



The Town of Trochu Library Board

Meeting Minutes – Tuesday, April 4, 2023

Time: 6:00 PM

Venue: Trochu Town Office Council Chambers

Chairperson: Pam Bezanson
Board members: Frank Vanderkley, Davianna Hunt, Terry Myers,
Jenny Lyver.
Library Manager: Sherie Campbell
Guest: Ashley Dettmer
Regrets: Yvonne Hoppins, Randy Lacey

I. Chairperson Pam called the meeting to Order at 6:00 and welcomed our guest.

II. Jenny moved adoption of the agenda as circulated. Carried.

III. Approval of Minutes:

Terry moved adoption of the February 22, 2023 minutes as circulated. Carried.

IV. Business Arising

Reminder to Board members to hand in their 1st quarter report of Governance, Volunteer and Education hours. 2nd Q form was attached to the agenda email.

V. Adoption of Financial Reports

Davianna moved adoption of the circulated Financial Report for March which shows a beginning balance of \$26,885.24 and ending balance of \$23,241.52 in the General Account and \$3678.60 in the Casino account. Carried.

VI. Reports

A. **Chairperson** – Pam – no report

B. **Library Manager** – Sherie’s report was circulated by email. Childrens’ programs are scheduled again with a new worker. A few new memberships at the library. Will be closed on Good Friday. Dom will be working the Easter week shifts.

C. **Town of Trochu** – Jenny reported that the engineer’s report has not been received.

D. **Marigold Library Association** – The next meeting is on the 22nd.

Committee Reports

E. Fundraising

- i. **Calendar** - about 60 calendars not picked up. Is this a worthwhile fundraiser for the Board?



- ii. **Highways Clean-up** is scheduled for May 6th and the forms have been submitted for the same stretch of highway 585 as last year (Tolman to Highway 56).
- iii. **Casino** – Jenny read an email offering a casino on Dec 23, 24 and possibly 25th. Jenny moves the Board participates with the TML Society to work these dates. Defeated.
- iv. **Book Sale** – Planned for July 1st in conjunction with town activities. Will start used book donations at beginning of June.
- v. **Parade Float** – Davianna planning and plotting. Will ask for specific help. Have not heard what theme is being planned by the Elks who organize the parade.
- vi. **Friends of the Library Capital Campaign** – Frank moves approval of the draft letter as circulated. Carried.

F. **Finance Committee** – Yvonne/Terry

Insurance coverage was discussed. Jenny/Yvonne to work with Town office to determine the coverage carried by the town and if duplication is occurring.

G. **Records Committee** – no report

H. **Personnel Committee** – no report

I. **Policy Committee** – The index for an orientation binder was circulated. It would be useful for each member to have a copy of the flashdrive which organizes all the documents.

Frank move that Board approved the purchase of flashdrives for the orientation binder for every Board member. Carried.

J. **Building and Capital Planning Committee** – Davianna, Jenny and Terry met and worked on the Draft Building and Capital Plan. Engineering report is not yet available. It is advised that 2023 Spring cleaning could include volunteers to wash walls and could occur in conjunction with professional carpet cleaning. Hopefully both could occur in early June.

VII. New Business:

A. Education Opportunities

- i. 2023 Marigold Library System Conference – May 10 – Sherie and Dom are registered. Frank moved the payment of 2 additional registrations (Yvonne and terry) and 2 additional salaries for the day. Carried.
- ii. Community Development Unit Spring 2023 webinars are available as one-hour sessions on Board development – legal landscape, roles and responsibilities, financial responsibilities, risk management, committees and



meetings, role of the board chair, role of the treasurer, role of the secretary and more.

Available at: <https://www.alberta.ca/non-profit-learning-webinars.aspx>

B. Resignation

Reluctantly Jenny moved acceptance of Frank’s resignation effective at the close of tonight’s meeting. Carried.

VIII. Correspondence

The Board took a short recess at 7:19 p.m. to celebrate Frank’s 41 years of contribution.

IX. In Camera

Terry moved the Board go in camera at 7:32 p.m.

Frank moved the Board resume its regular meeting at 7:48 p.m.

Terry moved the board approve Ashley Dettmer as a Town of Trochu Library Board member. Carried.

X. Key Summary: (3-5 items)

- Marigold Library System Conference “It Starts with Us” occurs on May 10th and will be attended by 2 staff and 2 board members.
- Friends of the Library Capital campaign will kick off in April. Focus is on building a fund to enhance the aesthetic of the interior of the building.
- Highway Clean-up is scheduled for May 6 and will be the same stretch of Highway 585 as last year – Tolman bridge to Highway 56. Volunteers welcome!
- The Board accepted the resignation of Frank VanderKley after 41 years of service to the library. His contribution was outstanding and he will be missed!
- The Board has recruited a new member, Ashley Dettmer, who is an enthusiastic library user.

XI. Next Meeting:

Tuesday, May 2, 2023 @ 6 p.m. - Trochu Town Office Council Chambers

XII. Adjournment:

Frank, in his last duty as a Board member, moved the meeting adjourn at 7:54 p.m.

Pam Bezanson, Library Chairperson

Date