



## MINUTES of Town of Vermilion Library Board

April 7<sup>th</sup>, 2021 @ 6pm, held remotely

1. **Call to order:** A business meeting of the library board was called to order at 6:05pm held remotely, Justin chairing.

**Members in attendance:** Justin Thompson, Alva Andersen, Anna Giesbrecht, Brad Gallamore, Stuart Pauls. **Guests:** Djesihre Rippel **Regrets:** Joan Mudryk, Richard Yaceyko.

2. **Agenda:** Justin recommends amending the agenda to remove duplicate items. Alva moves the adoption of the agenda as amended. Carried.

3. **Minutes:** Alva moves the adoption of the Feb 24 minutes as circulated. Carried. Brad moves the adoption of the March 5 minutes as circulated. Carried.

### 4. Reports

4.1 **Chair:** Province moved operations to back Step 1 April 6<sup>th</sup>. Library is now closed and can only be curbside pickup and remote service.

4.2 **Manager:** Stuart reviewed difficulty with entry bids, Dr. Seuss controversy, mask compliance in the library, and recommended the policy committee develop 3 models for service hours (closed, reduced services, and regular hours) to expedite changes as needed in the future.

4.3 **Treasurer:** Anna reviewed the treasurers report as circulated.

4.4 **Plan of Service:** The preliminary 5 service goals selected were sent to the stakeholders and staff for review. Feedback was collected and is ready for board review. Justin recommends holding a retreat on a Saturday when possible to finalize service goals, select objectives, and develop a mission statement to finalize the plan in draft format.

4.5 **Policy:** Alva presents the following committee recommendations

- Amend Policy L105.2 to add a clause that permits temporary hours  
"In extenuating circumstances the board may approve temporary service hours"
- Amend Policy L108.1 to add board games to "Equipment covered by this policy includes: GPS Units, pedometers, tablets, eReaders, Board Games and library kits.

- Amend Bylaws Schedule D

Current Policy:

Photocopying and Printing BW \$0.25/page  
Photocopying and Printing Colour \$1.00/page  
Scanning (5 Pages or less) No Charge  
Scanning (More than 5 pages) \$2.00  
Faxing – No Charge  
Basement Rental \$25.00(incl. GST)/hour  
Basement Rental Daily max of \$125(incl. GST)

Amended Policy PRINTING

- No Charge for <15 pages BW
- \$0.25 charge for between 15-24 total pages BW
- \$0.50 charge for between 25-50 total pages BW
- \$0.25 charge per page Colour
- No charge for scanning and faxing

BASEMENT RENTAL (incl. GST)

- \$25.00 per hour to a daily max of \$125

Alva moves the adoption of the policy recommendations as presented. Anna  
Seconds. Carried.

4.6 Finance: Anna reviewed the entry project difficulties with the need for engineered drawings to allow fair bidding and cover liability concerns. Anna moves that the board approve the purchase of engineering drawings for the entry modification project up to \$1,500. Carried.

4.7 Personnel: Brad reviewed progress on manager review and steps requiring action.  
Anna moves the adoption of the reports as presented. Carried.

## 5. Old Business

5.1 **Board Appointments:** Anna moves that that board recommend town council appoint Djeshire Rippel to a term of 2 years on the library board. Carried.

## 6. New Business County Agreement

6.1 Tabled

7. **Information:** NLLS conference is on May 27 + 28. Board basics workshop to follow this meeting.

8. **Next Meeting April 28<sup>th</sup> 2021 @ 7pm**

Board Chairperson:

  
Justin Thompson (May 1, 2021 12:07 MDT)

Date Approved:

April 7<sup>th</sup>, 2021

# 20210407 minutes

Final Audit Report

2021-05-01

|                 |  |
|-----------------|--|
| Created:        | 2021-04-30                                   |
| By:             | Stuart Pauls (librarian@vplibrary.ca)        |
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## "20210407 minutes" History



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Agreement completed.

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