



Trochu Municipal Library Board

Minutes – May 3, 2022

Time: 6:00 PM

Venue: Trochu Town Office Council Chambers

Chairperson: Randy Lacey
Board members: Frank Vanderkley, Pam Bezanson, Yvonne Hoppins,
Davianna Hunt, Terry Myers, and Jenny Lyver
Library Manager: Sherie Campbell

I. Call to Order: Chairperson Lacey called the meeting to order at 6:06 p.m.

II. Additions to and Approval of Agenda:

Additions – Service plan Goals and Mission statement under Policy Committee.
Yvonne moved approval of the agenda and additions. Carried.

III. Approval of Minutes:

Jenny moved approval April 2022 meeting minutes as amended. Carried.

IV. Business Arising from the Minutes

A. Yvonne moved the third reading of the Bylaws Update. Carried.
Terry will work with Jenny to take to council for their approval.

B. Succession Planning Committee is now the Nominating committee with a draft terms of reference. Some discussion occurred regarding tweaking the terms of reference and adopting them, defining the time of year for the organizational meeting, and deciding if this committee should become a defined committee tasked with board member recruitment.

V. Adoption of Financial Reports

Randy moved adoption of the financial report for April which shows a balance of \$29,190.67 in the General account and \$3,678.60 in the Casino account. Carried.

Reports

- A. **Chairperson** – Randy – The library is in a good place with renewed public interest and help/support.
- B. **Library Manager** – Sherie – The circulation computer is installed at a lower cost than anticipated. The calendar dispersal is at a standstill. 235 were picked up; 130 left for a total of 365 calendars. \$100 float has been removed and can be deposited.



- Marigold Conference is next week; Dom and Sherie are attending; Carol will be working. Yvonne can claim second travel allowance.
- McMan programs are going well with good participation numbers. McMan is running programs over summer except for two weeks of holidays. Sherie is arranging for a Marigold intern to cover those two weeks.
- Suggestion that we get some photos of event participation for the website. We need to make sure we have verbal permission at a minimum. Sherie will look into release forms.

C. **Town of Trochu** – Jenny is the sole representative as the legislation does not allow for an alternate.

D. **Marigold Library Association** – Jenny had a recent meeting at the new facility. Automated sorting for member libraries. Board watched the short Video. Michelle Toombs is presenting on Marigold's Annual Update to the town council at their next meeting. Documentation that the population of 1058 is used to calculate the levy of \$11,362.92 which is split between the municipality and the Board.

- a. Municipality pays \$6,601.92
- b. Library Board pays \$4,761.00.

Committee Reports

E. Fundraising

i. Calendar update –

Davianna moved that the remaining calendars be offered for sale at half price (\$6) at the July 1st book sale. Carried.

ii. Casino Update –

There are information sessions available. No date for the next casino.

iii. Friends of the Library Update –

Yvonne reported that the campaign has had \$4190.00 in donations from 14 'Friends' and there may be more in the next weeks. Terry has started work on the large poster board display. Campaign has been very successful!

Davianna moves that \$1000 from the Friends of the Library fund be used for book purchasing. Carried.

iv. Used Book Sale update (July 1st) –

Advertising should occur asap; Sherie will work to post on the usual places. Drop off will be at the library June 1 – Jun 29th. Sherie will work with Terry to manage the temporary



storage. The sale will occur on Randy's front lawn from 10-4

v. **Highways Clean-up** Update (May 7th) –

Approximately 20 participants. Pam has the paperwork under control; Yvonne and Terry will set up mile markers on Friday. Meet at the East side of Tolman campground at 9. Yvonne picked up the vests, bags, signs and gloves. Terry has water and a first aid kit.

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

- i. Changes to Payroll process – Yvonne – payroll process – payroll will be emailed to Yvonne and then to the office contact. Simplified process.
- ii. New grant application forms are out. Yvonne watched a webinar. Town needs to approve our financial reviewer, Denise Daniels. Jenny will ensure this happens.
- iii. Direct payments option might be a benefit.
- iv. Documents must be in legal name of Library Board. Board's legal name is "The Town of Trochu Library Board."

G. **Records Committee** – Davianna/ Terry - No report.

H. **Personnel Committee** – Yvonne/ Randy – no report.

I. **Policy Committee** – Frank/Terry

i. Goals

Frank moved the adoption in-principle of the five goals as amended. Carried.

The Five Goals are:

GOAL 1: Trochu Municipal Library will engage young readers in early literacy.

GOAL 2: Trochu Municipal Library will provide public access to the internet for users to know their community, find resources and seek services.

GOAL 3: Trochu Municipal Library will stimulate the imagination through reading, viewing and listening for pleasure. The library will help residents satisfy their curiosity and engage in lifelong learning.

GOAL 4: Trochu Municipal Library will provide a safe, comfortable place, physically and virtually for residents.

GOAL 5: Trochu Municipal Library commits to good stewardship of resources and the focused and transparent operation of the organization.

ii. Mission - Terry presented optional language for the renewal of the mission statement. What phrases are important in the existing mission and consider the options provided. Send Terry your feedback by May 13th.



- J. **COVID-19 Committee** – can be dropped from future agendas. There are supplies on hand if needed.

VI. New Business:

Terry moved adoption of Policy 2022-001: Selection, Acquisition, Purchase and Disposition of Resources Policy. Carried.

VII. Correspondence: none.

VIII. In Camera: not needed.

IX. Key Summary: (3-5 items)

- Fundraising has been a major focus and success.
 - The **Friends of the Library** campaign has raised \$4190 to date and \$1000 has been approved for expenditures on improving the collection.
 - **Highways clean up** project has approximately 20 volunteers for May 7th. This should bring in \$2100.
 - A **Used book sale** is planned for July 1st in conjunction with the town's planned activities.
- Board continues its focus on policy and bylaws.
 - Approved policy 2022-001: "Selection, Acquisition, Purchase and Disposition of Resources" Policy.
 - Third reading of the updated Bylaws which now require council's approval.
- The redevelopment of the Plan for Service continues targeting fall completion (it is due in January 2023).
 - Adopted in principle five new Goals.
 - Reworking the Mission to reflect the new goals.
- Children's programming is being well-received and will continue through the summer.

X. Next Meeting:

Tuesday, June 7, 2022 @ 6:00 p.m.
Trochu Town Office Council Chambers

XI. Adjournment:

Frank moved that the meeting adjourn at 7:58 p.m.

Pam Bezanson, Library Chairperson

Date