

VERMILION



Public Library

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MINUTES of Town of Vermilion Library Board

Meeting Date: January 31, 2018 at 7:00pm

1. **Call to order:** A regular meeting of the Town of Vermilion Library Board was held on January 31, 2018. The meeting convened at 7:10pm, Linden Lundback chairing.

Members in attendance: Linden Lundback, Richard Yaceyko, Justin Thompson, Cindi Plant, Mike Schalin, Stuart Pauls.

2. **Introductions**

Mike Schalin was recently appointed to a 1-year term and will be serving on the plan of service committee.

3. **Agenda:** Mike moved the adoption of the agenda as presented. Cindi seconds. **Motion Carried.**

4. **Minutes:** Justin moves that the November 27th minutes be approved as presented. Cindi seconds. Motion Carried.

5. **Reports**

- 5.1 **Manager:**

Manager recommends policy committee investigate changes to Alberta Labour Standards and ensure our policy complies and will submit recommendations for policy change for next committee meeting. Justin recommended investigating casual positions to avoid additional overtime expense.

- 5.2 **Treasurer**

4 Revenue transactions were made in December totaling \$6,795.91 as detailed in the report. Major expenses for the month of December include Course fees @ \$403 for staff PD, Advertising @\$317 for fall/winter ads, 25 new chairs for the basement @\$3873.62

to be reimbursed by the Friends of VPL. And \$1330 in operating expenses listed on the MC report attached.

Mike moved the adoption of the treasurer's report as presented. Richard Seconds.
Motion Carried.

5.3 Committees

- **Finance Committee** recommends the appointment of Anna Giesbrecht as a signing officer for the library board. Committee is also looking for direction on investing/leaving as cashable the donation received in 2017.

Richard moved that Anna Giesbrecht be appointed as a signing officer for the Town of Vermilion Library Board and Vermilion Credit Union Account effective Feb 1 2018. Cindi Seconds. Motion Carried.

Justin moved that the investment issue be tabled until further committees meet for recommendations. Richard Seconds. **Motion Carried.**

- **Personnel Committee** outlined priorities for 2018 as job descriptions, salary grids, manager performance review with staff input. Committee reported that Programs Coordinator Sheila Heit has completed her probation with a congratulatory letter drafted welcoming her officially to the team.
- **Plan of Service** (no recommendations)
- **Policy** (no recommendations)

6. Municipal Affairs, Annual Report Draft

A draft report was presented by the manager outlining outcome measures and statistics for the 2017 year to be submitted to municipal affairs. Manager recommended approving a draft now and submit corrections afterwards.

Justin moved that the Annual Report be adopted as presented for first reading. Cindi Seconded. **Motion Carried.**

7. Adjournment

There being no other business Cindi moved to adjourn. Meeting adjourned at 8:00pm.

- 8. Next Meeting:** The next meeting is February 28, 2018 @ 7:00pm at the Vermilion Public Library.

A. Sundback
Board Chair

Mar. 9, 2018
Date of approval