



TROCHU LIBRARY BOARD

Meeting Minutes

Feb 4, 2020

5:00 PM

Meeting Facilitator: Randy Lacey, Chair

I. Call to Order by Chair Randy Lacey @ 1706

II. Roll Call

Attendees: Frank Vanderkley, Bonnie Munro, Mary O'Shea, Bonny Teichroeb, Sheri Campbell, Deb Ruddell, Maureen Donohoe, Pam Bezanson

Regrets: Caleb Johns

Guest: Davianna Hunt

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

Trochu

IV. Approval of Minutes

- a) Minutes of Jan 7, 2020 meeting approved by : Frank Vanderkley: Carried

V. Old Business & Action Items:

- a) Library Website Training – Sometimes the link has not worked when users are trying to access the website-use trochulibrary.ca **not** trochumunicipal library.ca. Suggestions for changes/additions to website can be given to Sheri and she will send on to Marigold for updates.

- b) Policy Committee –Mary- policies are complete for now. They will be reviewed as necessary, annually at planning meeting.
- c) Employee evaluations: a work in progress

VI. Reports:

- a) Chair's Report: Randy nothing further to report
- b) Fund Raising Report – Randy and Caleb

Scratch card ticket fund raiser: Intent is to begin rolling out this new fund raising initiative in Feb

Community Calendar. Bonny T: there are still some stragglers who have not yet picked up their calendars. After that there may be approximately 50 calendars left for sale. Another suggestion for a fund raiser would be a Drive In movie night- will pursue later in the year.

- c) Casino Report: Good to go for Feb 10 & 11.
- d) Library Manager Report-Sheri: Because as a board we have done a lot of fundraising in 2019 Sheri needs to capture # of hours board members have spent working on fund raising initiatives. Please give these to her before Feb 28- She has to have these on her annual report which is due Feb 28th. On Feb 6th our new Marigold consultant Kim will be meeting with Sheri.

The excess equipment by back door has not been removed. As previously discussed the large metal cabinet will go to the museum.

Mary moved that we give Maureen the craft storage bin as she has requested: Deb seconded: Carried. Any other equipment not spoken for will go to the dump.

- e) Treasurer's\Finance Committee Report- Deb Ruddell. Deb presented a copy of a draft proposed budget for review. A copy will be forwarded to the town for their review as they start their budgeting process. (See attached spread sheets for financial information).
- f) Town of Trochu – Bonnie M: Pam has accepted a position on the board. Bonnie will submit her name to town council at their next meeting.
- g) Marigold report-Bonnie M: Meeting held the 3rd Sat of Jan. The 2021/2022 budget was discussed. There will be no increase to the levy.

Correspondence from Marigold-Bonnie circulated a fact sheet explaining where the Levy money goes.

The new building site for Marigold Headquarters has been approved and shovels should be in the ground in the next few months.

There will be Cybersecurity training for staff.

Members' library workshop will be on May 14. Perhaps some of our new board members would like to attend.

- h) Records Committee Report – Caleb & Bonnie
- i) Personnel Committee Report – Chair, Vice Chair, and 3rd member of board. Maureen presented a copy of a short evaluation form that can be used for

VII New Business & Action Items:

- a) Personnel Committee appointment: Maureen D volunteered to remain on this committee. Board unanimously approved.
- b) Meeting dates and times: After discussion it was unanimously agreed an be used t we would leave the dates and times of our meetings as scheduled. It was also agreed that agenda items would be allotted a time frame as a guideline to keep our meetings on track.
- c) Appointment of Auditor: Deb R moved we appoint Pat Peterson as auditor: Seconded by Maureen: Carried. Deb will contact Pat re her agreement to audit our books.

VII Correspondence: none

IX In-Camera:

X Next Meeting - Next mtg Feb 4, 2020 @ 5:00 pm

XI Adjournment – by Frank @ 1824

Minutes recorded By: Mary O'Shea, Secretary

Randy Lacey, Library Chair

Date

