

# **TROCHU LIBRARY BOARD**

## **Meeting Minutes**

September 3, 2019

5:00 PM

Meeting Facilitator: Randy Lacey, Chair

### **I. Call to Order**

5:05 pm

### **II. Roll Call**

Attendees: Frank Vanderkley, Maureen Donohoe, Bonnie Munro, Sherie Campbell, Mary O'Shea, Bonny Teichroeb

Regrets: Caleb Johns

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

Approved

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### **IV. Approval of Minutes**

a) Minutes of June 11, 2019 meeting approved with following correction:

The public internet access policy was discussed, but not approved. Some of the wording in this policy was not acceptable. Mary will contact Marigold to see if they have a copy of this policy we can use and bring information to next meeting.

b) Minutes of annual general meeting June 11, 2019 approved.

### **V. Old Business & Action Items**

a) Library Website Training – date to be set when Dom is available.

b) Facebook Page: Randy Do we need or want one? It would have to be maintained daily.

Bonnie T moved that we do not set up a Facebook account at this time: seconded by Frank Carried

c) Policy Committee – Mary circulated a copy of the “public internet access” policy from Spruce Grove library. This is the one that Marigold is currently using; however, they are revising & updating some of their policies and may have a more current version later this year. Some changes to policy presented were discussed.

Mary will type a copy of the policy for our library and send out for review and approval. Mary also reviewed the Policies and By-laws guide for libraries from government library services branch and discovered that we are still missing 2 required policies: a personnel policy and a resource sharing policy. Marigold has sample copies of these in their handbook. Mary will retype for our library and circulate with next meeting agenda for review.

d) Plan of Service Review – Action Item from last meeting to have been reviewed by members for finalization. Done.

The binder with plan of service, policies, and job descriptions is almost complete. Mary will add last 3 policies when they are approved.

e) Recruitment of Volunteers – Further discussion on this to try & enhance our programming. The idea of considering a work experience student was discussed and met with approval by all. Sherie will discuss this with the principle.

A retired teacher had previously offered to do a reading program for preschoolers.

Sherie will talk to her again and see if she is still interested.

Sherie will also speak to Bill Cunningham about doing some travel programs. Group thought if this was a possibility should suggest having them in afternoon not evening.

f) Personnel Committee – Evaluation of library manager completed in June. Revised copies of managers’ and library assistants’ job descriptions were presented and signed.

g) Trochu Library Logo – Sample of t-shirt with new logo shown. The white t-shirts are not what we wanted to present to winner so Sherie will purchase a t-shirt that Judy would like & will have logo put on it. Sherie will be reimbursed for purchase.

## **VI. Reports:**

- a) Chair’s Report – no additional report
- b) Fund Raising Report – Randy and Caleb

Update on New Scratch ticket fund raiser. Randy & Caleb have approached the businesses from the list that was compiled at last meeting. To date 7 have confirmed that they will provide coupons: ATB; Trochu Foods; Trochu Jewelry; Trochu Motors; Ladysmith café; Sweetgrass café; Trochu G&C club.

Much discussion and further explanation from Randy about how this all works followed. Randy moved that we proceed with fundraising initiative; seconded by Frank; 4 approved, 3 against. Carried. The scratch ticket booklets will be purchased and Randy & Caleb will finish recruiting businesses.

- c) Casino Report – Bonny T: Our next casino will be held Feb 10 & 11, 2020

Bonny will bring the volunteer signup sheets to next meeting and start recruiting the volunteers.

- d) Library Manager Report – Sherie: reported that the summer reading program was a success, as well as the coding program. For the summer reading program there was a new intern from Marigold who was great with the kids.

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

1 new computer has been purchased with IT grant money from Marigold. We do not have sufficient funds to purchase the second computer at a cost of \$749.59.

Will have to continue using what we have and the I-pads can also be used if necessary.

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

Bank balances presented-see attached statements

The casino account can no longer be used to pay bills. A good portion of the \$2341 will be needed to run the next casino.

The time sheets currently being used need some changes. Mary will attempt to reconfigure a new one.

We have received a \$1000 donation from Artiss Energy. Maureen has sent a thank you to them.

- f) Town of Trochu – Bonnie M

Building inspection report from town: the paint cans are gone; the red bookcase still needs to find a new home away from the back door; the town will look after the back yard; and we need street # signage on front of building

g) Marigold report-Bonnie M: Provincial grant money received is half of last years' amount. No further decision on increasing this amount will be made until late fall (at the earliest and after the election).

h) Records Committee Report – Caleb & Bonnie

Nothing new to report.

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

Nothing further to report

**VII New Business & Action Items**

VIII. **Correspondence:** no correspondence

IX. **In-Camera:** discussion

X. Next Meeting - Next mtg Oct 8, 2019 @ 5:00 pm

XI. Adjournment – by Frank @7:35 pm

Minutes Submitted By: Mary O'Shea, Secretary

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Randy Lacey, Library Chair

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Date