

# VERMILION



## Public Library

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### MINUTES of Town of Vermilion Library Board

Meeting Date: February 28<sup>th</sup>, 2018 @ 7:00pm

1. **Call to order:** A regular meeting of the Town of Vermilion Library Board was held on February 28<sup>th</sup> at the Vermilion Public Library. The meeting convened at 7:05pm with Linden Lundback chairing.

**In attendance:** Linden Lundback, Justin Thompson, Leanne Martin, Richard Yaceyko, Mike Schalin, Stuart Pauls.

2. **Agenda:** Justin moves the adoption of the agenda as presented. Mike Seconds. Motion Carried.
3. **Minutes:** Mike moves the adoption of the January 2018 minutes as presented. Justin Seconds. Motion Carried.

#### 4. Reports

4.1 **Manager:** Stuart attended Library Manager's Council. The following changes will be coming forward shortly.

- The language learning database mango will be replaced with Pronunciator on March 31.
- Hoopla checkouts will be reduced to 2 as a cost savings measure for NLLS. Board requested analytics on how many people in Vermilion use this service. Investigate what stats can be used to defend hoopla usage?
- Winter reading program wraps up today. Stats and a general review of the program to following at the March board meeting.

#### 4.2 Treasurer

- Treasurer being absent, Stuart delivered the report highlights as follows:

- No allocations of revenue were made to the town in the month of January.

Major expenses of note included:

1. Municipal Membership NLLS Levy @ \$21,040.50
2. Fire Panel Service @ \$914.16
3. Headphones & other office supplies @ \$224.46
4. 2018 magazine subscriptions @ \$1433.23

#### 4.3 Committees

- **Plan of Service:** Justin moves that the board accept the farm energy management proposal regarding the donation of kill-a-watt units for use by our patrons. Leanne Seconds. Motion carried.

Stuart will follow up with Lyle and begin preparations to promote the use of the items and send a letter of thanks to the program administrators.

Beverage Machine: The committee recommends that the Library does not proceed with any action on the beverage machine proposal by the town and wait for more community input later.

Survey Data: Commentary from the annual user satisfaction survey was collected and reviewed by the plan of service committee who had the following highlights:

1. Why are we closed on Mondays?
2. There is positive feedback on kids programs
3. Good feedback on personnel at the library
4. There is dissatisfaction with new release wait times and hold requests

Justin moves that the manager prepare a summary of costs and intangibles for the library to be open on Mondays to be presented to the plan of service committee. Seconded by Mike. Motion carried.

- **Personnel:** Re-send out the job descriptions for review to the committee members.

- **Finance:** Richard moves that finance committee present the board with options on the \$25,000 donation. Justin Seconds. Motion Carried.

Richard moves that the board accept the reports as presented. Leanne Seconds.

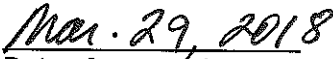
**5. Adjournment**

Mike moves that the meeting be adjourned. Meeting adjourned at 7:55pm

**6. Next Meeting:**

Next Board meeting is March 28<sup>th</sup> @ 7pm at the Vermilion Public Library.

  
Board Chair

  
Date of approval