

**MINUTES of Town of Vermilion Library Board**  
**September 30, 2020 @ 7pm at Vermilion Public Library**

1. **Call to order:** A regular meeting of the library board was called to order at 7:00pm, Richard chairing.  
**Members in attendance:** Richard Yaceyko, Yuliya Lundback, Alva Andersen, Leanne Martin, Anna Giesbrecht, Stuart Pauls. Regrets: Joan Mudryk.
2. **Agenda:** *Yuliya moves the adoption of the agenda. Alva seconds. Motion carried.*
3. **Minutes:** *Anna moves the adoption of the minutes. Alva seconds. Motion carried.*
4. **Reports:**
  - 4.1 **Chairperson:** Town and County met to discuss funding agreements on shared costs, one area of which was the library. The library manager presented an overview of library services. Town proposed that the county contribute 30% of operating costs, phased in 10, 20 and 30% over a period of years. Yuliya and Leanne will not be seeking another term, their last meeting will be October 28.
  - 4.2 **Manager:** Stuart recommended restoring hours to pre-pandemic service levels and addressed issues with user compliance on our pandemic protocol. Some hardware and policy changes are recommended to address these concerns coming from staff.
  - 4.3 **Treasurer:** Anna presented the financial statement for August. Trustee asked when the provincial operating grant is expected. Manager confirmed it should come in the fall. Trustees noted the issue with phone bill persists. Manager expects this overbilling issue will not be resolved in 2020.
  - 4.4 **NLLS Rep:** No updates
  - 4.5 **Plan of Service Committee:** The community engagement session will be between Oct 26-Nov 10. A follow up meeting between the partners will take place between Nov 17-20. And the facilitator recommends meeting with the board November 25. The facilitator recommended we secure 20 stakeholders. Library has chosen 15 and will leave the rest to our partners (Town and CLASS).
  - 4.6 **Finance Committee:** Committee met resolve an issue with snow removal, review a fire panel proposal and develop a draft 2021 budget. The snow issue was resolved by the manager. The budget aimed for 0% increase and to offset revenue loss by

modest expense reductions but offer same level of service. Justin noted a calculation issue on the deficit line.

Anna moves the first reading of the 2021 budget, Justin seconds.

Anna moves that the board approve the fire panel proposal from Johnson Controls.

Leanne Seconds. Carried.

#### 4.7 Friends of VPL - Did not meet

#### 4.8 Policy Committee – Policy recommendations:

Delete Schedule A from the bylaws and revise 6.1 and 6.3.5 as follows:

*6.1 – The portion of any building used for public library purposes is open to the public free of charge during the hours of operation as set out in Schedule A.*

*6.3.5 – Persons who do not act in accordance with ~~6.1~~ 6.2\* and 6.3 shall be asked to leave...*

*\*6.2 in this case is the code of conduct*

That we revise hours of operation to: Monday to Thursday 10-7, Friday 10-5, Saturday 10-3

Alva moves the adoption of the revised bylaws and policies as recommended by the policy committee. Yuliya seconds. Carried.

Leanne moves the adoption of the revised pandemic compliance procedures. Yuliya seconds. Carried.

**Adjournment:** Richard moves to adjourn at 8:15pm.

**Next Meeting:** October 28<sup>th</sup> 2020 @ 7pm.

  
Justin Thompson (Nov 25, 2020 12:27 MST)

Board Chair

# 20200930 minutes

Final Audit Report

2020-11-25

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