



TROCHU LIBRARY BOARD

Meeting Minutes

September 8, 2020

5:00 PM Trochu Town Office council chambers

Meeting Facilitator: **Chair Randy Lacey**

I. Call to Order by Chair Randy Lacey @1700

II. Roll Call

Attendees: Bonnie Munro, Mary O'Shea, Bonny Teichroeb, Pam Bezanson, Yvonne Hoppins, Sheri Campbell Davianna Hunt

Regrets: Frank Vanderkley, Deb Ruddell

III. Additions to and Approval of Agenda –Agenda approved by Bonnie M., seconded by Pam with following additions: Ratification of electronic vote on budget expenditures, Aug 3; and approval of extra hours for library assistant on Aug 17.

IV. Approval of Minutes

V. Minutes of June 2, 2020 meeting approved as presented by Bonny T., Seconded by Davianna: Carried.

Minutes of July 2, 2020 special meeting approved by Yvonne, Seconded by Randy: Carried

VI. Old Business & Action Items:

- a) Handicap accessibility grant: Bonnie M & Randy reported that the grant application has been sent. There was no date for notification of approval.
- b) Ratification of policies: Pandemic management and Code of conduct. Bonny T moved acceptance of these policies as presented: Seconded by Bonnie M: Carried.
- c) Covid Committee update: the committee met on July 30. Yvonne read their report from that meeting. They reviewed all relevant information relating to library

- usage and guidelines from AHS. They also determined what needed to be purchased to comply with guidelines and restrictions.
- d) Website: Mary will a) send all of our information to Marigold to update our website and, b) download onto a flash drive so the staff can import it to the office computer under the administration account.

VI. Reports:

- a) Chair's Report: Randy thanks everyone for all their work over the summer and for timely responses to e-mails.
- b) Library Manager Report-Sheri:
- i. Technology report from Marigold stated nothing needs to be replaced this year. Sheri will ask if we can purchase fax machine with some of the money and use remainder for new monitors.
 - ii. Library usage has been good with many patrons coming in now. Indoor computer usage is down due to restrictions, but some patrons have been using the deck to access library wi-fi.
 - iii. Dom's orientation: she still requires 12 hours of orientation in order to be able to complete all required weekly tasks. Sheri will arrange days & times with Dom.
- c) Town of Trochu report: Bonnie M: nothing to report
- d) Marigold Library Association report-Bonnie M: no report
- e) Treasurer's report- Deb Ruddell: presented by Mary in Deb's absence

Balances on accounts; casino account \$10720: general account \$ 33876. Marigold Levy has been paid, otherwise just regular payment of bills and salaries.

Committee Reports:

- f) Fund Raising and casino reports:
- i. Calendar fund raiser: Bonny T reported that 350 calendars have been ordered. Once all calendars have been purchased and advertising paid we net a profit of about \$ 3800. Bonny requires a cheque of \$ 2171.61 to pay for calendars. So moved by Mary, Seconded by Yvonne: Carried
 - ii. Picture for calendar: Fire department and first responders will provide a picture.

- iii. An FYI from Bonny: Casino tables are now open with limited usage and the operators will now have to catch up on the backlog of charities that had been booked.
- g) Finance Committee Report: Nothing further to report
- h) Records Committee Report: As Deb is new to this committee Bonnie M will orientate her to the job and will also review all records to ensure they are current.
- i) Personnel committee Report: Sheri's annual evaluation for this year is not on file. Whoever completed it needs to find and file in her personnel file. A new evaluation form for the manager is in the works-tabled for discussion at next meeting.
- j) Policy committee: no report

VII New Business & Action Items:

- a) Ratification of electronic voting on:
 - i. budget expenditures: equipment for Covid-19 protection approved with a majority electronic vote (6/9) on Aug 3, 2020.
 - ii. extra hours for library assistant approved with majority electronic vote on Aug 17.

VIII Correspondence:

IX In-Camera:

X Next Meeting - Next mtg November 3, 2020 @ 5:00 pm

XI Adjournment – by Pam @1822

Minutes recorded By: Mary O'Shea, Secretary

Randy Lacey, Library Chair

Date

DRAFT

