

**MINUTES of Town of Vermilion Library Board
May 27 2020 @ 7pm at Vermilion Public Library**

1. **Call to order:** A regular meeting of the library board was called to order at 7:05pm, Richard chairing.
Members in attendance: Richard Yaceyko, Yuliya Lundback, Justin Thompson, Alva Andersen, Stuart Pauls, Leanne Martin, Anna Giesbrecht, Joan Mudryk
2. **Agenda:** Alva moves the adoption of the agenda. Anna seconds. Motion carried.
3. **Minutes:** Leanne moves the adoption of the minutes. Joan seconds. Motion carried.
4. **Reports:**
 - 4.1 **Chairperson:** Several committee meetings took place, one of which was an ad hoc one to address re-opening plans. Town has recruited new finance and recreation directors.
 - 4.2 **Manager:** Stuart reviewed usage statistics, staff hours and unilateral decisions made by NLLS that affect our ability to offer service in areas like memberships and loans.
 - 4.3 **Treasurer:** Anna presented the financial statement for April-May. Richard requested that a budget column be added to future reports. Anna confirmed that we received 50% of both the Provincial Operating Grant and NLLS Transfer Payment.
 - 4.4 **NLLS Rep:** Justin attended an online meeting on May 23. PLSB briefed them on guidelines documents for library trustees. Justin noted that 2016 population numbers were used for per capita calculations on operating grants. The ALTA AGM is on June 13 @ 930am. Visit librarytrustees.ab.ca to register for this online meeting.
 - 4.5 **Ad Hoc Committee:** Richard, Leanne, Justin and Stuart met to review guidelines for phase 2 provincial reopening plan. There is no set date, but it could be as early as June 19th. Community recommended the following:
 - Visits should be brief and policy aligned with Provincial guidelines
 - Remove as much seating, tables, high touch surfaces as possible
 - Essential Services are: Computer access, photocopy/scan access, book borrowing and technology assistance. Programs are allowed if they are less than 15 people and follow social distance protocol (2 metres)

- Stuart will develop rough outline of policies and procedures consistent with the checklist provided by the province and forward to the committee for review and presentation at the next board meeting.

4.6 Plan of Service Committee

- Committee met to outline a rough timeline to complete the service plan
 - June 4th review guide booklet and identify stakeholder candidates
 - June 8th finalize stakeholders, contact them, survey for meeting dates
 - June 22-27th facilitate needs assessment with groups (online or in person)
 - July 1st compile results from meeting and develop follow-up survey
 - Fall: Refine results and develop goals and objectives
 - Fall: Finalize service plan and begin approval/communication processStuart will email the list to all board members for input, Leanne will canvas a good fit for entrepreneurial/business community spokesperson

4.7 Finance Committee

- Committee met to review a pension issue, replacement plan for the collection, and recent effects on our budget. All 3 issues require more information to proceed with, committee will address pension issue by the next meeting.

Anna moves the adoption of the reports. Justin Seconds. Motion Carried.

5. County of VR Figures

- Stuart compiled a breakdown of membership statistics between county and town residents and possible models that could be used to put dollar amounts to library memberships.

6. Adjournment: Richard moves to adjourn at 8:00pm.

Next Meeting: June 24th 2020 @ 7pm. Use the zoom platform for this meeting.

Richard Yaceyko
[Richard Yaceyko \(Jul 1, 2020 10:38 MDT\)](#)

Board Chair






20200527 minutes

Final Audit Report

2020-07-01

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