



TROCHU LIBRARY BOARD

Meeting Minutes

DRAFT

Nov 5, 2019

5:00 PM

Meeting Facilitator: Randy Lacey, Chair

I. Call to Order

17.06 pm

II. Roll Call

Attendees: Frank Vanderkley, Bonnie Munro, Mary O'Shea, Bonny Teichroeb, Caleb Johns

Regrets: Maureen Donohoe, Sheri Campbell

III. Additions to and Approval of Agenda – agenda accepted as presented. No additions.

IV. Approval of Minutes

a) Minutes of Oct 8, 2019 meeting approved by Bonnie Munro: Carried

V. Old Business & Action Items:

a) Library Website Training – completed

b) Policy Committee – Sheri had received an e-mail from Marigold, training and communications coordinator requesting information on our policies. Sheri has sent required information but we are still missing one policy "Information

Technology Policy”. Not all libraries have this policy but it is recommended. A sample copy has been received. Frank moved we adapt this policy for our use: Carried. Mary will rewrite the sample policy for our use and send out a copy for review & approval at next meeting.

- c) Recruitment of Volunteers: nothing to report
- d) Trochu Library Logo: Bonnie Munro has sent an electronic copy to all board members can be used on correspondence.

VI. Reports:

- a) Chair’s Report: Randy read a letter he received from MLA in response to a letter he had sent regarding funding. The letter was a general statement indicating funding to libraries would not be reduced.

- b) Fund Raising Report – Randy and Caleb

Scratch card ticket fund raiser on hold for now.

Community Calendar. Bonny T gave us updated information on progress. Calendar information has all been completed and sent to the printers. Calendars will be ready on or before middle of Dec and will be at the library for pickup when they arrive. 350 calendars are being printed so there may be a few extras for purchase.

- c) Casino Report – Bonny T: All volunteer workers have been recruited. Bonny will now send in all information for licensing etc.
- d) Library Manager Report –In Sheri’s absence Mary reported: There is a satisfaction survey board members are being asked to complete. Survey is available on line at www.surveymonkey.com/r/mlssatisfactionsurvey.org or Sheri will provide members with a hard copy if desired.

Sheri received notification from Marigold that the remainder of our government grant will be sent on or about Nov 21st.

Everyone please bring some items for the Christmas basket, to be displayed at the Christmas market.

Sheri requested purchase of a printer cartridge. Bonny Teichroeb moved we purchase same: Carried

- e) Treasurer’s\Finance Committee Report- Maureen Donohoe: No report
- f) Town of Trochu – Bonnie M: Town will put up the number signage on the building.

- g) Marigold report-Bonnie M: nothing to report. Next meeting is the 3rd week of November.
- h) Records Committee Report – Caleb & Bonnie
A 3rd key to the filing cabinet will be made?
- i) Personnel Committee Report – Chair, Vice Chair, Treasurer Nothing further to report

VII New Business & Action Items:

- a) Repurposing of equipment--large filing cabinet that was used for magazines and the rotating wood stands used for paperbacks.

Bonny T moved that when we have equipment we can no longer use the repurposing or disposal of each item be discussed and a motion passed by the board as to its future. Carried

Filing cabinet: Randy will ask museum board if they are interested in receiving for a donation amount, if not will put it on an on-line buying site to see if any interest.

The paperback stands: St Mary’s lodge will be asked if they can use.

VII Correspondence:

IX In-Camera:

X Next Meeting - Next mtg Jan 7th, 2020 @ 5:00 pm

XI Adjournment – by Frank @ 1823

Minutes recorded By: Mary O’Shea, Secretary

Randy Lacey, Library Chair

Date