

# VERMILION



## Public Library

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### MINUTES of Town of Vermilion Library Board

Meeting Date: June 28, 2018 at 7:00pm

at the Vermilion Public Library

**1. Call to order:**

A regular meeting of the Town of Vermilion Library Board is called to order at 7:05pm, Linden Lundback chairing the meeting.

**2. Members in attendance:** Linden Lundback, Justin Thompson, Richard Yaceyko, Cindi Plant, Leanne Martin, Anna Giesbrecht.

**3. Agenda:** Anna moves the adoption of the agenda as presented. Richard Seconds. Motion carried.

**4. Minutes:** Justin moves the adoption of the April 2018 minutes as circulated. Cindi Seconds. Motion Carried.

**5. New at the Library:** Library manager reviewed two new databases being offered at the library: Pronunciator and RB Digital.

Pronunciator is a language learning app/database that can be accessed with your library card at <http://www.nlls.ab.ca/eResources> or via the app on the play store/app store. This service allows patrons to learn a new language using their native language for the menus and exercises. It also offers regular online conversation circles and classes.

RB Digital is a magazine service and audiobook service that offers streamable and downloadable audiobooks and magazines immediately. There is no wait for the items and there is no set limit to how much you can take out. With instantaneous access items being the more popular this will be a good service to supplement overdrive and hoopla. It can be accessed at <http://www.nlls.ab.ca/eResources> and through the play/app store.

## 6. Reports

### 6.1 Manager:

Upcoming Program: Summer Reading Program starts Jul 3. Received support from TD bank to purchase prizes. Reptile Encounters is Aug 10 an interactive reptile show encouraging touching

Manager recommended waiting until the fall to follow up with NLLS issues as needed as it is too early to tell if their changes in policy will affect our service.

### 6.2 Treasurer

- Total revenue in the reporting period was 2345.67. All routine transactions with no sources above \$1000.
- Only 3 notable expenses building maintenance for the alarm panel, insurance premium, and mileage for summer entertainers.

### 6.3 Committees

- **NLLS Board Rep:** Some new policy recommendations for communications to be reviewed. Mostly wording changes. Board will be reviewing complaint letter at next board meeting.
- **Friends of VPL:** At the AGM Cathy Wolters was appointed chair. New member Julia Lundback.
- **Personnel:** Will need to send letter to staff to ask for feedback on library manager for performance evaluation, 3-4 questions. Determine if there is a change in duties for the manager.
- **Finance:** Did not meet
- **Policy:** Did not meet
- **Plan of Service:**  
**Monday Costing model:** Model was presented, it will cost roughly \$15,000 more per year to do so. We would need options on how to proceed and investigate goals and outcomes wanted from this action. Anna recommended acquiring more patron feedback on demand and perhaps developing a marketing plan to increase buzz on the issue to help make a case for Mondays.

### Eligibility for Free Basement Usage

~~Basement Freebies:~~ There is currently no set standard on who gets free use of the basement, only a guiding principle that if the user helps us meet our

goals then it could be free. Committee recommends that only "partners" can be eligible for free usage.

Justin moves that we implement a facility rental partnership program with details to be examined by the plan of service committee for costing purposes on facility rentals. Richard Seconds. Motion Carried.

**Capital Plan:** some capital expenditures needed in the future were reviewed including: Fixing echo in basement: will need 3 options with rough cost estimates. Door Counter System: to better track usage and metrics. Media shelves and soft seating. Outdoor LED Signage, possible new source of revenue. Plan of service committee will prioritize items and provide rough costing estimates.


Leanne moves the adoption of all reports as presented. Anna seconds. Motion Carried.

7. **New Trustees:** We will be very close in the fall to not meeting provincial standards for number of trustees if we cannot recruit at least 4 new people by October. Many trustees' terms expire in the fall and have already served for quite some time. This should be our number one priority in the coming months to recruit more people passionate about providing library service in our committee.

8. **Adjournment:** Richard moves to adjourn. Adjourned at 8:40pm

9. **Next Meeting:** August 29<sup>th</sup> @ 7:00pm

  
Board Chair

  
Date of approval