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# TROCHU LIBRARY BOARD

# Meeting Minutes

## May 5, 2020

## 5:00 PM via Zoom/conference call

Meeting Facilitator: **Chair Randy Lacey**

1. **Call to Order by Chair Randy Lacey @1701**
2. **Roll Call**

Attendees: Bonnie Munro, Mary O’Shea, Bonny Teichroeb, Deb Ruddell, Pam Bezanson, Frank Vanderkley, Yvonne Hoppins

Regrets: Caleb Johns, Sheri Campbell

Welcome to new board member Yvonne Hoppins

1. **Additions to and Approval of Agenda –**Agenda approved as presented by Bonny T; seconded by Bonnie M: Carried.
2. **Approval of Minutes**
3. Minutes of April 21st, 2020 meeting approved as presented by Deb; Seconded by Pam: Carried.
4. **Old Business & Action Items:**
5. Library Website-Bonnie M: nothing to report
6. Policy Committee: Mary-**Personnel Policy**: will be reviewed at AGM with other policies.
7. Library Access and monitoring of building in absence of staff: will be discussed with personnel committee report.

**VI. Reports:**

1. Chair’s Report: Randy nothing further to report.
2. Library Manager Report-Sheri: tabled.
3. Town of Trochu report: Bonnie M: nothing to report
4. Marigold Library Association report-Bonnie M: nothing to report
5. Treasurer’s report- Deb Ruddell:

Balances on accounts; casino account $1082: general account $ 6925.

ROE package completed for Sheri’s layoff

2020 budget presented by Deb. No questions or concerns.

Deb moved acceptance of budget as presented: Seconded by Frank: Carried.

**Committee Reports:**

1. Fund Raising Report – Randy: scratch card fund raising initiative ready to go as soon as we are able to start contacting businesses and community
2. Casino Report: Bonny T. Bonny submitted new request for use of proceeds to AGL and has had a response already. We are approved until 2027.

Calendar fund raiser: The information for the next year will be coming on a disc. Bonny asked if it would be permissible to have Sheri go with her to the library and print the information. All in agreement.

1. Finance Committee Report: No report
2. Records Committee Report: No report
3. Personnel committee Report: Frank reported on the meeting with Sheri and her temporary lay-off due to Covid-19 is now in place. Some discussion followed about having Saturday employee work a few hours a week. Discussion focused on the question “do we currently have enough work to keep an employee busy for at least 3 hours?” There has been some preliminary discussion already with Dom about her hours of work; therefore Bonnie M suggested that the personnel committee approach Dom once more to sort out her employment status.

**VII New Business & Action Items:**

**VIII Correspondence:** Randy read an e-mail from Maureen Donohoe submitting her resignation from the library board due to health reasons.

Deb R moved we send Maureen a card and $20 gift certificate for Sweetgrass café: Seconded by Bonny T: Carried.

**IX In-Camera:**

**X** Next Meeting - Next mtg June 2nd, 2020 @ 5:00 pm via Zoom.

**XI** Adjournment – by Pam @ 1744

Minutes recorded By: Mary O’Shea, Secretary

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Randy Lacey, Library Chair Date