



## **TROCHU LIBRARY BOARD**

### **Meeting Minutes**

October 6<sup>th</sup>, 2020

5:00 PM Trochu Town Office council chambers

Meeting Facilitator: **Chair Randy Lacey**

**I. Call to Order by Chair Randy Lacey @1702**

**II. Roll Call**

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

Regrets: Davianna Hunt,

**III. Additions to and Approval of Agenda** –Agenda approved by Bonnie M., seconded by Randy without additions: Carried

**IV. Approval of Minutes:** minutes of September 8<sup>th</sup> meeting approved by Yvonne as presented; seconded by Pam: Carried

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

- a) Handicap accessibility grant: Bonnie M & Randy: no notification yet as to rejection or approval
- b) Covid Committee update: no meeting since July 30. The new keyboard covers have arrived-work really well and are easy to clean.
- c) Website: is current now. Sheri and Dom will keep it up to date now as information needs to be added or changed.

**VI. Reports:**

- a) Chair's Report: Randy thanked the staff for their hard work and coping so well with all the restrictions
- b) Library Manager Report-Sheri:

- i. Dom's orientation is almost complete. She did not train on the national system yet as the program is inefficient and has lots of bugs to be ironed out. When the system is working better Sheri will train her on same.
  - ii. Webinars: There are 5 webinars that Dom should attend as part of her orientation. She will access these at the library. **Bonny T moved we pay Dom for 5.5 hours to attend: Seconded by Yvonne: Carried.**
  - iii. Fax machine and computer monitors have been ordered from Marigold using our \$1000 IT money. We owe \$23. **Bonny T moved we pay the difference: Seconded by Randy: Carried.**
  - iv. Book Budget: The allocated marigold book budget has been spent. Sheri is asking if she can use some of our budgeted monies now to buy additional books. None of the \$3000 budgeted in 2020 for books has been spent so it was agreed that she should spend some of that money before year end.
  - v. Door key: Dom has lost her key, and she is using the spare that belongs in the library. Sheri will check to see if it got put in the drop box and will let us know.
- c) Town of Trochu report: Bonnie M: nothing to report
  - d) Marigold Library Association report-Bonnie M: no report, next meeting is October 17<sup>th</sup>.
  - e) Treasurer's report- Deb: as of Sept 20<sup>th</sup> general account \$30659: casino account \$10489. Some discussion about whether Sheri should have a 'slush fund' with a limited amount of dollars for smaller purchases without always having to wait for board approval. Sheri stated that she did not require same as long as she had a copy of the budget so she knows how much she can spend on what and then would only require board approval if an expenditure was over budget. Board in agreement.

**Committee Reports:**

- f) Fund Raising and casino reports:
  - i. Calendar fund raiser: calendars should be at the printers
- g) Finance Committee Report: No report
- h) Records Committee Report: no report
- i) Personnel committee Report: Draft copies of a performance appraisal policy and a new evaluation form for library manager had been sent out by Yvonne. Review

and lengthy discussion of both documents by all board members with feedback for changes and additions given to the committee. The committee will re-work the documents and bring back to next meeting for further discussion and/or approval.

j) Policy committee: no report

**VII New Business & Action Items:**

a)

**VIII Correspondence:**

**IX In-Camera:**

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

XI Adjournment – by Frank @1835

Minutes recorded By: Mary O’Shea, Secretary

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Randy Lacey, Library Chair

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Date

**DRAFT**