



Minutes for the Town of Vermilion Public Library Board Meeting on
April 27th 2016 @ 7:30pm
At the Vermilion Public Library

In Attendance: Margaret Templeton, Greg Barr, Richard Yaceyko, Cindi Plant, Johanna Wasyluk, Linden Lundback, Stuart Pauls.

Regrets: Colette April, Julie Walker

1.

OPENING

- 1.1 Meeting was called to order at 7:30 pm
- 1.2 Approval of Agenda
Greg suggests the addition of 4.3 under new business – load capacity
Greg motions the approval the agenda as amended. Cindi Seconds, Carried.
- 1.3 Approval of March 2016 Regular Meeting Minutes
Linden identified a few typos
Johanna motions the approval of the minutes as amended. Richard Seconded, Carried.

2.

REPORTS

- 2.1 Manager's Report
 - Commentary on transient issue from board seemed unanimous in its understanding that the library is reaching beyond its mandate by providing these services to the homeless.
 - Priority #4 in the plan of service requires clarity on the library's role as a referral service to available community resources.
 - The library code of conduct should be revised to revisit issues such as sleeping on couches in the library and other behavior in the library with as much tact as possible to determine what is acceptable vs unacceptable behavior in a public space.
 - Recommendation by the board to prioritize necessary maintenance repairs to fire barrier/insulation of manager's office/ exhaust fans as needed without using reserves in 2016 and proceed as needed with building maintenance account.
- 2.2 Treasurers Report
 - Revenue sourced for facility rental used by LINC program in library
 - Course fees for staff to attend first aid certification expensed (\$280)
 - Task chairs on main floor replace (\$2740)***Linden motions the adoption of the treasurer's report. Cindi seconds. Carried.***



2.3 Renovation Committee Report

- Manager advised to bid out the renovation contract both ways (as a package), and separated by trade to determine most effective savings
- Electrical drawings are being prepared and will be available in a few weeks
- Scale drawings of the lower level have been prepared and will be shown to various contractors/town to determine if they are detailed enough for a bidding process to proceed
- Renovation committee will decide on finishes and final changes before project is sent for bidding
- Process to be used for selecting a contractor will be an invitation to bid

2.4 Policy Committee Report

- Did not meet
 - Will meet on June 8th 5pm
-

3.

OLD BUSINESS

3.1 Policy Areas for Review

- Not yet compiled, did not meet
 - Meeting to take place on May 18th 7pm at the library
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4.

NEW BUSINESS

4.1 CLASS Meeting

Stuart and Margaret meet with CLASS reps to discuss possible duplication of effort and clarification on the mandates of each organization. Each organization has a claim on providing adult learning in the community and some form of effort at coordination should be made to ensure both organizations can develop branding and allow their users to expect certain programs from that agency. Regular meetings between CLASS and the library will take place to ensure the communication is open and double bookings for events does not take place. Board will develop criteria on which programs meet our needs/goals and allow Michele to manage the bookings and determine which are free and which are paid bookings.

4.2 Audit

Tabled – Email queries to Stuart who will contact Auditor for clarifications

4.3 Load Capacity

- Greg inquired about our intention to allow the use of alcohol in the lower level for either library bookings or after hours bookings which will change the load capacities being developed by the local fire dept. Stuart will contact Town Manager and Fire Chief with a response.



4.4 Elections

- Nominations were opened for the position of treasurer
1st Call – ***Johanna nominates Danielle as treasurer, Greg seconds. Danielle has previously mentioned that she would accept the nomination.***
2nd Call – No nominations
3rd Call – No nominations
- Nominations are closed
- Danielle Eriksen is named the treasurer by acclamation

5.

INFORMATIONAL

- 5.1 NLLS FOIP session coming up May 16-17 830-430pm. Contact Stuart to attend.

6.

MEETING FINALIZATION

- 6.1 Review actions to be taken
- Renovation committee email on finishes
 - Personnel committee to meet June 8th 5pm
 - Policy Committee to meet May 18th 7pm
 - Class meeting guidelines to be developed by Stuart and Michele
 - Review audit in month of May, forward queries to auditor
 - AGM next meeting, advertise as June 1st 730pm

Next meeting, June 1, 2016 @ 7:30pm

Johanna motioned to adjourn. Meeting adjourned at 8:45pm