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## **MINUTES of Town of Vermilion Library Board**

**Meeting date: October 26, 2016**

1. **Call to order:** A regular meeting of the Town of Vermilion Library Board was held in Vermilion, Alberta on October 26 2016. The meeting convened at 7:35 pm, Margaret Templeton chairing.

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

**Members not in attendance:** Danielle Eriksen.

2. **Approval of agenda:** Motion was made by Linden and seconded to approve the agenda as presented. **Motion Carried.**
3. **Approval of minutes:** Motion was made by Johanna and seconded to approve the minutes of the August 31, 2016 regular meeting as circulated. **Motion carried.**

#### **4. Reports**

##### 4.1 Manager Report

- There is a vacancy in the programs coordinator position. A temporary staff member has been taken on until Dec 31, but the competition will reopen shortly.
- In the past the library operated with an unmonitored fire panel. Due to the changes made to the fire alarm system in the basement with the addition of strobes and new emergency lighting a new panel was deemed necessary to allow it to be monitored by an external agency. Estimates have been collected on the cost of monitoring the fire panel, all around \$900 annually.
- It was suggested that Stuart should investigate being brought into the town's plan with Tyco monitoring.

#### 4.2 Treasurer's Report

Treasurer not being present, Stuart delivered the treasurer's report as attached.<sup>1</sup>

Expenses of note in the reporting period include:

- An apple TV, signage and decals for \$733.27
- SRP prizes, Scrabble Decal and Craft Supplies for \$464.87.

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

#### 4.3 Friends of Vermilion Public Library

Stuart reviewed the most recent minutes of the Friends of VPL. New asks such as a new sound system for the lower level, new flip top tables, and a presentation cabinet were approved. \$19,544 remains in the casino account to be spent by May 2018.

#### 4.4 Renovation Committee

- The contractor was unhappy with the flat finished ceiling and decided to have it textured to hide some of the uneven finish. There will be no cost to texture the ceiling.
- Most of the lower level is now complete. Remaining items to do include the fire alarm verification and some light finishing touches with sealant and touchups.
- Staff tasks left to do include moving items from temporary storage to the basement storage areas, building shelves, mounting the projector, and final steam cleaning of furniture.
- Area will be ready for review Nov. 2 for an open house from 4-6pm.

### 5. Plan of Service Review

- The first service response was reviewed with suggestions made on how to measure success. Most objectives seem achievable in the 5 year timeline but could prove hard to measure without considerable surveying or qualitative data collection by our users. Perhaps a before and after survey could be done for comparative services.

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<sup>1</sup> Attached as 2016 October Treasurer's Report

**6. Policy Areas for Review**

Sections 2.1.11.2 -> 2.1.31 were reviewed with suggested amendments. Suggested amendments are attached but unapproved.<sup>2</sup>

**7. Adjournment**

Motion was made by Johanna to adjourn. **Motion Carried.** The meeting was adjourned at 9:05 pm.

Next Meeting November 30, 2016 @ 7:30pm

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President

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Date of approval

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<sup>2</sup> Attached as 2016 Policy review (1 -> 2.1.31)