



Trochu Municipal Library Board Minutes – October 5, 2021

Chairperson: Randy Lacey

Board members: Frank Vanderkley, Bonnie Munro, Pam Bezanson, Yvonne Hoppins, Davianna Hunt, Terry Myers

Library Manager: Sherie Campbell

I. Call to Order: meeting called to order at 6:00 p.m. by chairperson, Randy Lacey.

- **Guest:** Bev McIver, newly appointed chairperson of Three Hills Public Library.

II. Additions to and Approval of Agenda:

- Bonnie moved the agenda be adopted as circulated. Carried.

III. Approval of Minutes:

A. Sept 14th, 2021 meeting minutes.

- Terry moved adoption of minutes as circulated. Carried.

IV. Business Arising from the Minutes

A. Handicap Accessibility Grant: Randy

- Randy will call Jamie to get an update. ACTION ITEM

B. Covid-19 committee update: Yvonne/Sherie

- Sept 27 letter. Protocols enacted and library is compliant. Curbside pick-up continues.
- Clarified that libraries are not allowing implementation of the exemption program for people who have valid vaccine passport as libraries are a necessity for daily living.
- Still have a significant supply of masks and sanitizer as accessed through Marigold.

C. Facebook page update: Sherie

- Web page includes bottle fundraiser, recruiting board members
- In board section, contact us with questions does not have a contact.
 - Update with secretary's contact information - Sherie.
- List library staff on website – Sherie
- Change this item to Media Update for next month - Terry

D. Reformatting of Employee Evaluation Form: Bonnie

- Office move underway at Marigold so have not pursued. Bonnie to follow up.

E. Insurance coverage: Bonnie/Yvonne



- Are board members insured against culpability? Wawanesa insurance noted that the existing policy covers the building and contents only. Ask Wawanesa for a price quote for \$1M coverage. Yvonne
- Email Laura at Marigold for advice. Yvonne
- Bev will advise what Three Hills Library discovered as they have also been looking at insurance coverage. Yvonne to follow up.

V. Adoption of Financial Report

- Treasurer's report was circulated by email.
- Pam moved approval of the Treasurer's report as circulated and appended.
Carried.

VI. Reports

A. Chairperson

- Met with Bev McIver from Three Hills Library. In attendance tonight.

B. Library Manager

- 523 flyers have circulated in Trochu and area at \$0.17/flyer post office stuffing fee. Marigold printed for free; arrived folded! Stats for month of October promo will be collected.

C. Town of Trochu- Bonnie

- Last report by Bonnie as she did not run for council.

D. Marigold Library Association - Bonnie

- Doing their move. Nothing to report.

E. Treasurer - Yvonne

- New budget forms have been received.
- November 18th Treasurer Webinar. Yvonne will attend.
- Projected budget for 2022 process should begin soon. Yvonne/Terry

Committee Reports

F. Fundraising

- Calendar** (Randy)
- Randy emailed Illinois company and they will keep the 'books open' for 2022. Yvonne trying to get Staples quote.
- Bottle returns** (Pam)
 - Pam noted that the contract is signed. Next cash collection date is December. Contract will need to be renewed for January if TML wishes it to continue. Advertising signage is up around town and on media sites.
- Other initiatives**



- Casino needs to keep \$2000 minimum balance until next casino in 2023.

G. Finance Committee

- Yvonne gathered some information for Strategic Planning process.

H. Records Committee

- Work continues.

I. Personnel Committee

- Nothing to report.

J. Policy Committee – Frank/Terry

- Two new policies brought forward to this meeting.
- Strategic plan of service outline presented at September meeting. More to follow in new business.
- Items that likely need attention include categorizing policies (administration, governance, financial, human resources, etc), creating unique identifiers/numbering system, adding date of approval and review dates, updating with header, footer and page numbers. Will work through these over the next year.
- Ask that board members read the circulated drafts before the next meeting and be prepared to offer suggestions and discuss. Comments can be sent electronically or written on document.

VII. New Business:

A. Documentation of Electronic vote June 28, 2021. (Terry)

- Secretary sends the items to Sherie for posting.
- On June 28th by email, Yvonne Hoppins moved that TML change both current bank accounts to e-business accounts including the use of a debit card(s). Carried by the on-line vote of June 28th. Approved at this meeting.
- Noted that TML needs policy for email voting and electronic participation in meetings. Frank/Terry to research and develop.

B. Purchase request for a new public computer (Sherie)

- It Capacity Funding through Marigold is \$1000. The quote for a new public access computer is \$1214.84.
- Frank moved that the Board approve the expenditure of \$214.84 for a new public computer. Carried.

C. Strategic Plan of Service (Terry/Frank)

- Review of 2017-2021 Plan of Service document was circulated and requires that ALL board members and the library manager provide input by OCTOBER 15th. Input can be emailed to Terry or dropped off at the library.
- Yvonne provided some financial data; Sherie is providing 3 years of Annual reports. There will be more homework required for the next meeting.



D. Policy Reviews

- Terry moved adoption of the policy: **General (Statutory) and Optional General Holidays, Policy 2021-001** amended to include the National Day for Truth and Reconciliation. Carried.
- Frank moved adoption of the policy: **Interest in Trochu Municipal Library Board Membership, Policy 2021-002**. Carried.

E. Continuing Education Policy – updates from Board and Manager

- Participation at any continuing education sessions should be noted to meet TML Board's commitment to acquiring skills and knowledge relating to their roles as per the policy: "Orientation and Continuing Education for Board." Many sessions are being held on-line and board members are urged to access these opportunities. There is also an expectation for at minimum a 'verbal report.'
- The following two reports were circulated:
 - Library Board Governance Engagement Session – Sept 15
 - So You are Board Secretary! Now What? – Sept 28

F. Keys and Access

- Keys – Bonnie will follow up with Sherie.
- File cabinet keys – Bonnie will give set of keys to Terry. Yvonne has a set.
- Need to determine who is the keeper of the library keys with Bonnie leaving.

G. Recognition for Mary's contribution

- Publish a thank you for service in TML media - Bonnie
- Randy moved that Frank be authorized to spend approximately \$25 to purchase flowers and card to be delivered to Mary. Carried.

H. Discussion - Streamline agendas and meetings.

- What is the optimum amount of time for a meeting?
- What ideas might help streamline the agenda?
- What ideas might help streamline the meetings?
 - No longer than 2-hour meetings.
 - Come with attachments read and prepared to have discussions and make motions.
 - Avoid extraneous stuff.
 - Come early to 'visit' but ready to work when meeting starts.



- Consider adding time frames to agenda items for discussion.
- Consider categories “decisions, information, updates.”

VIII. Correspondence: None.

- Randy and board expressed their thanks to Bonnie for her contribution and dedication to the library during her term in office.

IX. Next Meeting:

Tuesday, November 2nd, 2021 @ 6:00 p.m.
Trochu Town Office Council Chambers

X. Adjournment: Frank moved adjournment at 7:58 p.m.

Randy Lacey, Library Chair

Date