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MINUTES of Town of Vermilion Library Board

Meeting Date: May 3rd 2018, @ 7:00pm

At the Vermilion Public Library

1. **Call to order:** A regular meeting of the Town of Vermilion Library board was called to order at 7:05pm, Linden Lundback chairing.
Members in attendance: Linden Lundback, Justin Thompson, Cindi Plant, Richard Yaceyko, Anna Giesbrecht, Stuart Pauls.

2. **Agenda:** Linden suggested the additional of an informational item before adjournment regarding the next meeting. *Anna moves the adoption of the agenda as amended. Justin Seconds. Motion Carried.*

3. **Minutes:** *Richard moves the adoption of the March 2018 Minutes as presented. Cindi Seconds. Motion Carried.*

4. **Reports**
 - 4.1 **Manager**
 - Furnace issue persists and will likely lead to overages in the building maintenance fund if the problem cannot be solved.
 - Plan of Service Committee should investigate max numbers for the basement rental and identify if acoustic panel fixes are a priority. It gets quite warm and uncomfortable at 75+ people. And with only 2 bathrooms we are not equipped to serve that many despite our fire code max of 96 people. Should also investigate how we should be using the facility since it has echo issues and poor sound reception. At the next friends of VPL meeting a recommendation should be made to buy a PA System and microphones

- Due to changes to flex time agreements we are using more overtime than before. It would be a cost savings to instead increase the library page's hours by 3 hours to avoid the 1.5 hour payout of OT from other staff members.

4.2 Treasurer

- April Treasurer's Report: Only 1 allocation was made in the reporting period with no notable sources of revenue for \$576. There were no notable expenditures in the reporting period.
Anna moves the adoption of the treasurer's report as presented. Justin Seconds. Motion Carried.
- 2017 Financial Review: A brief overview of 2017 variances was presented +/- 15% of budgeted values with explanations for each account. These values were compared to the 2017 town/library breakdown which split costs between the town and library board. These values were inputted by the auditor into the 2017 Financial Review for submission to Municipal Affairs. In summary, 2017 saw an overage of approximately \$11,000 due mostly to miscalculations in the grant funding, and well as overages in Employer Contributions and Building Maintenance. This overage will be covered by a combination of town and library contingency funding. *Justin moves the adoption of the 2017 Financial Review as presented. Richard Seconds. Motion Carried.*
- 2018 Budget: A Second reading budget was presented to the board with adjustments made in the following accounts:

Line item	2018 Budget Original	2018 Budget Revised
Other Local Gov't	-22375	-20017
Outside Orders Revenue	-6600	-5000
Employer Contribution	31237	37832
Telephone	2550	1800
Building Maintenance	1700	3600
Equipment Rent	1600	2850
Insurance	5225	3800
Outside Orders Expense	6600	5000
Power	5500	6250
Book Supplies	0	2000
	Total Changes	An additional \$5218

Manager recommended that the library page be offered a new employment agreement with 3 more hours to offset the cost of overtime. Although it was considered in discussion by members to incorporate this additional \$1250 cost into the 2018 revised budget it was apparent that this small overage is an understandable expense and not worth revising what is already on file with town. Linden recommending offsetting the cost if possible by absorbing it through changes in existing expense accounts. *Anna moves the adoption of the revised 2018 budget as presented. Justin Seconds. Motion Carried.*

4.3 Committees

- **Personnel Committee:** Richard will confer with other members and try for a meeting in the next two weeks.
- **Policy Committee:** Nothing to report
- **Plan of Service:** Has been tasked with a few items today to review and is still waiting upon Manager's costing report for being open on Mondays.

5. Old Business

- Nothing to report

6. Informational

6.1 Winter Activities Report

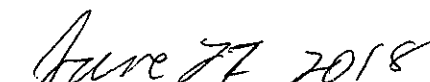
Stuart reviewed activities and services offered in the January to March reporting period including statistics on program attendance, circulation of material, and challenges the library faced in delivering on our service commitments as well as what needs to occur next to continue our plan of service. Full report is available on the library website under reports <http://www.vermilionpubliclibrary.ca/Library-Board>

6.2 Friends of VPL AGM will be held on May 16 @ 6pm at the library

6.3 Next Meeting: Monday May 28th @ 7pm

7. **Adjournment:** Anna moves to adjourn. Adjourned at 8:25pm


Board Chair


Date of approval