

**Asphodel-Norwood Library Board
Minutes of Zoom Meeting
November 9, 2020**

Mission Statement

The Asphodel-Norwood Public Library supports and enriches the community by providing access to resources, programming, and interactive opportunities for lifelong learning and leisure

The Asphodel-Norwood Public Library Board held its regular monthly meeting by Zoom on Monday, November 9, 2020 at 6:30 p.m.t

The following Board members were present:

Roger Bonneau, Jane Bryenton, Maggie Brickell, Margaret Dawson, Mary Hay, Patricia Reed, Krista Rutherford. CEO/Librarian Kris Van Luven was also present.

Call to Order

Chairperson Mary Hay 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.

Approval of Agenda

01.11.20 Motion
Moved by Patricia Reed Seconded by Marg Dawson
That the Agenda be approved as circulated.
cd

Approval of Minutes

02.11.20 Motion
Moved by Maggie Brickell Seconded by Krista Rutherford
That the minutes for the Regular Board Meeting held October 18, 2020 be approved as amended.
Cd

Business Arising from the Minutes

The 2021 Draft Budget, originally presented at the October 19th meeting, was re-visited. Following up with the October discussion, it was noted that there was negligible difference in the hydro/electric from last year to this year.

03.11.20 Motion
Moved by Marg Dawson Seconded by Patricia Reed
That the Draft 2021 Library Budget be approved for submission.
cd

CEO Report

Kris van Luven CEO/Librarian highlighted her report.

Kris Van Luven reported that the Seniors Centre Without Walls (SCWW) Micro-Grant application was successful. The coinciding "Seniors Connect and Reflect" teleconference program is set to begin on November 23, 2020. The program will be held on Monday mornings for nine weeks. Promotion is happening via: email blast to all former Lunch n' Learn participants, social media (information video), flyers around town, with support of the Township (roadside boards), and in coordination with a local volunteer and the activities director at Maple View.

Kris reported that the Westwood book club has the option to meet in the Millennium Room for their November meeting.

04.11.20 Motion
Moved by Maggie Brickell Seconded by Rodger Bonneau
That the CEO Report be received.
Cd

Committee Reports

Finance:

The 2019 Township of Asphodel-Norwood Consolidated Audit Statement is now available. The Library is came out of 2019 in good shape with approximately \$38,000 in the library reserve fund.

The 2020 Budget vs. Actual statement presently shows a shortfall as the township has not yet transferred all funds.

Personnel:

The Personnel Committee has received a letter regarding an identifiable individual. A full report will be brought to a closed session meeting when one can be arranged.

Policy:

The Policy Committee brought forward a Draft Screening Policy. The Library staff are screening before entering the building, and forwarding screening results every day they work. Library Board Members fall under "essential visitors" and are required to complete screening prior to attending the library buildings.

05.11.20 Motion
Moved by Maggie Brickell Seconded by Krista Rutherford
That the Draft Screening Policy be approved
cd

Property

The need to look at more substantial (brighter) lighting at Westwood Branch has been identified. Staff cohorting has imposed a barrier to be able to thoroughly assess the situation. Planning/costing for new lighting will need to be postponed to later in 2021.

Technology:

The printer in Norwood Branch has died. There is \$1,100 budgeted in hardware. Kris will investigate using this money to purchase a new printer.

06.11.20 Motion
Moved by Marg Dawson Seconded by Patricia Reed
That the committee reports be received.
Cd

New/Other Business

Library staff would like to explore the possibility of moving to browsing. Signage and floor markings have been put in place to help control the flow of traffic, and a time limit of 30 minutes will be implemented. It is thought library service can safely broaden to offer browsing, and the move can be re-evaluated as need be.

It was recommended that the Westwood Book Club and the Seniors Card Group be allowed access to the Library outside of open hours. Concern for seniors' mental health and well-being was expressed, along with the belief that socially distanced meetings could be facilitated safely. Book Club meetings are staff-led and therefore the staff member could take on the task of sanitizing. Marg Dawson is a key-holder to the Westwood Branch, and will take responsibility for cleaning and sanitization after the Seniors Group.

07.11.20 Motion
Moved by Marg Dawson Seconded by Patricia Reed
That the Library re-open for browsing with a 30 minute time restriction as of Monday, November 16, 2020, and additionally, the Westwood Library Book Club and The Westwood Seniors "Card" group be permitted to meet during closed library hours.
Cd

Kris will send this information to the Task Force.

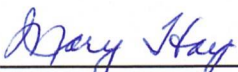
Rodger Bonneau announced that, in order to prepare for the renovations in front of the Norwood Branch, the tree out front will be removed sometime this month.

Kris will be attending a Webinar on Strategic Planning and will report the new information at the next meeting.

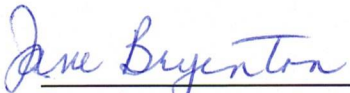
Adjournment

08.11.20 Motion
Moved by Krista Rutherford
That the meeting be declared adjourned.
cd

Next Regular Board Meeting
Monday, January 11, 2021
At TBA 6:30 – 8:30 p.m.



Chairperson, Mary Hay



Recording Secretary, Jane Bryenton