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MINUTES of Town of Vermilion Library Board
Meeting Date: September 24th, 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 on September 24th 2018, Linden Lundback chairing.

Members in attendance:

Linden Lundback, Cindi Plant, Anna Giesbrecht, Stuart Pauls, Justin Thompson, Leanne Martin, Richard Yaceyko.

2. Agenda:

Richard moves the adoption of the agenda as presented. Anna Seconds. Motion Carried.

3. Minutes:

Anna moves the adoption of the August 2018 minutes as circulated. Cindi Seconds. Motion Carried.

4. Reports

4.1 Chair:

Linden is pleased with the new committee system and commented that meetings seemed more productive than before by allowing board members to take business through committees and present recommendations.

Linden has confirmed that he will not seek another term and plans to make October his last meeting on the board.

See Letter Attached.

4.2 Manager

Stuart recently attended library managers council and the NLLS conference where 2 issues of concern arose:

1. The resource delivery schedule will be changed. Currently we receive deliveries on Tuesdays and Thursdays and have make changes to the schedule and budget to reflect this. This revised schedule was adopted quickly by members without consulting libraries like Vermilion on the impact of change. Manager recommends sending a letter to NLLS advising of the negative impact on our plan of service goals, schedule changes, etc. on implementing this new system too quickly without consultation.

Justin moves that the manager and chair draft a letter of support regarding manager concerns on changes to the delivery schedule to be sent to the board for approval. Anna Seconds. Motion carried.

2. NLLS is considering offering a new training platform database called Lynda to member libraries. This platform could change the way businesses in town do technology training for the staff members and will be a valuable service for local patrons. It will also save VPL \$500 a year since we purchase it anyway. Most managers supported incorporating this into the 2019 NLLS budget.

4.3 Treasurer

Annual Government of Alberta Operating Grant Received \$25,225

Still waiting on NLLS Transfer payment \$17,222

See full report of account projections and expenses attached

4.4 Friends of VPL

Next meeting is on Tuesday October 2nd @ 6pm

4.5 Committees

Personnel – Did not meet

- Need to conduct performance review on manager
- Still looking for guidance on how much input from staff/board
- Next meeting Tuesday October 9th 530-630pm

Finance – Did not meet

- Need to develop first reading of budget and capital expense program
- Will email first reading of the budget to members
- Next meeting Monday October 1st 5-6pm

Policy – Met September 12th

- Revised bylaws in a new format as recommend by Government of Alberta – Public Library Services Branch
- Highlights of bylaw changes
 - Revise all uses of child to youth
 - Create new patron categories (Town Resident vs Resident to clarify who resides in County vs Town)
 - Revised code of conduct to remove the no sleeping clause no cell phone use clause.
 - Will need revisions on Youth policy to cover liability of sending a kid home without contacting parents.
- Leanne recommends the board hold an Oct 10th email meeting to do a second reading of bylaws. Bylaws will be sent out well in advance, discussion and voting to take place between 9am and 11:59pm.

*Leanne moves the adoption of the first reading of the revised bylaws with Stuart to investigate amending clauses for second reading, specifically concerning youth behavior. Cindi Seconds. Motion carried.
First Reading Bylaws Attached.*

Plan of Service – Met September 13th

- Reviewed costing model to expand service for 5 hours on Mondays and determined that it does fit the Plan of Service Goals. Justin brought up the idea at a fall budget meeting with some positive reception.
- Acoustic Panel options reviewed. Of the 3 options presented, the DIY option for ~600 and local retail option for \$1860 were preferred. Leanne reported that the DIY option would not work as presented due to fire chief concerns on fire load. Will investigate cost of fire-retardant material instead (Anna is knowledgeable in this area) vs the local

retailer option. Justin noted that this investment would be made back in less than a year if we got old renters back.

- Committee prioritized capital purchases in the following way and recommends that the finance committee incorporate these into the capital plan

	Item	Notes
1	Fix Basement Echo	~\$600-\$2000, depending on which option chosen
2	People Counter	~\$500 + install costs, Will be useful in gathering data
3	Staff & Public PCs	~\$9,000, 4 staff & 5 public pcs (planned purchase)
4	Entrance Lighting + Heat issue	After hours entry uses old bulbs and lacks heat. No estimates collected yet.
5	Replace Soft Seating	Buy 3 more leather club chairs to prevent sleeping
6	Outdoor LED signage	Could be new revenue opportunity, or library ad use
7	Shelving Project	Replace media section with double sided units, move computer along the wall.
8	High Dusting	Could wait until 2020 if we get an indoor air quality test to identify if dust poses an issue.
9	Printer/Copier Unit	Contract is complete, we are now in renewal payments and can either buy out the machine value for \$2500, or get a new unit and start paying lease payments again.

Anna moves that the board recommend the finance committee incorporate Monday service for the 2019 budget. Leanne Seconds. Motion Carried.

4.6 NLLS Board Report

- Levy: 1.5% increase to the NLLS levy is proposed for 2019, but depending on population increase numbers used for per capita numbers it could be 2%
- Letters: Lac La Biche County recently sent a letter to all municipality mayors regarding issues at NLLS. NLLS commented on the inappropriate nature of this communication method and drafted a response to the original concerns.

Justin moves the adoptions of all reports as presented. Leanne Seconds. Motion Carried.

5. Annual General Meeting

- Reminder that agenda items include Elections, Bylaws, Plan of Service Report, Manager Report, Chair Wrap Up.

6. Adjournment

Anna moves to adjourn. Meeting is adjourned at 8:35pm

7. Next Meetings:

Finance – October 1st 5pm

Friends of VPL – October 2nd 6pm

Personnel – October 9th 530pm

Email Meeting – Oct 10th 9am

Annual General Meeting – October 30th 730pm


Board Chair

December 5, 2018

Date of approval