



**MINUTES of Town of Vermilion Library Board  
May 25, 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:** Anna Giesbrecht, Joan Mudryk, Brad Gallamore, Kirby Whitlock, Justin Thompson, Djesihre Rippel, Joshua Rayment, Stuart Pauls. Regrets: Alva Andersen, Richard Yaceyko. Guests Kevin Jacques (UCG Consulting).

**2. Introductions:** Board was joined by a representative from UCG Consulting, Kevin Jacques.

**3. Agenda:** Kirby moves the adoption of the agenda as presented. Carried.

**4. Minutes:** Maxine noted a spelling issue. Anna moves the adoption of the minutes as amended. Carried.

**5. Elevator Proposal:** Kevin noted that a low graded switchback as an alternative to an elevator would not be feasible for 2 reasons: higher expense, and the extreme space required to make the slope reach code to go down to 15' below grade. He recommended an elevator either in the staff area currently occupied by the manager office, or at the back entrance near the reading lounge. Kevin recommends that the board narrow decision to 2 choices for locations. A very rough estimate of \$35,000 was suggested for the elevator hardware, and another \$150,000 - \$250,000 for construction fees depending on complexity of the location and discoveries.

Joshua moves that the manager collect fee estimates for 1 & 2-option type C budget, drawings, and tender package concerning an elevator to the lower level. Carried.

**6. Reports**

**Chair:** Letter was sent to municipal affairs with no response yet concerning county funding clarification. Chair roundtable at NLLS is May 26.

**Manager:** During the last 2 weeks of May 208 people came to the library for programs. Comic book day, seed exchange, Gr 1+2 Science Programs, and pokemon programs were big successes. In April the library averaged 55 visitors per day. Digital whiteboard is ordered, Digital signage is installed and in use.

**Treasurer:** Treasurer reported on the March financial statement. Justin recommends adding a second page with full account details. \$10,590 in draws from reserves occurred in April for capital purchases (networking hardware, digital signage, and interactive whiteboard).

**NLLS Board:** 1 trustee and 2 staff member will attend the NLLS conference. Manager will send a copy of the 2022 NLLS budget to chair.

## Committees:

- Fundraising Committee 1: Maxine and Joan have planned a November/December fundraising drive to surpass the \$1,000 budget in donations for 2022 complete with print and digital campaigns. Will present a more detailed plan in September/October. Plan of service committee should send a list of specific activities/projects that can be used for the fund drive.
- Plan of Service: 24/7 proposals from staff will be collected on options for automation and self service for workstations, printers, holds pickup, etc. Committee has requested that staff develop a goals checklist for the service plan indexed by each measurable objective. Staff will identify goals they find unclear and committee with response with a glossary.
- Policy Committee recommended the amendment of several policies but tabled them to next meeting for adequate review time.
- Fundraising Committee 2: Brad and Anna reviewed how a chase the ace could work for the library as a fundraiser. Need promotional material, 100-150\$ budget, with possible fair launch. Reports, forms and promotional plan to be completed by end of June.
- Finance Committee will review the audit and recommend adoption at the next meeting.

*Anna moves the adoption of the reports as presented. Carried.*

**7. Informational:** Pancake breakfast is June 30<sup>th</sup>, audit packaged emailed out.

**8. Adjournment:** *Justin moves to adjourn at 9:05pm*

**Next Meeting:** June 29, 2022 @ 7:00pm

Approved: June 29th, 2022

Board Chair: 