

MINUTES of Town of Vermilion Library Board

Meeting date: June 29, 2016

- 1. Call to order:** A regular meeting of the Town of Vermilion Library Board was held in Vermilion, Alberta on June 29 2016. The meeting convened at 7:40 pm, President Margaret Templeton chairing, the secretary position being vacant Stuart Pauls took minutes.

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

Members not in attendance: Greg Barr, Danielle Eriksen.

- 2. Approval of agenda:** Motion was made by Johanna 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 April 27, 2016 regular meeting as circulated. **Motion carried.**

4. Reports

4.1 Manager Report

Stuart reviewed a list of ongoing issues with services not being rendered by NLLS. A letter will be sent to NLLS from the manager to call attention to these issues.¹ When a response is given the manager will confer with the NLLS board representative Greg Barr should further action be needed.

4.2 Treasurer's Report

¹ Attached as 2016 June Manager's Report

Treasurer not being present, Stuart delivered the treasurer's report as attached.² Expenses of note include \$998 book order through outside purchases and a mileage claim for program hosts.

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

4.3 Renovation Committee

Stuart reviewed the complaint letter received in June regarding the flooring issue. Stuart met with Town manager and Greg to discuss options to resolve the issue. The tender was extended to allow for the flooring portion of the bid to be resubmitted with equivalent products by a local vendor. Stuart will respond directly to the complainant.

5. Policy Areas for Review

Tabled to August meeting. Linden recommended that trustees review the suggested changes and revisit the policies over the next three meetings. Stuart should review noted sections concerning policies that pertain specifically to his position.

6. Elections

There is a vacancy for the position of Secretary. With no trustee showing interest in the position, the secretary position will remain vacant. Stuart will continue to take minutes.

7. Renovation Tender Results

Two bids were received for the renovation of the lower level and presented to the board for review. Upon the previous recommendation of Greg, the low bidder was interviewed to gather more information on their suitability. The renovation committee recommended awarding the lower level renovation project to the lowest bidder Hammertime Construction.

² Attached as 2016 June Treasurer's Report

At this time the following costs are expected:

ITEM	COST (not incl. GST)
Hammertime Bid*	\$83,748.50
Redline Electrical Design	\$3,175.00
Engineering Documents	\$1,100.00
CDCC contract and other document preparation	\$250.00
SUB TOTAL	\$88,273.50
+ 10% CONTINGENCY	\$8,800.00
GRANT TOTAL	\$97,073.50

*could be lowered based on cost saving measure

ESTABLISHED FUNDING	AMOUNT
Town of Vermilion Library Board Reserves	\$35,000
Town of Vermilion	\$35,000
CFEP Grant	\$15,000
TOTAL	\$85,000.00
SHORTAGE	\$12,073.50

Due to the higher than expected cost of the renovation, Johanna suggested investigating cost saving measures such stock cabinetry. Since the project cost is expected to exceed the initial ceiling of \$75,000, Margaret suggested using \$15,000 from the library contingency reserve be used to fund the shortfall.

Two bids were received for flooring, the originally specified product (Karndean), and a substitute (Harbringer). The Harbringer product is \$3,000 cheaper, but was not deemed equivalent to the Karndean product after speaking directly with the Harbringer sales representative. Because the Harbinger product was more often used for rental properties as opposed to commercial properties, as stated by the Harbringer sales rep, and because no reviews could be found on the substitute product, nor regional testimonials, the renovation committee recommended staying with the originally specified product.

Motion was made by Linden to accept the committee recommendation to award the renovation to Hammertime Construction and look at cost saving by moving from custom to stock cabinetry, and an additional \$15,000 added to the renovation budget to be funded from library contingency reserves. Richard Seconded. **Motion Carried.**

- 8. Informational:** 2016 Summer Reading Program sponsors include: East-Alta COOP, 7/11, Shoppers Drug Mart, Anthony's Classic Grill, TD Bank, Craig's of Vermillion Ltd. SRP will start on July 5th.

Vermillion Library is hosting the Alberta Foundation for the Arts Travelling Exhibition "Echo Chamber". This Alberta TREX art exhibit is on display until July 18th.

- 9.** Motion was made by Johanna to adjourn. **Motion Carried.** The meeting was adjourned at 8:35 pm.

Next Meeting August 31, 2016 @ 7:30pm

President

Date of approval