

# VERMILION



## Public Library

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### MINUTES of Town of Vermilion Library Board

Meeting Date: March 28, 2018 @ 7:00pm

1. **Call to order:** A regular meeting of the Town of Vermilion Library Board was held on March 28<sup>th</sup> at the Vermilion Public Library. The meeting convened at 7:10pm, Linden Lundback chairing.

**In attendance:** Linden Lundback, Cindi Plant, Richard Yaceyko, Leanne Martin, Stuart Pauls.

2. **Agenda:** Leanne moves the approval of the agenda as presented. Cindi Seconds. Motion Carried.
3. **Minutes:** Richard moves the approval of the February 28 2018 minutes as presented. Leanne seconds. Motion carried.

#### 4. Reports

4.1 **Manager:** Manager plans to update the board, council, and our supporters more frequently than just the formal annual report with quarterly updates on plan of service achievements, statistical overviews and stories of how individuals in our community use the library. Manager also recommends that the friends purchase new shelving to allow additional growth in the media section (dvd, blu ray, etc). Purchase of basement shelving will need to be done soon as well. The book sale will be during the week of the Canada Day festivities in town with a blow-out sale day on Jun 30<sup>th</sup> downtown.

4.2 **Treasurer:** Treasurer being absent, Stuart delivered the report: 3 deposits were made in the reporting period. Notable sources of revenue in February include \$1500 in funding from the County of VR (MSI Grant), An outside purchase claim of

\$1886.80, and \$304.12 in facility rental fees. Only 1 notable expense was made in February, the Lynda.com membership for training purposes for \$458.73.

Cindi moves that the board accept the Treasurer and Manager report as presented.  
Leanne Seconds.

#### 4.3 Committees

- **Personnel:** Will review job descriptions and identify protocol for manager evaluation. Will schedule a committee meeting some time in 2<sup>nd</sup> or 3<sup>rd</sup> week of April.
- **Finance:** Finance committee chair recommends that the board place library contingency fund into a daily savings interest account. Rates should be comparable to low yield GIC's anyway and give us the flexibility to purpose a long-term investment strategy later once we develop investment guidelines.

Richard moves the adoption of the finance committee's recommendation to move contingency reserve to a daily interest savings account. Leanne Seconds. Motion carried.

- **Policy:** Policy Committee recommends adoption of the following changes to the Library Policies:

#### Re. Smoking & Cannabis

Policy #	Current Policy	Recommendation
L101 Preface	Smoking is not permitted in the library as per public facility in the Town of Vermilion.	This is a tobacco and smoke free facility. All tobacco products are prohibited (ie. chew, cigarettes, vaporizers) Smoking or Vaping is not permitted in the library as per the Town of Vermilion public facility policies.  <b>Above Change Recommended</b>
L107_17 Basement Policy	This is a tobacco and smoke free facility. All tobacco products are prohibited (ie. chew, cigarettes, vaporizers)	This is a tobacco and smoke free facility. All tobacco products are prohibited (ie. chew, cigarettes, vaporizers) Smoking or Vaping is not permitted in the library as per the Town of Vermilion public facility policies.  <b>Above Change Recommended</b>

## Re. Employment Legislation Changes

Policy #	Current Policy	Recommendation
P101_1.23	The library manager shall set work schedules for all staff	The library manager shall set work schedules for all staff and must give 24 hours notice for shift changes.  <b>Above Change Recommended</b>
P101_1.27	If overtime is worked because no other staff is available to work, time worked beyond the employment agreement will be banked	Time worked beyond the employment agreement is considered overtime payable at a rate of 1.5 hours per overtime hour.  <b>Above Change Recommended</b>
P101_1.27.1	New Policy	Employees may enter a Flexible Averaging Agreement with the employer to average hours worked over a period of two weeks in a separate agreement  <b>Addition Recommended</b>
P101_1.39 heading	Bereavement and Compassion Leave heading	Bereavement Leave  <b>Rename subsection</b>
P101_1.41 heading	Extended leave may be granted at the discretion of the board	Unpaid Leave  <b>Rename subsection</b>
P101_1.41	Extended leave may be granted at the discretion of the board	Delete original policy entirely Compassionate care leave will be granted to employees who must be away from work temporarily to provide care or support for a family member who has a significant risk of death. A maximum of 27 weeks of leave will be offered to eligible employees.  <b>Addition Recommended</b>
P101_1.42	To be eligible for maternity or parental leave part-time staff must have fifty-two (52) weeks of continuous employment	To be eligible for maternity or parental leave employees must have ninety (90) days of continuous employment  <b>Above Change Recommended</b>
P101_1.43	Birth mothers can take up to fifty-two (52) weeks of unpaid, job-protected leave from employment, made up of (15) fifteen weeks of maternity leave and thirty-seven (37) weeks of parental leave	Birth mothers can take up to 16 weeks of unpaid maternity leave. Leave can start any time within the 13 weeks leading up to the estimated due date and no later than the date of birth.  <b>Above Change Recommended</b>

P101_1.44	Fathers and adoptive parents are eligible for thirty-seven (37) weeks of unpaid, job protected parental leave. Adoptive parents can take parental leave when they adopt a child under the age of 18.	Birth and adoptive parents can take up to 62 weeks of unpaid parental leave. Leave can start any time after the birth or adoption of a child, but must be completed within 78 weeks of the date the baby is born or placed with the parents.  <b>Above Change Recommended</b>
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Linden suggested that the preamble to the employment legislation portion of the policies include a clarification clause that the Library will follow all Government of Alberta employment legislation.

Leanne moves that board adopt the policy change recommendations put forward by the policy committee. Cindi Seconds. Motion Carried.

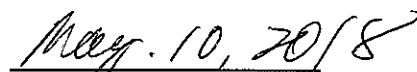
- **Plan of Service:** An explanation of some of the remaining issues that need to be dealt with before providing a costing model for being open on Mondays was presented including negotiation of janitor, courier, and manager/library page employment agreements.

5. **New Business** – Winter Report Tabled

6. **Adjournment:** Richard moves to adjourn. Meeting adjourned at 8pm.

7. **Next Meeting:** April 25<sup>th</sup> @ 7pm.

  
Board Chair

  
Date of approval