



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

In Attendance: Margaret Templeton, Greg Barr, Richard Yaceyko, Cindi Plant, Danielle Eriksen, Stuart Pauls.

Regrets: Johanna Wasylik, Colette April, Julie Walker, Linden Lundback

1.

OPENING

- 1.1 Meeting was called to order at 7:30 pm
- 1.2 Approval of Agenda
Richard motions the approval the agenda as presented. Carried.
- 1.3 Approval of February 2016 Regular Meeting Minutes
Danielle motions the approval of the minutes as presented. Carried.

2.

REPORTS

- 2.1 Manager's Report
 - Audit is underway and a draft should be made available shortly
 - Lower level booking issue regarding equipment was reviewed. It was suggested that a more formal procedure be developed for afterhour's bookings to ensure equipment needs are reviewed beforehand.
 - Recommendation that an emergency plan is in future library policies, possibly reviewed annually
- 2.2 Treasurers Report
 - 15,000 carryover from 2015 CFEP grant
 - Friends of VPL sent reimbursement of 698.78 for various supplies
 - Course fees for Lynda were expensed 559.08
 - Insurance premiums expensed 4126.71

Richard motions the adoption of the treasurer's report. Cindi seconds. Carried.
- 2.3 Renovation Committee Report
 - Proposed drawing changes were reviewed
 - Washroom code for accessibility will need to be reviewed
 - Proposed changes will be updated on the CAD drawing
 - Consultations with user groups on suitability of the floorplan will begin in April
 - Consideration for using all LVT with some carpets



3.

OLD BUSINESS

3.1 Policy Areas for Review

- In April the policy committee will compare notes and recommend changes on a broad assortment of policies.
- The revision of bylaws were suggested to be added to the scope of the policy committee.

Greg motioned that the policy committee conduct a review bylaws as well. Danielle Seconded, Carried.

3.2 Annual Report 2015

A draft of the glossy report was presented. The report will be updated with the recommended board changes and sent to all library supporters, funders, etc. The Report should be sent to the printers in April after a final board review.

4.

NEW BUSINESS

4.1 Trustee Updates

Colette April and Julie Walker have given verbal notification they wish to resign from the board. A treasurer will be recruited to fill that vacancy and send a letter of intent to join the board shortly.

4.2 C.L.A.S.S. Agreement

A mutual understanding will be developed to ensure CLASS and VPL are aware of the service priorities of each other to avoid duplication effort. Stuart and Margaret will meet with CLASS to brief the on plan and service 2015-2020 as well as the program direction moving forward.

5.

INFORMATIONAL

5.1

6.

MEETING FINALIZATION

6.1 Review actions to be taken

- Policy committee to compile recommendations
- Annual report printed and distributed in 2 weeks.
- Contact Julie and Colette for letters
- Setup CLASS meeting
- Recruit 2 new trustees
- Personnel committee to meet
- Send bylaws pdf to policy committee

Next meeting, April 27, 2016 @ 7:30pm

Johanna motioned to adjourn. Meeting adjourned at 8:40pm

