



The Town of Trochu Library Board Meeting Minutes – January 3, 2023

Time: 6:00 PM

Venue: Trochu Town Office Council Chambers

Board members: Frank Vanderkley, Davianna Hunt, Terry Myers,
Jenny Lyver and Randy Lacey.

Regrets: Yvonne Hoppins, Pam Bezanson, Sherie Campbell.

I. Call to Order: Vice Chair Randy called meeting to order at 6:05 p.m.

II. Additions to and Approval of Agenda:

Jenny moved adoption of the agenda as amended. Carried.

III. Approval of Minutes:

Frank moves adoption of the November meeting minutes. Carried.

IV. Business Arising

- A. Rug cleaning quotes – Davianna is researching options for a recommendation by March meeting.
- B. GICs – Yvonne reported in an email that the GICs have been acquired as directed.
- C. Printer update – Lib manager's report notes continuing issues. Do we have access to data about how many pages are being printed and in what categories ('custom' printing for patrons, library staff printing)? Is color printing needed?

V. Adoption of Financial Report

- A. Randy moves adoption of the circulated November financial report with an opening balance of \$48,212 and closing balance of \$33,430 in the general account (including the GICs and Reserves) and \$3653 as opening balance and \$3651 as closing balance in the Casino account. Carried.
- B. Davianna moved adoption of the circulated December accounts with an opening balance of \$33,430 and closing balance of 33,331 in the General account and \$3651 as opening balance and \$3678 as closing balance in the Casino Account. Carried.

VI. Reports

- A. **Chairperson** – no report
- B. **Library Manager** – Frank moved acceptance of the informative library manager's reports for December and January. Carried. Board appreciates these reports and the



consistent reporting of some monthly data. Board thinks it is positive that a work experience student has been placed at the library.

C. **Town of Trochu** – no report

D. **Marigold Library Association** – Next meeting later in January.

Committee Reports

E. Fundraising

- i. **Calendar update** – no report available.
- ii. **Casino Update** – Casino Audit report completed and submitted.
- iii. **Book Sale** – Jenny moved that **the library undertake a book sale in conjunction with the July 1st celebrations**. Carried. The Board would like the books sorted into categories and displayed spines up in flat boxes as they are donated to reduce the work at the time of the sale.
- iv. **Lobster fest** – Jenny provided verbal information and it was acknowledged that this would be a huge undertaking but could have great profit. Jenny moves that the board appoint **Yvonne, Jenny, Davianna and Pam to meet with the Arboretum to investigate the possibilities of shared hosting of the Lobsterfest in June 2023**. Carried.
- v. Davianna moved that we **proceed with Highways Clean-up** in May. Carried.
- vi. Frank volunteered to investigate the Hawaii event for a potential fundraiser in the fall.

F. Finance Committee

- i. Terry moved adoption of the 2023 budget as circulated. Carried.
- ii. Randy move appointment of Denise Daniels as the financial reviewer for 2022 records. Carried.

G. **Records Committee** – more work on the files has been done and the records retention policy needs to be updated in 2023.

H. **Personnel Committee** – no report

I. **Policy Committee** – There are 2 required policies to be completed and work is progressing on several other identified policies that should be updated or created.

J. **Building and Capital Planning Committee** – Initial work has been done on a written plan.

VII. New Business:

- a. Outreach opportunities - Arboretum Christmas market held on November 17th
- Summary in Library Manager's report.

VIII. Correspondence: none

IX. In Camera: none

X. Review of 2022 – What accomplishments in 2022 make us proud?

- Our incredible fund-raising achievements – highway clean-up, book sale, and the Friends of the Library campaign – with the support of our engaged community.
- Float in the parade; looking forward to 2023.
- Raised community awareness and presented a consistent positive profile of the library.
- The Board worked together to create a strong, outcome-based 5-year service plan and ten policies.
- Excellent people on the board with level of skills to get things done.
- Library manager's willingness to support changes and requests for data as well as celebrating her 15 years of service with a golf night.
- Our reporting has really improved with strategic analysis documents, committee reports and written Library Manager's report.
- The strong partnership with McMan which increased the number of children's programs.
- Increased outreach with the Flapjack Fiesta and the Arboretum Christmas Market.
- Building a stronger relationship with the town with key messages and an annual presentation.
- Building reserves to decrease the financial fluctuations for the library.
- Meetings are focused, shorter and more congenial; we get things done.

XI. Key Summary: (3-5 items)

- 2023 budget has been approved.
- The Board approved two fundraising events – Highway clean up in May, Book Sale on July 1st in conjunction with the town's celebrations.
- The Board reviewed its many accomplishments for 2022 - in particular the completion of its Five-year Service Plan, 10 new or updated policies, and significant fundraising to fill the identified gaps.

XII. Next Meeting:

Tuesday, February 21, 2023 @ 6:00 p.m.
Trochu Town Office Council Chambers



XIII. Adjournment:

Frank moved adjournment at 7:57 p.m. Carried.

Pam Bezanson, Library Chairperson

Date