



MINUTES of Town of Vermilion Library Board

February 24th @ 7pm 2021, held Virtually

1. **Call to order:** A business meeting of the library board was called to order at 7:05pm held remotely, Justin chairing.

Members in attendance: Richard Yaceyko, Justin Thompson, Alva Andersen, Anna Giesbrecht, Stuart Pauls, Brad Gallamore. Guest: Djesihre Rippel.

2. **Agenda:** Alva moves the adoption of the agenda as presented. Richard seconds. Carried.

3. **Minutes:** Anna moves the adoption of the Jan. 27 minutes as circulated. Richard seconds. Carried

4. Reports

4.1 **Chair:** New NLLS director is James MacDonald. The NLLS board meets February 26, notable agenda items include an organizational review. The province forwarded an update on activities allowed in libraries: certification, exams, and other test taking is now allowed by appointment at libraries.

4.2 **Manager:** Audio equipment and board games arrived. New security system was installed. Printer abuse was noted but will be moot if new printing protocol measures are adopted. Staff will trial a remote library card signup process using Wufoo forms, address verification still needs in person visits to borrow physical material.

4.3 **Treasurer:** Town had issues with bookkeeping system and could not generate a complete financial report. Treasurer reviewed manager notes. No major sources of expense aside from the system levy.

4.4 **Plan of Service:** Reviewed collected data and recommended the following service priorities: Connect to the Online World, Know Your Community, Build Successful Enterprises. Committee will follow up and choose 2-3 more. Once finalized, committee will present them to the stakeholders for feedback and share findings with the board at the March Meeting.

4.5 **Finance:** Committee reviewed MOST grant items, capital expenditures and budget Anna moves that the board apply for \$6,500 in MOST funding for the following items: Logitech Conference System, Laptop, and a Video Camera with accessories. Richard seconds. Carried.

4.6 **Personnel:** Planned the manager review and research needed to proceed on the evaluation, planned salary grid and job description reviews, and planned for a new hazard assessment for re-opening.

Anna moves the adoption of the reports as presented. Richard seconds. Carried.

5. Old Business

5.1 **Eliminating Service Fees:** Manager recommends the following new fee structure:

New Fee Structure		
Printing	BW <15 pages	No Charge
	BW 15-25 copies	25 cents
	BW 25-50 pages	50 cents
	BW >50 pages	Refer Elsewhere
	Colour	25 cents / page
Scanning	No Charge	
Faxing	No Charge	

- Daily free limit of 15 pages, different staff work in a day so it is an honour system
- No limit on faxes/scanning but subject to staff discretion on time requirements
- Staff may waive any fees if it would help reduce financial strain for our users
- Limit of 50 pages for printing, refer large jobs to Techno Computers, or Long's.

Anna moves that the library respond to the RIFS committee with the recommended new fee schedule, and if approved forward to the policy committee to review policy implementation changes. Alva seconds. Carried.

5.2 **Annual Report:** Richard moves the adoption of the annual report as presented.

Anna seconds. Carried.

6. New Business

6.1 Board Appointment: Djesihre Rippel applied to join the board as a trustee. Trustees will review the file and respond to the chair by February 26 with recommendations.

7. Adjournment: Meeting was adjourned at 8:20pm.

8. Next meeting is March 31, 2021, at 7pm.

Board Chairperson: 
Justin Thompson (Apr 9, 2021 14:58 MDT)

Date Approved: April 7th, 2021

20210224 minutes

Final Audit Report

2021-04-09

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