**Asphodel-Norwood Library Board**

**Minutes of Meeting October 8th, 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 Wednesday October 8th, 2014.

The following Board members were present:

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

Regrets: Rick Kloosterman, Gloria Master

**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.

**01.10.14 Motion**

Moved by Debbie Lynch Seconded by Mary Hay

that the Agenda be approved as presented.

**cd**

Meeting was started with a visit from Trevor Day who is the Project Manager for the renovations at Westwood Branch. He met with the board to discuss the budget for the renovations since the cost was going to be more than anticipated.

Trevor Day presented the board with a 4 scenario budget summary which included the cost to do all the desired renovations to only the exterior renovations. After much discussion it was decided that more information needed to be obtained to convert the washroom to an accessible washroom and Trevor Day agreed to do an onsite visit and report back.

**02.10.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

“that the board accept “PLAN D” on the presented scenario budget with the exception of

the entry door being aluminum to a commercial steel door with a cost savings of $2500 approximately and authorize Trevor Day to begin construction”

cd

**Approval of Minutes**

**03.10.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

that the minutes of the regular meeting held September 9th, 2014 be approved with the following corrections:

1. Business Arising from the Minute should read that the Board discussed Anti-SPAM legislation and not Anti-Span; and
2. Our Next Meeting would be held on Wednesday October 8, 2014 at 6:30 to 8:30pm and not 7:00 – 9:00 pm

cd

**Business Arising from the Minutes**

* The Pay Equity letter of completion has not been received but we have been assured it is on its way.
* Greg replied to email regarding snow and leaf removal as “leave it with me”
* Board agreed that the two versions of letterhead that Lori Burtt forwarded were acceptable. She will have business cards done once we decide about the phone issue.

**Chairperson’s Report**

* Formal resignations from the board are not necessary since the board dissolves automatically with the dissolving of Township Council. The Township will be putting in an ad asking for new volunteer members. Current board members are asked to let Tammy know by the next meeting if they wish to remain on the board. Tammy will then forward a letter indicating who wishes to remain a board member and who will not be.

**CEO Report** (circulated)

* Lori reviewed her written report.
  + Lori will be taking a 2 to 6 week leave of absence in January. It has been decided that Christine and Cheryl can take over the open hours. It has been suggested that a board member may be able to take over the administration hours. This issue will be revisited at the November Meeting.
  + Lori has looked into changing telephone providers to ACN or obtaining a pay as you go cell phone. Lori is to prepare and send a proposal regarding what she thinks will be best for the Westwood Branch.
  + Lori circulated around a list of stats for surrounding libraries.
  + St. Michaels would like to use Westwood Branch Library every third Tuesday from 9:30am to 11:00am for a non-denominational gathering.

**04.10.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

that St. Michaels may use the Westwood Branch every third Tuesday from 9:30am to 11:00am in accordance with the rental policy.

cd

**05.10.14 Motion**

Moved by Debbie Lynch Seconded by Mary Hay

That the CEO report be received.

cd.

**Pay Equity** *See Business Arising*

**Personnel** *No Report*

**Policy & Technology**

* The Committee received three quotes on new computers and reviewed same. Bradley Bay came in as the lowest price to replace three computers immediately, 2 cataloguing computers and one cap. Computer. 5 computers will have to be replaced in 2015.
* The Committee is recommending that three computers be replaced as follows:
  + 2 – I3’s to be used as cataloguing computers
  + 1 – I7 to be used as cap. (gaming) computer

From Bradley Bay Consulting.

**06.10.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

that the recommendation be adopted.

cd.

**Property** *No Report*

**Financials** (circulated)

* Mary led a review of the month end statement to the end of September.

**07.10.14 Motion**

Moved by Debbie Lynch Seconded by Mary Hay

That the Finance Committee report be received.

cd.

**New Business**

The date of the next regular Board meeting is:

**Next Meeting**

**Westwood Branch Library**

***Wednesday November 5th,* 2014**

**6:30 – 8:30 pm**

Chairperson, Tammy Bennett Recording Secretary, Laurie Mulholland