



## **The Town of Trochu Library Board**

### **Meeting Minutes – Wednesday, February 22, 2023**

**Time: 6:00 PM**

**Venue: Trochu Town Office Council Chambers**

Chairperson: Pam Bezanson

Board members: Frank Vanderkley, Yvonne Hoppins, Davianna Hunt, Jenny Lyver and Terry Myers (by electronic means).

Library Manager: Sherie Campbell

Regrets: Randy Lacey

- I. Chairperson Pam called the meeting to order at 6:03 p.m. (Alberta) 7:03 Nuevo Vallarta.
- II. Jenny moved adoption of the agenda as circulated. Carried.
- III. Yvonne moved adoption of the January 2023 minutes as circulated. Carried.
- IV. Business Arising
  - A. Rug cleaning quotes update – no update until next meeting.
  - B. Printer and battery backup drive – Sherie provided information on the power fluctuations which created issues on internet access. Need to add one battery back-up. Sherie provided quotes on new printer options and the battery back up  
Terry moved to approve the library manager's recommended purchase of an HP Color LaserJet Pro MFP M283 multifunction printer and a CyberPower Ecologic Battery Back-up using the Marigold IT allotment. Carried.
- V. Adoption of Financial Reports

Yvonne moved to approve the Financial Report for January 1 to Feb 16 with an opening balance of \$31,330.01 and a closing balance of \$29,337.31 in the general account and opening/closing balance of \$3678.60 in the casino account. Carried.  
Please note that the bank is no longer charging a service fee on the casino account.
- VI. Reports
  - A. **Chairperson** – Pam received an email on highway clean up and Terry will assist with the paperwork. We would like the same section of highway as last year.
  - B. **Library Manager** – Sherie's Manager's report was circulated last week. The work experience student asked to return and has 10 more hours.
    - i. **Review of Annual Report submission** – Sherie reviewed the report and noted some statistics which may reflect post-covid shifts in downloads and in library visits. Some adjustments and edits were made.



Yvonne moves the approval of the '**2022 Survey and Annual Report**' as amended at this meeting. Carried.

- C. **Town of Trochu** – Jenny reported that the budget process is underway at the town and our request for a small increase in being considered.
- D. **Marigold Library Association** – Jenny noted that in the January meeting they passed numerous bylaws and policies. The Marigold budget was approved and Sherie received a letter with our 2023 allocations.

## **VII. Committee Reports**

### **E. Fundraising**

- i. **Calendar update** – 60+ calendars are still not picked up. Wrap up review of the project will happen in next while. There are issues that are impacting the viability of this as a fund raiser.
- ii. **Highways Clean-up update** – Pam – May 6<sup>th</sup> with back-up date of May 13<sup>th</sup>. Paperwork will be done over next month.
- iii. **Casino Update** – Jenny volunteered at a casino and it helped her understand what is needed.
- iv. **Book Sale** – There are some donations starting but we don't have a lot of space for storage. Weeding our library is underway with the help of the work experience student.
- v. **Parade Float** – Davianna is on this!
- vi. **Friends of the Library Spring Campaign** – Terry will construct a letter aimed at gathering donations to be targeted to capital projects. The building and capital committee will complete a draft project plan to assist.

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

- i. Financial Review of 2022 – the financial records of 2022 were reviewed by Denise Daniels who found a small salary error. The error was corrected. Process was much easier this year!

### **G. Records Committee** – Davianna/ Terry – no report

### **H. Personnel Committee** – Pam/Davianna/Terry /Frank – no report

### **I. Policy Committee** – Terry/Yvonne reported work is underway on the following:

- i. Revamp the on-line bylaws, strategic planning and policy section to reflect the reviewed and completed items in 2022.
- ii. Review the following policies in 2023 –
  - i. Orientation and Continuing Education for Board
  - ii. Orientation and Continuing Education for Staff
  - iii. Personnel Policy (includes conditions of employment, performance evaluation and grievance). May be split into separate policies.



- iv. Job Descriptions (Manager and Assistant)
- v. Code of Conduct

J. **Building and Capital Planning Committee** – Davianna/Terry/Jenny – no report although we should ensure communication with the town regarding the engineers’ report. Jenny reported that work on the building has been included in the town’s list of potential capital items.

**K. New Business:**

a. **Board Members terms of appointment.**

Frank moves the following 3 year terms be approved: Pam until January 2026; Yvonne to May 2026 and Davianna to June 2026. Carried. These will need to be brought forward for a town motion.

b. **Board member reporting of Governance, Volunteer and Education hours**

The form for the first Q of 2023 was emailed. Please fill it out and hand in as requested. This one is due in April.

L. Correspondence: no

M. In Camera: no

**N. Key Summary:**

- The Board approved the renewal of additional three-year terms for three library board members.
- The Annual Report was prepared by the library manager and approved for submission as amended.
- The Board approved the purchase of a new printer and battery back-up using the IT allotment from Marigold.

**O. Next Meetings:**

Board canceled the meeting for Tuesday, March 7, 2023 @ 6 p.m.

Yvonne moved that our next meeting be held on Tuesday, April 4, 2023 @ 6 p.m. in conjunction with the Trochu Municipal Library Society Annual Meeting. Carried.

**P. Adjournment:**

Frank adjourned the meeting at 7:38p.m. in Alberta and 8:38 p.m. in Nuevo Vallarta, Mexico.

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Pam Bezanson, Library Chairperson

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Date