

**TROCHU LIBRARY BOARD Meeting
And Annual General Meeting Minutes**

June 11, 2019
5:00 PM

Meeting Facilitator: Randy Lacey, Chair

I. Call to Order

5:06 pm

II. Roll Call

Attendees: Frank Vanderkleys, Maureen Donohoe, Bonnie Munro, Caleb Johns, Sherie Campbell

Mary joined 5:17

Regrets: Bonny T., Ellen Vickerman,

III. Addition to and Approval of Agenda – no additions Randy moved acceptance

Approved

Motion to leave Regular Mtg and move to AGM -Approved

Annual General Meeting – Call to order 5:15 pm

1. Approval of Agenda: Frank moved to accept the agenda with addition of June 5, 2018 minutes. Approved.

2. June 5, 2018 Minutes.

Caleb moved to accept as read. Approved.

3. Audited Financial Statements: Finance Committee

Caleb motioned to accept - approved

4. Election of Officers and Appointment to Committees Bonnie nominated Mary as Secretary. Mary accepted - Approved.

All other positions were retained by Acclamation.

No changes on Committees.

Adjourn: Caleb motioned to adjourn AGM at 5:35

Approved.

Motion to return to regular Library Board Meeting. – Approved

IV. Approval of Minutes

- a) April 2, 2019 Board Meeting Minutes were previously sent to all members and Library Manager. Mary moved to accept. Approved.

V. Old Business & Action Items

- a) Library Website Training – Tabled from Apr 2nd. Sherie spoke to Caleigh of Marigold. Sherie would like the training to be scheduled in early September 2019 when her one employee, (Dom), will be available. The Board agreed. Sherie mentioned that the training was also available for Board members. Mary voiced her interest.
- b) Policy Committee – Several policies were reviewed. Motion to accept. Approved. Mary will update a binder and put the policies onto the computer database for future review and edits.
- c) FOIPP Act – Tabled from last meeting, progress update from Frank. Frank gave to Maureen. A copy to be retained in the binder.
- d) Plan of Service Review – Action Item from last meeting to have been reviewed by members for finalization. Done.
- e) Recruitment of Volunteers – Tabled from last meeting. Do volunteers require Criminal Record Checks – Maureen researched this and shared that the RCMP says we do not need CRC's unless we choose to have it done and facilitate it by writing a letter saying why we need it at the Board's discretion.

f) Personnel Committee – Staff raises pending budget review and Annual Employee Evaluation. Motion to approve raises retroactively to January 1, 2019. Maureen to inform the Town for payroll.

g) Trochu Library Logo – Tabled from last meeting. Logo contest has ended. Judith Tasch from Tro Val School was the winning entry. Bonnie met with Randy, Sherie and Judith to take pictures and Randy to do the presentation. Bonnie ensured the information was sent to the Town and put into the Newspaper and Town web page as well as forwarded to Marigold Library System for addition to the new web page. Randy will ensure Judith is awarded the t-shirt which was not available immediately. Bonnie will send out letters of thanks to all the judges.

VI Reports:

a) Chair's Report – see b) Fund Raising Report

b) Fund Raising Report – Randy and Caleb

\$752. Was raised on the last fundraiser. It was a great success than originally anticipated. Thanks to everyone who participated.

New Scratch ticket fund raiser will be ready soon. The completion of the last fund raiser and the new logo decision have now happened so Randy and Caleb are now able to move forward with the plans. Details were discussed. Discussion took place where Board members were concerned on the impact to the businesses offering coupons. They asked Caleb and Randy to speak with the various businesses to confirm they are clear on the financial commitment they could be potentially making and bring confirmation back to the next meeting for a final decision.

Randy discussed other ideas to explore.

c) Casino Report – Bonny T Not here

d) Library Manager Report – Sherie

Website training – waiting for logo to then set up training for September

Sept 12 & 13, Marigold is coming in to weed old books.

Although originally, Sherie informed the Board that two of the public computers were on a replacement list, they were not going to be replaced. Since that time, there have been performance issues and they now need to be replaced at a cost of \$1749.59. Our annual budget for this is \$1000. so that leaves \$749.59 required to be paid. The computers will be purchased for us by Marigold's purchasing program and set up with all software, etc. by their IT Department. They will then invoice us. The Board supported Sherie in her decision.

- e) Treasurer's\Finance Committee Report- Maureen Donohoe

Addressed in the Annual General Meeting.

- f) Town of Trochu – Bonnie M

Building Inspection Report was presented with areas of concern needing to be addressed. The Board will review for compliance at next meeting and report back to the Town.

- g) Marigold Library Assoc Report – Bonnie M. Nothing to report.

- h) Records Committee Report – Caleb & Bonnie

Nothing new to report.

- i) Personnel Committee Report – Chair, Vice Chair, Treasurer

Staff Raises dealt with in AGM.

VI. New Business & Action Items

- a) Attendance at Three Hills Library – Bonny and Mary

Bonny T and Mary attended a Three Hills Library meeting where they spoke with staff to ask how they were funded. They apparently do no fund raising. Other than the same grants and funding that most libraries receive, the Town of Three Hills pays all expenses when financials are presented to Council. Bonnie M. will discuss with the Town.

- b) Facebook Page – Randy

Will table for discussion after the website is up and running.

VII. Correspondence

- a) Policies and Bylaws Public Library Services Branch Alberta Municipal Affairs. Information handed out by Bonnie M.

- b) Marigold Newsletter – shared

VIII. In-Camera – Personnel

Frank motioned to go in-camera 7:20 pm Frank motioned out of camera

Caleb moved to implement raise for Library Manager retro Jan 1/19 Passed

IX. Next Meeting - Next mtg Sept 3, 2019 @ 5:00 pm

X. Adjournment – 7:39 pm

Minutes Submitted By: Bonnie Munro, Secretary

Randy Lacey, Library Chair

Date