



TROCHU LIBRARY BOARD

Meeting Minutes

November 3rd, 2020

5:00 PM Trochu Town Office council chambers

Meeting Facilitator: **Chair Randy Lacey**

I. Call to Order by Chair Randy Lacey @1705

II. Roll Call

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

Regrets: Deb Ruddell

III. Additions to and Approval of Agenda –Agenda approved by Yvonne, seconded by Randy with 2 additions: new business- information notice in paper: In-camera item: Carried

IV. Approval of Minutes: minutes of October 6th meeting approved as presented by Bonnie M.; seconded by Yvonne: Carried

V. Old Business & Action Items:

- a) Handicap accessibility grant: Bonnie M & Randy: no notification yet
- b) Door Key has been found. Bonnie M suggested we keep a written record at library of everyone who has a key. She will do.
- c) Performance Review Policy: Feedback given to committee following discussion of changes and clarification of some wording.
- d) Library Manager Evaluation form: feedback given to committee. Yvonne will re-work these documents to ensure policy/procedure; and evaluation forms are consistent with the content of each of the job descriptions.
- e) Patrons' feedback form: discussion re using this form. Board suggested that the form be given to patrons by staff following their return to work after the New

Year and to have all forms completed by end of Feb for review by board members.

VI. Reports:

- a) Chair's Report: No report
- b) Library Manager Report-Sheri:
 - i. Fax machine and computer monitors have been installed. Patrons will be given a confirmation page which ensures delivery to recipient. Money from use of fax machine will be separate and deposited as a separate item as a record of use.
 - ii. Sheri will see if there is going to be a Christmas market and if so will then decide about a basket.
 - iii. Library usage has been slow this past month.
- c) Town of Trochu report: Bonnie M: nothing to report
- d) Marigold Library Association report-Bonnie M: October 17th, meeting was cancelled; next meeting is November 21.
- e) Treasurer's report- Deb: as of Nov 1 general account \$33053: casino account \$10240. All bills for the month of Oct have been paid. The second half of the government grant in the amount of \$4251 has been received.

Committee Reports:

- f) Fund Raising and casino reports: Bonny T
 - Calendar fund raiser: Expenses to date \$ 2217.53 for printing and mailing. Income to date \$2176. 4 advertisers have not paid. A notice will go in the paper that the calendars are ready for pick-up.
- g) Finance Committee Report: No report
- h) Records Committee Report: Library managers' last performance review has been found and filed. Bonnie M and Deb have gone through the locked filing cabinet and filed all letters and confidential information.
- i) Personnel committee Report: Discussion of new policy and forms under old business.
- j) Policy committee: no report

VII New Business & Action Items:

- a) Christmas hours and gifts: Hours-the library will close on Thursday Dec 24th and re-Open on Saturday Jan 2nd, 2021.

Gifts for staff: Frank moved we give each staff member a gift the same as last year (\$200 for manager, \$100 for others): Seconded by Bonny T: Carried.

- b) Supper meeting in Dec: **Bonny T moved we have a supper meeting in Dec (pizza): seconded by Pam: Carried.** Mary will look after getting food and supplies.
- c) Trochu Library notice in Three Hills capital: information about hours of operation is incorrect. Bonnie M has asked the town to correct.

VIII Correspondence: None

XI Adjournment of regular business meeting– by Frank @1835

IX In-Camera: @1837 Bonnie M moved we go in camera for discussion: Seconded by Davianne: Carried.

X Next Meeting - Next mtg December 1, 2020 @ 5:00 pm at town office

Minutes recorded By: Mary O’Shea, Secretary

Randy Lacey, Library Chair

Date

DRAFT