

## **MINUTES of the Town of Vermilion Library Board**

**Meeting Date: December 5<sup>th</sup> @ 7pm**

**At the Vermilion Public Library**

### **1. Call to order:**

A regular meeting of the Town of Vermilion Library Board was called to order at 7:00 pm on December 5th 2018 with Richard Yaceyko chairing.

**Members in attendance:** Richard Yaceyko, Justin Thompson, Yulia Lundback, Dawn Flaata, Anna Giesbrecht, Leanne Martin, Stuart Pauls.

### **2. Agenda:**

*Justin moved the adoption of an amended agenda, with the addition of 8.0, board appointments. Anna Seconded. Motion was carried.*

### **3. Minutes:**

*Leanne moved the adoption of the September and October 2018 Minutes as presented. Justin Seconded. Motion was carried.*

### **4. Reports**

#### **4.1 Vice Chair**

Richard reviewed upcoming projects of the board including further work on the budget, committee selections, and elections. Richard also introduced our newest board members Yulia Lundback and Dawn Flaata.

#### **4.2 Manager:**

Stuart reviewed a new survey format for the user satisfaction survey. We will collect much more anecdotal feedback by using 50 short interviews by phone with regular library users. The following questions from our plan of service will be asked:

1. Tell me about our library facility and staff. What needs to happen to make us welcoming?
2. What role does the library play in helping people like you with lifelong learning?
3. How do you feel about the library's collection? How often do you find what you want?
4. Tell me about your experiences with holds, the website, and online services like renewals.
5. What online library resources are you familiar with? How comfortable are you in using them?
6. General feedback.

#### Project updates:

People Counter: Still not installed, waiting on cat5 cable, will be live in January

PA System: Received but not installed. Need to consult audio dealer for placement.

Policies Bylaws: Sent a copy to Public library services branch and Town Manager

Maintenance: Maintenance projects have been deferred to 2019, a quote package will be presented at the first meeting in 2019.

#### 4.3 Treasurer

Major sources of revenue in the reporting period include NLLS transfer grant (\$18,017) and a reimbursement cheque for the cost of the PA System from the Friends of VPL (\$1,616).

There was \$24,003 in revenue in the reporting period, and \$6,645.39 in non-personnel library expenses. Full report attached.

#### 4.4 Committees

- **Personnel:** Richard reviewed outstanding business of the committee: Collecting information on performing an appraisal of the manager, and the need to update the salary grids.
- **Finance:** Anna received outstanding business of the committee including the development of revisions to the budget, and the need to approve some capital expenditures at the first meeting in 2019.
- **Policy:** Leanne reviewed new updates to the bylaws and code of conduct.
- **Plan of Service:** Justin reviewed the vision and planning goals for the committee and some of the current planning documents.

*Justin Moves the adoption of the reports as presented. Anna Seconds. Motion is carried.*

#### 5. Elections

Nominations are opened for chairperson

1<sup>st</sup> Call – Anna nominates Richard and he accepts the nomination.

2<sup>nd</sup> Call – No nominees

3<sup>rd</sup> Call – No nominees

Nominations are closed for chairperson. Richard is named chairperson by acclamation.

Nominations are opened for vice-chairperson

1<sup>st</sup> Call – Justin nominates Leanne and she accepts the nomination.

2<sup>nd</sup> Call – No nominees

3<sup>rd</sup> Call – No nominees

Nominations are closed for vice-chairperson. Leanne is named vice-chairperson by acclamation.

Nominations are opened for treasurer

1<sup>st</sup> Call – Leanne nominates Anna, and she accepts the nomination.

2<sup>nd</sup> Call – No nominees

3<sup>rd</sup> Call – No nominees

Nominations are closed for treasurer. Anna is named chairperson by acclamation.

*Anna moves that the library board remove Linden Lundback as a signing officer on all accounts, to be replaced by Richard Yaceyko. Justin Seconds. Motion is carried.*

Signing officers are now: Richard Yaceyko, Anna Giesbrecht, and Stuart Pauls for accounts with Vermilion Credit Union, and other institutions requiring a signing authority.

**6. Salary Grids** – Tabled for further committee review

**7. 2019 Budget** – Tabled for further committee review. Justin recommended that the board wait to figure out salary grids before further revisions are made.

**8. Appointments:** The board received a new application to join as a trustee from Susan MacDonald of Vermilion. Susan is long time county resident and regular library user who brings financial experience and passion for libraries to the board.

*Leanne moves that the library board recommend the appointment of Susan MacDonald to a term of 3 years to the library board. Yulia Seconds. Motion is Carried.*

Dawn Flaata and Yulia noted the following points to consider after the appointment of Susan regarding what new board members should be provided with:

1. We wish we knew a bit more about the role before formal appointment
2. There is not enough information on the time commitment involved to be a board member
3. We need to hear about other trustee's backgrounds and offer more introductory knowledge about our peers to see what we bring to the table
4. We are open to help and improve the library in ways that we can. We need more information on the committees and what they do so we can find a good fit for skills.

**9. Informational:** The Friends of VPL Casino fundraiser in Camrose is on February 23+24 3pm-1am. Contact Justin or Yulia if you are available.

**10. Next Meeting:** Wednesday, January 30<sup>th</sup> at 7pm

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Board Chair

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Date of approval