moved by Gloria Master Seconded by Debbie Lynch

that the minutes of the April 1, 2014 meeting be amended and brought to the May meeting for approval.

cd

**03.05.14 Motion**

Moved by Laurie Mulholland Seconded by Tammy Bennett

that the Board move into closed session to review the minutes of the Special Meeting closed session held April 29, 2014.

cd

**Business Arising from the Minutes**

* Katherine provided a report on the Trustees’ meeting which she attended on the Board’s behalf.

**Chairperson’s Report** (oral)

* A generous gift to the Asphodel Norwood Library was received from retired employer Anne Flagler. Katherine read the accompanying note and expressed her gratitude to Anne.
* Kris was asked to research ideas for using the gift and to bring to the May meeting suggestions for the Board to discuss.
* The Board asked that a letter be sent to her acknowledging the gift and expressing their thanks.

**CEO Report** (circulated)

* The CEO/Librarian reviewed items in her report.
  + A lockable filing cabinet was purchased. The CEO/Librarian will have one key and the Recording Secretary will have the spare.
  + Greg Hartwick informed Kris that the blueprints for work to be done to the front of the Westwood Library are ready. He is now ready to move forward to receive quotes since the blueprints will aid the bidding process. Kris is to contact Greg to review the blueprints.
  + The Assistant Librarian’s annual review was successfully completed. There was some discussion of goals for the next year but they are flexible depending on the needs of the Library during Kris’ maternity leave.
  + The Township is scheduling First Aid training. The Interim CEO will be included.
  + Kris designed a poster inviting patrons to attend the official announcement regarding the Accessibility grant. She asked the Board for help with hospitality for the event.
  + board members were recruited to help with a mini book sale on Saturday May 17th.

**04.05.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

That the CEO Report be received.

cd

**Personnel**

* Written notes taken at a Personnel Committee meeting were discussed. The purpose of the meeting was to begin preparation for hiring an interim CEO/Librarian while Kris is on maternity leave.
  + After some preliminary discussion the Board decided to hold a Special Purpose meeting on Tuesday May 13th to formulate operating plans the Asphodel Norwood Public Library system for the period 2014-2015.

**Policy & Technology** No report

**Property** No report

**Ad Hoc Pay Equity Committee**

**05.05.12 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

that the Board move into closed session.

cd.

After the Board rose from caucus the following motion was put forward.

**06.05.14 Motion**

Moved by Laurie Mulholland Seconded by Debbie Lynch

that the Pay Equity committee negotiate a settlement.

cd.

**Financials** (circulated)

Mary led a review of the month end financial statement for April including Pay outs and the status of general Library reserves.

**07.05.14 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

that the Report of the Finance Committee be received.

**New Business**

**08.05.14 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

that the meeting be adjourned.

cd

**Next Meeting**

Westwood Branch

**June 3, 2014**

**7:00 – 9:00 pm**

Chairperson, Katherine Helmer Recording Secretary, Gloria Master