

MINUTES of Town of Vermilion Library Board

Meeting Date: January 30, 2019 @ 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 7:05pm, with Richard Yaceyko chairing. Members in attendance were: Richard Yaceyko, Justin Thompson, Yuliya Lundback, Leanne Martin, Dawn Flaata, Stuart Pauls. Regrets: Anna Giesbrecht.
2. Agenda: *Yuliya moves the adoption of the agenda as presented. Leanne seconds. Motion is carried.*
3. Minutes: *Dawn moves the adoption of the December minutes as presented. Yuliya seconds. Motion in carried.*
4. Reports
 - 4.1 Chairperson: The deadline for our provincial funding application and annual report is February 28th, which is before our next meeting. We will need to approve the annual report today to get it in on time. Manager will take care of document submission. Richard advises all board members to send their preferences on which committees they would most like to serve. Any outstanding committee business before the next meeting will be covered by existing committee members. Formal committee assignments will be made at the next meeting.
 - 4.2 Manager: The library will be short staffed in the coming weeks due to vacation usage and a staff member taking a leave of absence. Expect a new quote for computers before the next meeting, we require 9 with a budget of \$10,000 including peripherals. Year-end survey has been put on hold. Manager plans to reach out to board members for assistance. Manager recommends some areas concerning holiday

practices in the personnel policies for investigation to make sure we are following standards set by the town.

4.3 Treasurer

We have not received the December 2018 financial statement, notes below are from the November 2018 statement:

- 2 revenue shortfalls are predicted for 2018, memberships and facility rent totaling approximately \$550
- Overages will be expected in Natural Gas and Outside Order for ~\$700.
- We should be very close to our budgeted amounts for 2018.
- No major sources of revenue or expenditures were made in the reporting period.

Type: Municipal
 PERIOD: 2018/11/30

	2017 YEAR TO DATE ACTUAL	2018 CURRENT MONTH TO DATE	2018 YEAR TO DATE ACTUAL	2018 CURRENT BUDGET
LIBRARY				
LIBRARY ASSETS				
3-75-111-00-00 CASH ON HAND - LIBRARY	1,816.00	.00	1,800.00	.00
3-75-112-00-00 PETTY CASH - LIBRARY	80.00	.00	200.00	.00
TOTAL: LIBRARY ASSETS	1,896.00	.00	2,000.00	.00
LIBRARY LIABILITIES				
4-75-711-00-00 RESERVE-LIBRARY	-11,523.99	.00	-7,700.14	.00
4-75-711-01-00 RESERVE-LIB CONTINGENCY	-37,115.13	.00	-55,491.15	.00
4-75-762-00-00 FUTURE-LIBRARY EQUIPMENT	-69,028.42	.00	-66,498.42	.00
4-75-763-00-00 FUTURE-LIBRARY BUILDING	-50,117.48	.00	-61,117.48	.00
TOTAL: LIBRARY LIABILITIES	-167,785.02	.00	-190,807.19	.00
LIBRARY				
LIBRARY REVENUE				
1-75-410-01-00 MEMBERSHIPS RESIDENTS	-7,196.83	-30.00	-6,335.35	-8,000.00
1-75-410-04-00 SERVICE REVENUE	-2,301.30	-30.00	-2,309.40	-2,500.00
1-75-410-09-00 PROGRAM REVENUE	-135.00	.00	.00	-150.00
1-75-415-00-00 SALE OF MATERIAL	-1,103.40	-2.00	-243.65	-100.00
1-75-531-00-00 FINES	-2,705.89	-54.75	-2,909.97	-3,000.00
1-75-551-00-00 INTEREST ON INVESTMENTS	.00	.00	.00	-1,200.00
1-75-565-00-00 FACILITY RENT	-1,680.48	-75.00	-1,760.08	-2,000.00
1-75-841-00-00 PROVINCIAL CONDITIONAL GRANT	-25,225.00	.00	-25,225.00	-25,225.00
1-75-851-00-00 ATER LOCAL GOVT. & AGENCIES	-18,517.52	.00	-2,000.00	-20,017.00
1-75-851-01-00 DONATIONS	-25,509.05	.00	-459.90	-400.00
1-75-851-02-00 NORTHERN LIGHTS-OUTSIDE ORDERS	-3,347.86	.00	-5,563.66	-5,000.00
1-75-910-00-00 GAIN ON SALE OF ASSET	.00	.00	-1,411.10	-1,000.00
1-75-941-00-00 CONTR. FROM CAPITAL FUNCTION	.00	.00	.00	-2,975.00
1-75-991-00-00 OTHER REVENUE	-26.18	.00	-206.00	-100.00
TOTAL: LIBRARY REVENUE	-87,748.51	-191.75	-48,424.11	-71,667.00
LIBRARY EXPENSE				
2-75-110-00-00 SALARY LIBRARY	137,644.63	14,421.43	148,488.24	158,347.00
2-75-111-00-00 SALARY SICK BENEFIT	1,284.55	.00	540.96	2,000.00
2-75-119-00-00 OVERTIME LIBRARY	.00	.00	347.61	.00
2-75-130-00-00 EMPLOYER CONTRIBUTION	32,599.47	3,225.61	35,709.82	37,832.00
2-75-136-00-00 WCB PREMIUM	.00	.00	.00	1,688.00
2-75-211-00-00 TRAVEL & SUBSISTENCE	509.25	58.87	234.94	1,000.00
2-75-214-00-00 MEMBERSHIP & CONFERENCE FEES	513.26	.00	154.03	800.00
2-75-215-00-00 EXPRESS & CARTAGE	569.58	126.76	236.28	500.00
2-75-216-00-00 POSTAGE	40.23	15.56	36.79	125.00
2-75-217-00-00 TELEPHONE	2,366.75	122.53	1,329.92	1,800.00
2-75-219-00-00 COURSE FEES	595.90	.00	1,386.33	1,200.00

Type: Municipal
PERIOD: 2018/11/30

	2017 YEAR TO DATE ACTUAL	2018 CURRENT MONTH TO DATE	2018 YEAR TO DATE ACTUAL	2018 CURRENT BUDGET
2-75-221-00-00 ADVERTISING & PROMOTION	1,260.76	560.00	1,390.59	1,300.00
2-75-224-00-00 MUNICIPAL MEMBERSHIP FEES	44,989.01	.00	42,081.00	46,086.00
2-75-231-00-00 AUDIT FEES	.00	.00	.00	1,500.00
2-75-251-00-00 EQUIPMENT MAINTENANCE	.00	.00	.00	150.00
2-75-252-00-00 BUILDING MAINTENANCE	3,747.89	165.17	3,794.75	3,600.00
2-75-262-00-00 BUILDING RENT	.00	.00	150.00	.00
2-75-263-00-00 EQUIPMENT RENT	2,381.78	365.37	3,374.98	2,850.00
2-75-274-00-00 INSURANCE PREMIUM	4,018.74	.00	3,691.79	3,800.00
2-75-280-00-00 JANITOR CONTRACT	10,131.00	921.00	10,131.00	11,052.00
2-75-291-00-00 CUSTOM WORK	6,486.67	525.00	5,775.00	7,400.00
2-75-511-00-00 OFFICE SUPPLIES	3,701.11	355.07	2,101.43	2,500.00
2-75-513-00-00 JANITOR SUPPLIES	347.56	.00	1,097.37	1,100.00
2-75-519-00-00 OTHER SUPPLIES	2,538.34	787.06	1,278.32	2,650.00
2-75-519-01-00 OUTSIDE ORDER SUPPLIES	6,593.79	382.84	4,902.59	5,000.00
2-75-519-09-00 PROGRAM - SUPPLIES	2,070.66	.00	1,699.25	2,500.00
2-75-541-00-00 WATER, SEWER, GARBAGE	2,051.74	.00	1,397.04	2,300.00
2-75-543-00-00 NATURAL GAS	3,272.50	247.43	3,647.11	4,000.00
2-75-544-00-00 POWER	5,417.73	423.20	5,355.68	6,250.00
2-75-581-00-00 BOOK SUPPLIES	527.90	64.99	152.94	.00
2-75-582-00-00 PERIODICAL	45.33	-69.92	1,446.86	1,525.00
2-75-690-00-00 AMORT-LIBRARY	.00	.00	.00	29,221.00
2-75-762-00-00 CONTR. TO CAPITAL PROGRAM	15,000.00	.00	15,000.00	15,000.00
2-75-813-00-00 BANK CHARGES	101.16	.01	28.01	50.00
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TOTAL: LIBRARY EXPENSE	290,807.29	22,697.98	296,960.63	355,126.00

4.4 Committees

Personnel: Committee met in December to review salary grids, cost of living adjustments and the manager review. Richard authorized a new salary grid in the reporting period with 1% COLA applied to the existing grid as shown here.

2019 Library Salary Grid

STAFF	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Manager	\$ 51,821	\$ 53,894	\$ 56,050	\$ 58,292	\$ 60,623	\$ 63,048
Assistants	\$ 18.15	\$ 18.69	\$ 19.26	\$ 19.83	\$ 20.43	
Page	\$ 15.00	\$ 15.45	\$ 15.91	\$ 16.39	\$ 16.88	

Finance: Finance committee met on January 22 with the following recommendations:

- That the board accept Grakat Services' quote for maintenance projects
- That the policy committee investigate compliance in the financial policies concerning electronic fund transfers and electronic signatures.
- That the bank name be changed to Town of Vermilion Library Board
- That the board authorize the approval for a new credit card
- That the board approve capital purchases on club chairs, copier unit, and acoustic tiles.

Dawn asked for clarifications on the crossed-out items on the maintenance quote as received. Stuart recommended that these items be deferred to 2019 as we did not budget enough to cover these expenses. Items not crossed off are more of a priority and will be covered to first.

Justin moves that the library board change our bank account name at the Vermilion Credit Union from Vermilion Public Library to Town of Vermilion Library Board. Yuliya seconds. All in favour, motion carried.

Justin moves that the library board authorize the manager to apply for a credit card at the Vermilion Credit Union with a credit limit of \$5000 with Stuart Pauls as the only signing officer. This credit card will replace the current one. Leanne seconds. All in Favour, motion carried.

Justin moves that the library board approve the purchase of the acoustic tiles from Fabra-Wall for \$1860. Dawn seconds. All in favour, motion carried.

Justin moves that the library board approve the purchase of the copier unit from Digital Office Connection Systems for \$1,000. Leanne seconds. All in favour, motion carried.

Justin moves that the library board approve the purchase of club chairs from Furniture Gallery for \$4280 on behalf of the Friends of VPL. Yuliya seconds. All in favour, motion carried.

Policy Committee: Did not meet.

Plan of Service Committee: Did not meet.

5. 2018 Annual Report

This report will be submitted to PLSB. A more user-friendly breakdown of our yearly statistics will be presented at the February 2018 meeting. Yulia and Leanne noted some errors in the trustee section of the document for revision.

Dawn moves the adoption of the 2018 Annual Report with recommended trustee section changes. Yuliya seconds. All in favour, motion is carried.

6. Monday service

The plan for the library to roll-out new service hours is as follows:

- New service hours as of February 25th, 2019 will be:

Day	Open	Close
Sunday	CLOSED	
Monday	12:00 pm	5:00 pm
Tuesday	10:00 am	7:00 pm
Wednesday	10:00 am	7:00 pm
Thursday	10:00 am	7:00 pm
Friday	10:00 am	5:00 pm
Saturday	10:00 am	5:00 pm

- Work that still needs be done:
 - Revised courier, staff and janitor contracts

- Revise bylaws and policies with new service hours
- Change signage and form a promotion plan
- What Mondays will look like
 - Only the manager and library page will staff the library. No programs or additional services will be offered on Mondays. This is expected to be another regular low-key service day like Saturday.
- Estimates
 - Manager estimates \$5000 in overage. This does not consider the late February start and flexibility on promotion/supply costs. This amount is well within tolerance of our contingency fund balance.

7. Adjournment:

Richard moves to adjourn.

8. Next Meeting:

February 27th 2019

Board Chair

Date of approval