

VERMILION



Public Library

5001 49 Avenue. Vermilion, Alberta. T9X 1B8
 780-853-4288 --- librarian@vplibrary.ca

MINUTES of Town of Vermilion Library Board

Meeting Date: November 27, 2017 at 7:00pm

1. **Call to order:** A regular meeting of the Town of Vermilion Library Board was held on November 27, 2017. The meeting convened at 7:00pm, Linden Lundback chairing.

Members in attendance: Leanne Martin, Linden Lundback, Richard Yaceyko, Justin Thompson, Cindi Plant,

Guests: Stuart Pauls, Anna Giesbrecht

2. **Introductions**

3. **Agenda:** Cindi moves that the agenda be adopted as presented. Richard seconds.
Motion Carried.

4. **Minutes:** Justin moves that the October 25th and October 31st minutes be approved as presented. Leanne seconds. Motion Carried.

5. **Committee Assignments:** Committee assignments are as follows but may change:

Plan of Service	Finance	Policy	Personnel
Justin Thompson (c)	Linden Lundback (c)	Leanne Martin (c)	Richard Yaceyko (c)
Mike Schalin	Anna Giesbrecht	Linden Lundback	Anna Giesbrecht
Leanne Martin	Justin Thompson	Richard Yaceyko	Cindi Plant
		Justin Thompson	

6. **Board Appointments:** Richard moves that the board recommend the appointment of Anna Giesbrecht to fill an existing vacant trustee term of 2 years. Leanne seconds.
Motion Carried.

7. **2018 Budget:** A revised 2018-2021 budget was presented. The suggested changes are summarized below:

Revenue Changes:		
1-75-551	Interest on Investments	Increase to \$1050 to account for revenue on \$25,000 donation
1-75-851	Other Local Gov't	Grant reduction by \$2375
1-75-941	Contr. From Cap. Program	Requesting \$4250 from reserves. \$2500 from building reserves (fix lighting, and retile entry vestibule) + \$1750 from equipment reserves (AV equipment, furnishings and shelving).
Expense Changes		
2-75-217	Telephone	Remove fax line. Reduce expense by \$1275
2-75-291	Custom Work	Add Alarm Monitoring + Archiving Service + Scheduling Service. Increase by \$920
2-75-519	Other Supplies	Replacement Furnishings + Shelving. Reduce by \$650 from 2017.

Overall the budget proposes a deficit of \$274,160. This is a 2.76% increase from 2017.

Leanne moves that board approve the budget and submit for council review. Richard seconds. **Motion Carried.**

8. Reports

Chair: With trustees assigned to their various committees Linden stated that he hopes committees will meet at least once before the next meeting in January to appoint a chair and identify areas that need to be addressed in the 2018 year. Library manager will attend all committee meetings as a resource and prepare any administrative work that needs to be compiled.

Treasurer: A review of expenses and revenue was compiled and presented by the library manager. No major revenue was recorded in the reporting period. Expenses of consequence include the following:

Expenses		
Travel and sub	\$110.90	Mileage claims for NLLS CONF
Express and cartage	\$403.66	Shelving cart + av equipment
Ads and promo	\$393.62	Srp ads and promo material
Other supplies	\$880.27	Shelving cart + av equipment

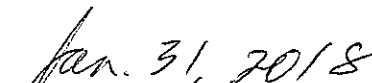
Manager: Annual survey is being completed. Please share the link on facebook www.vermilionpubliclibrary.com/survey
Year end wrap up party will likely be a pizza luncheon on a Thursday in December.
Reply to the manager on the doodle poll by Dec 1. Library will remain open during the Christmas break on modified hours if necessary.

9. Informational:

Let Stuart know by email by December 10th if you would like to participate in the Alberta Library Trustee Symposium Feb 23-24. 9-5pm

10. Adjournment: Justin moves to adjourn. Adjourned at 8:55pm.


Board Chair


Date of approval