**Asphodel-Norwood Library Board**

**Minutes of Meeting November 5, 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 Wednesday November 5, 2014.

The following Board members were present:

Tammy Bennett, Debbie Lynch, Mary Hay, Rick Kloosterman, Gloria Master, Laurie Mulholland. Interim CEO Lori Burtt was also present.

**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.

**01.11.14 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

 That the Agenda be approved as presented.

 cd

**Approval of Minutes**

**02.11.14 Motion**

Moved by Laurie Mulholland Seconded by Debbie Lynch

The minutes were reviewed and changes were requested. Laurie will prepare the amended minutes for the meeting of Board in December.

 cd.

**Business Arising from the Minutes**

 No items were brought forward.

**Chairperson’s Report**

* Tammy is sending a letter to inform the Township that the current Board will resign on the effective date as notified by the Township clerk. Tammy Bennett, Debbie Lynch, Gloria Master and Laurie Mulholland would accept nomination to the new Board. Rick Kloosterman isn’t sure at the time of November meeting.
* The Secretary will send a copy of the approved minutes to Cheryl for posting on the website at the same time a copy is sent to the Township Clerk.
* The Interim CEO/Librarian was asked to ensure that all approved meeting minutes to date have been signed by the Chairperson and Recording Secretary and that a complete set of minutes is available for the auditors.

**CEO Report** (circulated)

* Lori reviewed her written report.
* At the request of the Chairperson, the CEO checked through the Strategic Plan file for relevant documents. The Board will review the status of the work of implementation at the December meeting.
* The Board was reminded of the Township dinner on Saturday December 6th. Please R.S.V.P. to Pam Quinlan or Vicki Blakely.
* Laurie Mulholland has offered to serve as backup for administrative tasks while Lori is off.

**03.11.14 Motion**

Moved by Rick Kloosterman Seconded by Debbie Lynch

That both branches of the Asphodel Norwood Library remain closed on Saturday December 27, 2014; and that the change in hours should be well advertised and late fines be waived

cd

**04.11.14 Motion**

Moved by Debbie Lynch Seconded by Laurie Mulholland

That the Interim CEO arrange to purchase a cell phone for use at the Westwood branch in emergency situations.

 cd

**05.11.14 Motion**

Moved by Rick Kloosterman Seconded by Laurie Mulholland

 That the CEO Report be received.

 cd

**Committee Reports**

**Property**

* A walk through should be completed before the end of the year. The CEO was asked to send an email to Greg Hartwick to make arrangements. Rick, Lori and Debbie will participate.

**Finance**

* Debbie reviewed the month end statements for the Board.
* Debbie walked the Board through work done on the draft 2015 budget to date.

**06.11.14 Motion**

Moved by Debbie Lynch Seconded by Rick Kloosterman

 That the Finance Committee report be received and that the draft budget be approved.

 cd

**New Business**

* Some policies and procedures in the manual require updating and, according to Board time lines, others are scheduled for review. This work takes on added importance with the appointment of a new Board. Gloria Master requested that policy documents be accompanied by a rationale to clarify their intended purpose.

**07.11.14 Motion**

Moved by Laurie Mulholland

 That the meeting be adjourned.

**Next Meeting**

 **Westwood Library**

 **Wednesday January 7, 2015**

 **6:30 – 8:30 pm**

 Chairperson, Tammy Bennett Recording Secretary, Gloria Master