



**MINUTES of Town of Vermilion Library Board  
for May 29, 2024 @ 7pm**

**1. Call to order:** a business meeting of the Town of Vermilion Library Board was held at the Vermilion Public Library on May 29, 2024 @ 7pm, Justin Thompson chairing.

**Attending:** Justin Thompson, Margaret McCormack, Carolyn Martin, Joshua Rayment, Anna Giesbrecht, Kirby Whitlock, Brad Gallamore. **Regrets:** Leanne Martin, Alva Andersen, Richard Yaceyko.

**2. Agenda:** *Anna moves the adoption of the agenda as presented. Carried.*

**3. Minutes:** *Kirby moves the adoption of the March 27, 2024 minutes as circulated. Carried. Margaret moves the adoption of the April 18 minutes as circulated. Carried.*

**4. Ideas Hub:** Consider an online 50/50 during agricultural fair. Provide a caregiver kit for sensory/dementia needs, outdoor recreation kits, mobile hot spots for public, lendable camping gear, partner with business (show library card for 10% off), consider inclusion in monthly school newsletters, modify meeting room for acoustic treatment and recording.

**5. Reports:** Chairperson: Attended chair roundtable at NLLS with a focus on AI and succession planning. Chair will draft a letter acknowledging Leanne Martin's resignation from the board. The Friends of VPL are quite low in membership, chair recommends the policy committee investigate policies ensure library board can support their needs.

Manager: A significant accrual in vacation pay has been accumulated due to staff shortages and inability to take it. Manager requests policy clarification on options to pay out and clear off the books, or force usage. Recommendations: That the board appoint 2 members to an ad hoc hazard review team, that the board appoint a reviewer to apply for an ATCO grant to replace furnaces (Anna), and the board find 1 low time commitment fundraiser (online 50/50). *Anna moves the policy committee consider vacation accrual issue. Carried.*

Finance: Terms of reference updated, Anna will chair. Committee recommends printing rates be revised to 10 free pages BW, thereafter 15 cents per page. Charity report and audit are completed. *Kirby moves the board adopt the new printing rates. Carried.*

Personnel: Committee explored professional develop options for MLIS funding for library manager and finalized a set schedule for manager review in January. Committee will meet June 10 to review salary survey files. Anna moves that the policy committee consider amending the performance review period for the manager to be a fixed date every January.

NLLS Board: A 1.5% levy increase is expected until 2025. NLLS will move some staff to contractual roles to save on funds. Kirby has been appointed to the advocacy committee. expenses or irregular revenue in the reporting period.

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



**6. Advocacy Request:** Resolved that Carolyn and Stuart shall request a meeting with CVR administration to identify budget process, determine source of library funding, and understand the timing for the disbursement and finalization of operating funds.

**7. Hazard Review:** Carolyn and Anna shall represent the board in pursuit of a hazard review ad hoc committee that will identify, assess and control safety hazards at the library in a series of fall meetings.

**Adjournment:** Justin moves to adjourn at 9:09pm.

**Next Meeting:** June 19, 2024 @ 7pm