



The Town of Trochu Library Board

Minutes – November 1, 2022

Time: 6:00 PM

Venue: Trochu Town Office Council Chambers

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

I. Call to Order: Pam called meeting to order at 6:02

II. Additions to and Approval of Agenda:

Yvonne moved approval of agenda with additional items. Carried

III. Approval of Minutes:

Jenny moves approval of the October 2022, meeting minutes as circulated. Carried.

IV. Business Arising

A. No dogs except Service Animals in the Library policy

- a. An electronic vote was held on October 23-24, 2022, on the following motion: Yvonne moved that a written response be sent to Dana Wood regarding her concern over the enforcement of the no dogs in the library policy. Electronic vote confirmed.

- b. Review of policy and complaint email

Davianna moved that we respond to the complaint email with a letter as discussed. Carried.

B. Yvonne reported the purchase of \$10 000 of content insurance for \$66.00.

C. Davianna received a quote of \$420 plus GST from Carpet Pro out of Three Hills for steam cleaning the carpet. Plan for spring 2023.

D. Town of Trochu Library Board Member Reporting Tool Submissions are due for first 3 quarters. Outstanding submissions to be made ASAP.

V. Adoption of Financial Reports

- a. Yvonne moved adoption of the October financial statement with an opening balance of \$51,752.02 and a closing balance of \$48,278.81 in the general account and a balance of \$3656.10 in the Casino account.

- b. The generous Senior Housing donation of \$3809 impacts the reserves and the Board considered options and decided to apply this donation to book purchases in 2023.



Yvonne moved that the FOL 2023 Books Reserve of \$3000 be rolled into FOL 2023 Utilities Reserve. Carried.

Yvonne moves that \$10,000 from the Operational Reserve and \$2000 from the FOTL Books 2024 Reserve be invested in GICs for 2023. Carried.

VI. Reports

A. **Chairperson** – nothing to report.

B. Library Manager report

- i. Programming – Tot ‘n’ Me (only 2 children); school impacting. Lego had 3 programs with 21 kids; Youth alliance program had 2 sessions with 9 kids
- ii. Issues – FCSS booked to an art program on Oct 28 (two 3-hour sessions) but then moved it to a different space. The library ended up with no programming after moving McMann off the Friday.
- iii. Upcoming – display of local authors was well-received. Remembrance display is up with items from the museum.
- iv. Education and Training – some training on excel from Angie to create new calendar contact sheets that are tailored to the library’s needs.
- v. Membership stats – active (37 Kneehill; 147 Trochu; 1 other); inactive (38 Kneehill; 123 Trochu and 5 other). 2 new members. Total patrons (185 active; 166 inactive).
- vi. Circulation stats: checkouts 539; check-ins 411 and items lent out through interlibrary 341. All are up from last month.
- vii. Holiday - Nov 11 Friday closed for stat; early closing on 17th for Christmas Market.
- viii. Outreach: playschool visit is being scheduled with Amanda Gaboury.

C. **Town of Trochu** – Town council was impressed with the library’s presentation at the last council meeting. Written document was very well received. When budget decisions are made in March/April, the council will respond to the Library Board’s requests with a letter.

D. **Marigold Library Association** – meeting on Nov 26th.

Committee Reports

E. Fundraising

- i. Calendar is at the printer. Printer will attempt to make some small adjustments in a meeting with Yvonne tomorrow. There were some additional learnings from this year’s process.
- ii. Randy circulated an email re potential date in early 2024 for a casino.

F. Finance Committee



- i. Presentation document used by Yvonne and Terry to inform Trochu Town Council on October 24 was circulated.
- ii. Draft 2023 budget was circulated and discussed.
- iii. Jenny moved that the 2022 Christmas Bonus be applied to regularly scheduled staff as follows: \$300 to Library Manager and \$100 to Assistant Manager. Carried.

G. **Records Committee** – Davianna/ Terry spent 3 hours working on mostly financial records saving only the permanent file items for some earlier years.

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

I. **Policy Committee** – Terry/Yvonne

- i. Strategic Plan of Service (January 2023-December 2027) has been submitted to PLSB who commented on its high quality.
- ii. Yvonne moves adoption of the new policy *Loan of Library Resources 2022-014*. Carried.
- iii. Davianna moved adoption of the new policy *Certified Service Dog Team 2022-013*. Carried.
- iv. Strategic Analysis
 - i. Free memberships – It has been practice for some time that board members and town employees got free memberships.
Frank moved that as of Jan 1, 2023, there will be no free memberships except by board motion with the exception of two lifetime memberships that currently exist. Carried.
 - ii. Kneehill county contribution – researching the contribution on behalf of Kneehill residents who access Trochu Municipal Library.
- v. **Hours of operation** research plan was discussed. We will need to assist library staff in collecting data (data form circulated) in each quarter. Terry will ask for volunteers to be in the library and note the data.

J. **Building and Capital Planning Committee** – Jenny is joining the committee to act as a liaison with the Town who own the building. A draft plan is underway.

VII. New Business:

A. Outreach opportunities

- a. The Flapjack Fiesta on October 26th had one of the best turnouts for new people and displays. Book basket winners were Lucas Reichel and Sheila Gulliver, both library patrons. 68 people visited the library display and 50 entries. Spoke with 6 new families. Head of HR for Sunterra approached Sherie for attending a trade show for Sunterra staff.



- b. Arboretum Christmas market – Thursday, November 17th from 3 -7 p.m.
Table costs \$25 payable at town office. Items for the ‘donation ticket’ basket to be in the library by November 12th.

Terry moved that the library close at 2:30 on November 17th to accommodate set-up and attendance at the Arboretum Christmas Market. Carried.

- B. The large Xerox printer has collapsed. Marigold will attempt reviving it. The default printer is b & w and will need more ink if the Xerox is indeed beyond repair.

- C. Yvonne moved that the regular Feb meeting on Feb 7th be moved to Feb 21st to accommodate reviewing the Annual Report Submission. Carried.

VIII. Correspondence: nothing further

IX. In Camera: not needed

X. Key Summary: (3-5 items)

- A. Draft of 2023 budget has been prepared and discussed.
- B. The library had successful outreach at the Flapjack Fiesta and will be at the Arboretum Christmas Market.
- C. The Library Board is continuing strategic research and analysis by collecting data on Hours of Operation during 2023.
- D. The Library will be closed on Nov 11 and will close at 2:30 on Nov 17th to attend the Christmas Market.

XI. Next Meeting:

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

XII. Adjournment:

Frank moved the meeting adjourn at 8:42 p.m.

Pam Bezanson, Library Chairperson

Date