**Asphodel-Norwood Library Board**

**Minutes of Meeting September 9, 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 Norwood branch on Tuesday September 9, 2014.

The following Board members were present:

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

Regrets: Rick Kloosterman, Laurie Mulholland

**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.

**01.09.14 Motion**

Moved by Debbie Lynch Seconded by Mary Hay

that the Agenda be approved as presented.

**Approval of Minutes**

**02.09.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

that the minutes of the regular meeting held July 8, 2014 be approved.

cd.

**03.09.14 Motion**

Moved by Debbie Lynch Seconded by Mary Hay

that the minutes of the Special Board meeting held July 28, 2014 be approved.

cd

**Business Arising from the Minutes**

* Gloria reported that the Township CAO had sent a letter with all the required accompanying documentation to Pay Equity Review Officer Mr. Al Coulen stating that Pay Equity had been achieved for Library employees. To date there has been no response from Mr. Coulen by email. Mary will check with the CAO.
* The day following the Special Meeting of the Board on July 28, 2014, The Chair of the Personnel Committee sent to Candace White at the Township Office a copy of the motions made by the Board at that meeting concerning the Interim CEO/Librarian start date, rate of pay and training time; CEO Kris Van Luven did the same for the Interim Library Assistant.
* The Board discussed the Spam Legislation. Lori was asked to download a copy of the legislation to be housed in each of the two branches for reference.
* Book Sale ready for Saturday September 13th.

**Chairperson’s Report**

* The Board extended congratulations and best wishes to Kris and Kurt Van Luven on the birth of their daughter.
* Tammy has kept the Board current over the summer. There was no additional information to report.

**CEO Report** (circulated)

* Lori reviewed her written report.
  + Books from the “book club pool” have arrived – 10 copies of one title each month. The Library will eventually keep one copy of each title for its collection. Lori will begin organizing and advertising a club.
  + Discussions about phone options at Westwood branch including the possibility of a pre-paid cell phone are still ongoing.
  + Summer Reading Club a great success with an excellent wrap-up program by *Zoo to You.*
  + Review of plans for upcoming pre-school programming in both branches.
  + Thanksgiving Saturday hours will continue as in the past (9 am to 11am) with plenty of advertising.
  + Discussion arose regarding the scheduled accessibility work at Westwood and the budget for the front entry. Mary will follow up.

**04.09.14 Motion**

Moved by Debbie Lynch Seconded by Mary Hay

that the Interim CEO arrange to have business cards printed including the adjusted open hours for both branches

cd

* + Since Halloween is a Friday this year, staff at the Westwood branch are considering creating a haunted house theme at the Westwood branch for the children in the village.

**05.09.14 Motion**

Moved by Debbie Lynch Seconded by Mary Hay

That the CEO report be received.

cd.

**Pay Equity** No Report

* When the Pay Equity Commission affirms that their requirements for the Asphodel Norwood Public Library have been met, this Committee will have served its purpose and be retired.

**Personnel** *See Business Arising*

**Policy & Technology**

* + The Board discussed the need to be include in the Board Personnel Policy Manual the procedures and documents developed in preparation for the CEO/Librarian’s maternity leave as templates for Interim hiring situations.
  + Personnel documents and minutes of closed session meetings should be filed in the lockable cabinet designated of that purpose. Only the CEO/Librarian and the Board Secretary will have keys to preserve confidentiality.
  + Open minutes are to be posted on line and signed copies kept in printed format and accessible to the public.

**Property**

* It was suggested to the CEO/Librarian that she clarify with Greg Hartwick about when maintenance tasks such as leaf removal and snow shovelling would be coordinated with his staff.

**Financials** (circulated)

* The Finance Committee met with Lori to provide guidance and answer questions regarding the mechanics of this aspect of administration.
* Mary led a review of the month end statement to the end of August.
* It was suggested that the CEO/Librarian and Committees begin to consider budget requirements for 2015.

**06.09.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

That the Finance Committee report be received.

cd.

**New Business**

* As required by legislation, all members of the current Board will be asked to resign at the end of the term. It was suggested that, as in the past, the Chairperson prepare a letter of resignation on behalf of the whole Board to Township Council and indicate which members might be willing to accept appointment to the new Board in 2015. Board members were asked to consider this for the next meeting.
* It was requested that a letterhead be created for use on official library correspondence. Lori will ask Megan to take this project on and circulate ideas to Board members.
* Because of scheduling conflicts Lori Burtt and Gloria Master cannot attend Tuesday evening meetings. Board members present were agreeable to changing the monthly meeting night to Wednesdays depending on the availability of those who were in attendance.

**07.09.14 Motion**

Moved by Mary Hay Seconded by Debbie Lynch

that the meeting be adjourned.

cd

The date of the next regular Board meeting is tentative.

**Next Meeting**

**Norwood Library**

***Wednesday October 8*, 2014**

**6:30 – 8:30 pm**

Vice Chairperson, Tammy Bennett Recording Secretary, Gloria Master