



**MINUTES of Town of Vermilion Library Board
April 27, 2022 @ 7pm**

1. Call to order: A regular meeting of the Town of Vermilion Library Board was called to order at 7:00pm at the Vermilion Library, Justin Thompson chairing.

Members in attendance: Kirby Whitlock, Joshua Rayment, Maxine Hancock, Alva Andersen, Justin Thompson, Stuart Pauls. Regrets: Anna Giesbrecht, Richard Yaceyko, Djesihre Rippel, Brad Gallamore.

2. Introductions: Introduction of Friends of VPL members is tabled.

3. Agenda: *Justin recommends amending agenda to add #7, letter to municipal affairs. Kirby moves the adoption of the agenda as amended. Carried.*

4. Minutes: *Anna recommends a spelling correction in the minutes. Kirby moves the adoption of the March minutes as amended. Carried.*

5. Reports

Chair Report: Justin attended the Friends of VPL meeting and reported on recent board activity. Board chairs have been invited to NLLS HQ in elk point at the May conference. Plan of Service and Advocacy committee still needs to submit their action plans for 2022.

Alva moves that the board approve a per diem of \$250 for board chair meetings held at NLLS conferences. Carried.

Manager Report: Audit is still in progress with a May completion expected. Katrina has finished her college studies in library service and will now serve as a technician. An overage in overtime, sick time and salaries is expected to be ~\$4,000 by years end. To get a baseline for how county library boards calculate their contributions to local libraries in their jurisdiction access to information requests were made with Lamont, Wainwright and St. Paul. The interactive whiteboard was ordered, as was an ipad and android tablet. Library staff met to review policy changes concerning the code of conduct and operations procedures. Trustees request manager provide program participation summaries at the next meeting.

Friends of VPL: Cathy Wolters submitted a report to the board. The Friends of VPL must spend current casino funds by May 4, 2023. The amount is approximately \$10,000. A portable sound system is on the wish list. The Friends also approved purchase of 2 new tablets. The Friends will likely host their next casino in 8 months to 2 years.

Treasurer Report: Manager reported on the March financial statement. Justin recommends adding another column to report reflecting % of budget amount spent to date.

NLLS Board: Kirby reviewed a copy of the 2021 budget and verified that the 2016 population numbers were used in the calculations for our per capita fee. Kirby will send a copy to board



members. Justin requested a budget breakdown for 2022. Manager will register chair and Kirby to attend the NLLS conference.

Committees:

- Plan of Service, Finance and Advocacy Committee did not meet.
- Policy Committee met to develop terms of reference. Richard is chair. Committee will address expired policies and prepare a bylaw review in the fall. Will meet again May 17th @ 530pm.
- Fundraising Committee were given updates from the Friends and Manager concerning how to run a chase the ace lottery. Library was offered to run the pancake breakfast on Canada day celebrations on June 30th.

Maxine moves that the plan of service committee prioritize identifying accessibility options and needs for the library facility. Carried.

Joshua moves that the library board accept the reports as presented. Carried.

6. NLLS Conference: May 27th. Send an email to manager if you wish to attend.

7. Letter to Municipal Affairs: Chair presented a draft letter to Municipal Affairs requesting clarification on which funds given by the County of Vermilion River to Vermilion Library should be considered "funding" versus membership fees to join a library system and other service fees.

8. Adjournment: *Justin moves to adjourn at 8:30pm*

Next Meeting: May 25, 2022 @ 7:00pm

Approved: May 25, 2022

Board Chair: 
941944D6FC7A4B2...