

MINUTES of Town of Vermilion Library Board

Meeting date: October 25, 2017 at 7:30pm

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

Members in attendance: Leanne Martin, Linden Lundback, Richard Yaceyko, Justin Thompson, Cindi Plant,

Guests: Greg Barr, Stuart Pauls

2. **Introductions**

3. **Approval of agenda:**

Motion made by Richard to approve the agenda as presented. Cindi Seconds. **Motion Carried.**

4. **Approval of minutes:**

Motion made by Cindi to approve the September 2017 minutes as presented. Leanne seconds. **Motion carried.**

5. **Reports**

- 5.1 Chair Report

- Linden reviewed the executive plan for the rest of 2017 including more board participation and committee work to engage members and more efficiently use time. Linden recommended that the board take over some responsibilities that the library manager has taken on in terms of administrative board work such as agenda preparation and issues brought forward. A major goal is having a full roster of board trustees (currently have 6 of 10) by the end of 2017.

5.2 Treasurer's Report

The treasurer being absent, the library manager delivered a financial report as attached noting reviewed projections for revenue and expenses for yearend.¹

5.3 Manager Report

The Library is using social media more frequently to promote events, engage in dialog with our users and share pictures of the library in action. If you have not already, keep an eye on us on facebook to keep track of our upcoming events, promotions.

Recently the library held 3 major fall programs:

Fire Safety Event – 50 in attendance

Rob Baron Artist Talk – 24 in attendance

Knit a Kitty – 10 in attendance (Sold Out)

5.4 Friends of VPL

Justin presented the friends of vpl minutes from June 2017. The friends have decided to fund the purchase of 24 additional chairs for the basement and audio recording equipment.

Motion by Richard to adopt the reports as presented. Justin seconds. **Motion Carried.**

6. Board Appointments and Positions

6.1 Nominations

Motion by Leanne to open nominations for Vice Chair. Cindi Seconds. **Motion Carried.**

Justin nominates Richard for the Vice Chair position. Leanne Seconds. Richard accepts the nomination and will let his name stand. With no other nominations received, Justin moved that the nominations be closed for Vice Chair. Leanne Seconds. **Motion Carried.**

Richard is named vice chair by acclamation.

¹ See Treasurer's Report Attached

6.2 Appointments

Cindi moves that the library board recommend town council to reappoint Linden Lundback to a one year trustee term expiring October 31, 2018. Leanne Seconds.

Motion Carried.

7. Committees

Tabled to the November meeting.

8. Draft Library Policies

A formal review of the policies as presented by the policy committee was presented. The following amendments were suggested from the draft policy submitted.

A101	Revise review period to annually
A104_1.9	Increase capital purchase limit to \$1000
P101_1.23	Grammatical correction, remove "half"
P101_1.30	Delete 1.30, since it is mentioned later in L105 Delete 1.30.1.3, since it is mentioned later in L105
P101_1.53	Add in ... as administered by the Town of Vermilion
P101_1.75	Add in ... but not limited to clause. Remove all examples except the following: <ul style="list-style-type: none">• Torn or unclean clothing• Clothing with profane or offensive logos
L104_1.3	Move 1.3 to 1.4.1
L104_1.4	Grammatical correction: Vermilion Public Library's public access computers and wireless network are offered...
L104_1.5	Grammatical correction, user is instead of users is
L105	Fix numbering errors
L107	Fees will refer to library bylaws with a clause
L108	Grammatical correction, ...may result in charges

Motion by Cindi to adopt the proposed amendments to library policies. Leanne Seconds. **Motion Carried.**

Greg suggested that the policy committee investigate incorporating cannabis into the libraries non-smoking policies.

9. AGM date

Tabled


10. Adjournment

Next Meeting Nov. 29th, 2017 @ 7:30pm

Leanne moves to adjourn.



Board Chair



Date of approval



Treasurer's Report

18 October 2017

REPORTS REVIEWED (September 2017 to October 2017)

REPORT	REVIEWER
Mastercard 1708	Danielle Eriksen
Mastercard 1709	Danielle Eriksen
Bank Reconciliation 1708	Danielle Eriksen
Bank Reconciliation 1707	Danielle Eriksen
AR1718	Linden Lundback
AR1717	Linden Lundback
AR1716	Linden Lundback

SEPTEMBER 2017 REVENUE (Financial Statement Attached)

- No revenue was deposited in this financial period. But the following projections can be made based upon the previous 9 months of performance:
 - Revenue targets will be met for all accounts except program revenue, sale of material, facility rent, other local gov't, and gain on sale of asset
 - Most revenue targets falling short only do so by 10% or less, except Other local gov't which will be short \$1500 due to errors in calculating our grant amounts to be received, and facility rent which will be short \$900 because we just didn't market the basement effectively
 - Surplus revenue is expected to be \$22,800, due in large part to the \$25,000 donation we received in the spring.

SEPTEMBER 2017 EXPENSES

- Building Maintenance \$286 – Extinguisher inspection, electrical work, furnace repair
- Office Supplies - \$257.32 – tools and office supplies

RESERVES AS OF September 30, 2017

RESERVE ACCOUNT	BALANCE
Library	\$11,523.99
Contingency	\$37,115.13
Future Building	\$69,028.42
Equipment	\$50,117.48
Total	\$167,785.02