

## MINUTES of Town of Vermilion Library Board for January 31<sup>st</sup>, 2024 @ 7pm

**1. Call to order:** a business meeting of the Town of Vermilion Library Board was held at the Vermilion Public Library on January 31<sup>st</sup>, 2024 @ 7pm, Justin Thompson chairing.

**Attending:** Alva Andersen, Joshua Rayment, Carolyn Martin, Margaret McMillan, Justin Thompson, Kirby Whitlock, Stuart Pauls.

**Regrets:** Anna Giesbrecht, Leanne Martin.

**2. Agenda:** Justin suggested amending the order or items addressed and adding #10 Black History Month. Margaret *moves the adoption of the agenda as amended. Carried.*

**3. Minutes:** Alva *moves the adoption of the December 6<sup>th</sup> 2023 minutes as circulated. Carried.*

#### **4. Reports:**

Chairperson: Richard has yet to be appointed by Council, Brad's term has expired. Margaret and Carolyn are now on plan of service and advocacy committee, Joshua to personnel. Correspondence from Mason's declined our funding request, Lions Club are still considering it, Hearts & Hands thanked us for the mitten tree donation, Western Financial chose us as a fund recipient. Joshua *moves the board recommend Town Council appoint Brad Gallamore to a 2 year term on the library board. Carried.*

Manager: Mild vandalism reported on a door. New networking equipment installed. Recruitment underway for a program coordinator. GST & T4a consultation was done with L&A Accountants. 2 new programs are a business breakfast networking event in mid March and Speed friending, another networking event in the coming months. Coordinator provided survey data on programs.

Treasurer: Revenue in December: \$66,018 in CFEP, \$14,600 in CVR Cash, \$2,200 in investment returns. No capital purchases in December but irregular expenses include a \$91,000 allocation to reserves from fundraising and reserve contributions. Joshua *moves that the library board open a savings account at Scotiabank and deposit \$92,000 from the chequing account. Carolyn seconds. Carried.*

NLLS Board: To close the deficit NLLS plans to do: minor levy increases, advocate for provincial funding, identify new revenue sources, and investigate changes to practices like new contracts. Other Updates: New websites in June, Network security updates, and a goal to reduce order lead time to 3 weeks. NLLS will ask libraries to identify their top 3 technology needs. Joshua *moves the adoption of the reports as presented. Carried.*

**5. Ideas Hub:** The rural libraries digital skills grant was not applied for this round. We need more flexible ideas in our pending grant submission pipeline. Library should explore advertising options to identify our collection options and what we offer on a regular basis. Investigate free radio advertising programs that Brad has used before with other agencies. More household items could be added to the collection. Library should reach beyond its main userbase through

connections with the college, newspaper, and other standard media formats. Consider collaborating with our regional partners like Wainwright and Lloydminster Library.

**6. Personnel Issue:** Tabled

**7. 2023 Annual Report:** A high level overview of the statistical year for VPL is recorded in the annual report and submitted to municipal affairs. Minor amendments were identified on statistical outlier data and contact information for trustees. Brad suggests adding more basement focus in accomplishments to highlight the space we shall be developing access for. *Margaret moves that the annual report be approved subject to alternations as discussed. Carried.*

**8. Elevator Project:** The fundraising goal has been met and has reached the threshold to proceed with tendering. Additional fundraising from VCU, Coop Community Spaces and other pending projects will still be wrapped up in February. Manager will contact Savaria on wait times to determine if project can be expedited. Joshua, Brad and Stuart to review tender file. *Alva moves that the elevator tender proposal be accepted upon review by committee. Carried.*

**9. Annual Report:** Statistical information from 2023 was presented for submission to Municipal Affairs and minor correction were noted. Annual report to be sent for further email review. *Margaret moves that the annual report be approved for submission subject to alternations as discussed. Carried.*

**10. Black History Month:** The Lloydminster Vermilion for Equity group will be hosting a black history month trivia at the Vermilion Library on Friday February 23 and challenges VPL to put in a team.

**Adjournment:** Justin moves to adjourn at 8:35pm.

**Next Meeting:** February 28, 2024

