

# VERMILION



## Public Library

5001 49 Avenue, Vermilion, Alberta, T9X 1B8

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### MINUTES of Town of Vermilion Library Board

Meeting date: January 25, 2017

1. **Call to order:** A regular meeting of the Town of Vermilion Library Board was held in Vermilion, Alberta on January 25, 2017. The meeting convened at 7:30 pm, Margaret Templeton chairing.

**Members in attendance:** Greg Barr, Margaret Templeton, Linden Lundback, Danielle Eriksen, Richard Yaceyko, Stuart Pauls.

**Members not in attendance:** Cindi Plant, Johanna Wasylik.

2. **Approval of agenda:** Motion was made by Richard and seconded to approve the agenda as presented. **Motion Carried.**

3. **Approval of minutes:**

Richard clarified that he was not present at the November as a correction to the minutes. Linden suggested adding the clarification that the library deficit as identified in the 2017 draft budget is the town's portion of library budget.

Motion was made by Linden and seconded to approve the minutes of the November 30, 2016 regular meeting as amended. **Motion carried.**

4. **Reports**

#### 4.1 Manager Report<sup>1</sup>

- Two issues which require attention:
  1. Find a long term durable solution for the afterhour's door lock which seems to break down annually. Consider adding to maintenance plan
  2. Library staff are requesting a code of conduct be developed

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<sup>1</sup> See Attached December 2016 Manager Report

- Renovation Project is now complete. Awaiting feedback from the project manager to determine holdback status. Total costs; \$132,885.10, an overage of \$3,885.10
- Baitul Amaan, Ahmadiyya Muslim Community, Lloydminster Chapter has requested the meeting room for a "Talk to a Muslim" program where members of the community drop in and ask a Muslim a question. Last year there were complaints that this group was obstructive and should not have been allowed to operate on the main floor.

Greg suggested the following parameters: the group should restrict activities to the meeting room, not use banners/large signage, and have a limited amount of people in the meeting room space.

Motion was made by Linden that the Baitul Amaan, Ahmadiyya Muslim Community Lloydminster Chapter use the library basement. Motion not seconded; **Motion failed.**

Motion was made by Greg that the Baitul Amaan, Ahmadiyya Muslim Community Lloydminster Chapter be permitted to use the meeting room in the parameters given, if unsuccessful, then moving the program elsewhere. Motion seconded by Richard.

Votes in favour: Greg, Richard, Danielle

Votes opposed: Linden. **Motion carried.**

#### 4.2 Treasurer's Report<sup>2</sup>

Treasurer not being present, Stuart delivered the treasurer's report.

- As of Dec. 31, 2016 there is an overage of 17,566.73 in revenue, most of which is due to extra grant funding and reimbursements from the FOVPL
- As of Dec. 31, 2016 there were no overall overages in expenses recorded, however additional expenses will be added before yearend is finalized.

Motion was made by Danielle to approve the treasurer's report as presented, and seconded. **Motion Carried.**

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<sup>2</sup> See Attached December 2016 Treasurer's Report

## 5. Old Business

### 5.1 Policy Development

Sections 2.2 - > 3.3 were reviewed with the following suggested amendments

#	Current Policy	Suggested Amendment
2.2.2.9	As a token of appreciation for services provided to the library, each year volunteers will receive a complimentary resident adult library card gift certificate.	As a token of appreciation for services provided to the library, each year volunteers will receive a complimentary resident adult library card gift certificate <i>or equivalent at the discretion of the Library Manager.</i>
2.3.2	The board encourages the development of employees by participation in workshops and conferences. In addition to the library manager, other employees shall attend in service sessions on a rotation basis. The Board shall be responsible for mileage or travel...	The board encourages the development of employees by participation in workshops and conferences. In addition to the library manager, other employees shall attend in service sessions on a rotation basis. The <i>Library will be</i> responsible for mileage or travel...
2.3.2.5	Ongoing training program for all staff members may be scheduled for various reasons such as but not limited to:	Add new bullet 2.3.2.5 <i>Training identified in their evaluation.</i>
3.0	Smoking is not permitted in the library.	Smoking is not permitted in the library <i>as per public facilities in Vermilion.</i>
3.2.5	Any damage to facilities or equipment is the financial responsibility of the renter.	Perhaps add a damage deposit Will need to investigate best practices in town and an appropriate amount.

6. New Business

6.1 2016 Draft Annual Report for PLSB

Attached annual report data was presented.<sup>3</sup>

Motion was made by Greg to submit the Annual Report as circulated and seconded.

**Motion Carried.**

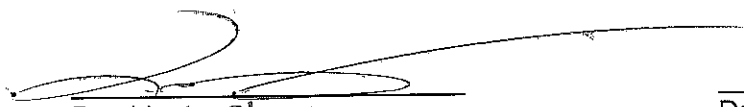
6.2 2016 User Satisfaction Survey Results

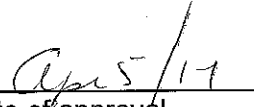
Attached survey data was presented.<sup>4</sup>

7. Adjournment

Motion was made by Richard to adjourn. **Motion Carried.** The meeting was adjourned at 8:48 pm.

Next Meeting February 22, 2017 @ 7:30pm

  
President Chari

  
Date of approval

<sup>3</sup> See Attached 2016 Annual Report

<sup>4</sup> See Attached 2016 Survey Results