

VERMILION



Public Library

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MINUTES of Town of Vermilion Library Board

Meeting date: April 5, 2017 at 7:30pm

1. **Call to order:** A regular meeting of the Town of Vermilion Library Board was held in Vermilion, Alberta on April 5, 2017. The meeting convened at 7:30 pm, Margaret Templeton chairing.

Members in attendance: Greg Barr, Margaret Templeton, Linden Lundback, Danielle Eriksen, Richard Yaceyko, Cindi Plant, Johanna Wasyluk, Stuart Pauls.

Members not in attendance: All Present

2. **Approval of agenda:**
Richard recommended adding the time to future agendas
Motion was made by Richard to approve the agenda as presented. **Motion Carried.**
3. **Approval of minutes:**
Motion was made by Greg and seconded to approve the minutes of the January 25, 2017 regular meeting as presented. **Motion carried.**

4. Reports

4.1 Manager Report

- Recently locks were altered and serviced at a cost of \$400. Because of this added maintenance expense, electrical work scheduled for 2017 will have to be done in stages instead of all in 2017. Stage 1 – stairwell lights, Stage 2 – bathroom lights and exhaust, Stage 3 – exterior lights, vestibule lights, and service vestibule heater
- From existing library guidelines and policies the following code of conduct has been proposed. These are already existing in policies and guidelines, they will now be posted.

1. No eating at the public computers
2. Library users will not be permitted to enter without a shirt or shoes
3. Library users talking loudly on their cell phone will be asked to leave for the duration of the call
4. Library users will not leave garbage in the meeting room or public areas
5. Children 10 and under will not be left unattended at the library
6. Library users will not sleep in the library
7. Library users who willfully disrupt others will be warned, and then asked to leave if their behavior continues

4.2 Treasurer's Report¹

Danielle delivered the treasurer's report.

- NLLS Board levy has been expensed \$23,043.15
- Fire panel monitoring was expensed \$879
- Book processing supplies and caretaking supplies were purchased and expensed at \$898.63

Motion was made by Linden to approve the treasurer's report as presented, and seconded. **Motion Carried.**

5. Old Business

5.1 Policy Development

Sections 4.0 - > 11.6.1 were reviewed with the following suggested amendments

#	Current Policy	Suggested Amendment
4.1	CLIENTELE	CLIENTELE PATRONS
4.1.1	The Vermilion Public Library will serve all residents of the Town of Vermilion and surrounding area. In accordance with the Alberta Libraries Act there shall be NO CHARGE for the use of the library resources used within the facilities.	The Vermilion Public Library will was established to serve all residents of the Town of Vermilion and surrounding area. In accordance with the Alberta Libraries Act there shall be NO CHARGE for the use of the library resources used within the facilities.

¹ See Attached December 2016 Treasurer's Report

4.1.2	Application for a membership card must be completed and identification is required. An annual card issuance free will be charge.	Application for a <u>membership borrower's card</u> must be completed and identification is required. An annual card issuance free will be charged. <u>Refer to Fee Schedule 1. Refer to Appendix 1 for application.</u>
4.3.5	Periodic reviews will be made of library services.	<u>The library board will develop a Plan of Service based on a community needs assessment.</u> Periodic reviews will be made of library services.
5.0	BORROWER CARDS	BORROWER'S CARDS
5.0	A Vermilion TAL card or Northern Lights Non-Resident Card will be issued upon completion of the appropriate application form.	<u>A TRAC, TAL, or NLLS Non-resident Card</u> will be issued upon completion of the appropriate application form. <u>See Appendix 1.</u>
5.1	ANNUAL BORROWER CARDS ISSUANCE FEES	<u>ANNUAL BORROWER'S CARD ISSUANCE FEES</u>
5.1.3	Library cards will be valid for one year from time of issue and an annual renewal fee will be charged.	<u>A Library Borrower's cards</u> will be valid for one year from time of issue and an annual renewal fee will be charged.
5.1.5	In the event that a Vermilion Public Library borrower's card is lost, destroyed or stolen, a replacement card shall be issued for the following fees: 1\$ for 1 st replacement, 2\$ for 2 nd replacement, 5\$ for 3 rd replacement.	In the event that a Vermilion Public Library borrower's card is lost, destroyed or stolen, <u>A replacement borrower's card shall be issued for 1\$. The fee may be waived at the discretion of library staff.</u>
6.3.5	Gifts and donations will be accepted at the discretion of the Library Manager as they pertain to the objectives of the library. All donations become property of the library.	Delete 6.3.5 entirely, to be incorporated into 7.0
6.3.5.0	Donations not used will be placed on a book sale, shared, or discarded.	Delete 6.3.5.0 entirely, to be incorporated into 7.0
6.4.1.3	Materials will not be removed as a result of pressure or demand.	<u>Materials will not be removed as a result of pressure or demand from individuals or other entities.</u>
6.6	NON-BOOK MATERIAL	<u>NON-BOOK PRINT MATERIAL</u>

6.6.1	<p>Periodicals</p> <p>Periodical subscriptions are based upon the same criteria established for the selection of library material.</p>	<p>Move this section from 6.6.1 into the print section 6.5.12</p>
6.6.4		<p><u>Add New Section 6.6.4</u></p> <p>Equipment</p> <p>Equipment is acquired on a selective basis to serve educational, recreational, informational and in house training needs. Some equipment is available for loan to the public. See Appendix B for eligible material, loan periods, and forms.</p>
7.3		<p><u>Add New Section 7.3</u></p> <p>Gifts and donations of materials will be accepted at the discretion of the Library Manager as they pertain to the objectives of the library. All donations become property of the library.</p>
7.4		<p><u>Add New Section 7.4</u></p> <p>Donated items not used will be placed on a book sale, shared, or discarded.</p>
8.2		<p><u>Add New Section 8.2</u></p> <p>The copyright law of Canada governs the making of photocopies or other reproductions of copyright material. Certain copying may be an infringement of the copyright law.</p>
8.3		<p><u>Add New Section 8.3</u></p> <p>The words "This library is NOT responsible for infringing copies made by the users of library machines" must be posted in appropriate location(s) in the library.</p>
10.1	<p>ADVERTISING</p>	<p>Advertising <u>PROMOTIONS</u></p>
10.1.3	<p>The library will not display items which the Board of Trustees or the Librarian determines are:</p> <ul style="list-style-type: none"> • Controversial 	<p>Delete 10.1.3 entirely.</p>

	<ul style="list-style-type: none"> • Overly political in nature • Biased materials / materials promoting hate groups • Items generally considered to be in bad taste for a public facility • Promotion for personal profit with the exception of local artists and hobbyists 	
10.1.4	A refusal to display certain material may be appealed to the Board of Trustees in writing. The decision of the Board is final.	Staff A refusal to display certain material may be appealed to the Board of Trustees Library Board in writing. The decision of the Board is final.
11.1	<p>SIGNING OFFICERS</p> <p>The board will appoint three signing officers. These will usually be the Board Chair, the Board Vice Chair, and the Library Manager; however, the Board may choose to appoint more than three individuals, or individuals other than those listed above.</p>	<p>SIGNING OFFICERS</p> <p>The board will appoint three signing officers. These will usually be the Board Chair, the Board Vice Chair Treasurer, and the Library Manager; however, the Board may choose to appoint more than three individuals, or individuals other than those listed above.</p>
11.1.1	<p>...</p> <ul style="list-style-type: none"> • Upon changing the Board Chair/And or the Board Vice Chair. 	<p>...</p> <p>Upon changing the Board Chair/And or the Board Vice Chair Treasurer.</p>
11.2.6	Capital purchases over \$200 will be approved by the Board.	Capital purchases over \$200 \$500 will be approved by the Board.
11.3.1	The budget is prepared by the Librarian and Finance Committee in the fall of the year and submitted to the Board for their approval at the November meeting. This budget is then presented to the Town of Vermilion for final approval.	The budget is prepared by the Librarian Library Manager and Finance Committee in the fall of the year and submitted to the Board for their approval at the November meeting. This budget is then presented to the Town of Vermilion for final approval.
11.5.1	Tax receipts may be issued for donations of \$5.00 or more.	Tax receipts may be issued for cash donations of \$5 \$20.00 or more.

6. New Business

6.1 Final CFEP Report

Motion made by Greg to adopt the CFEP Grant Report as circulated. **Motion Carried.**

6.2 Friends of VPL Proposal

A friend's of VPL trustee proposed the purchase of audio recording equipment and a laptop for the public usage. This equipment would be considered part of the loanable equipment currently offered by the library like GPS's, eReaders, Pedometers, etc.

Several current plan of service points were compatible with this proposal.

Library Manager identified concerns about policy gaps and the need for guidelines on the operation of this equipment, including decision on how to keep the equipment up to date, in a good state of repair, and ensure enough library staff are trained in a manner to offer this as a service to the public.

A recommendation was made to investigate the policy gaps and determine a set of guidelines used by other libraries which already offer this service. Also to be investigated are additional costs, how the booking process would work, and how to train staff on the usage of this material.

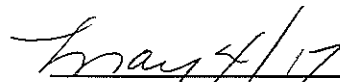
7. Adjournment

Motion made by Johanna to adjourn. **Motion Carried.** The meeting was adjourned at 8:52 pm.

Next Meeting May 3rd, 2017 @ 7:30pm



Board Chair



Date of approval