



## **TROCHU LIBRARY BOARD**

### **Meeting Minutes**

December 1, 2020  
5:00 PM via Zoom

Meeting Facilitator: **Chair Randy Lacey**

**I. Call to Order by Chair Randy Lacey @1704**

**II. Roll Call**

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

Regrets:

**III. Additions to and Approval of Agenda** –Agenda approved as presented by Bonny T: seconded by Frank: Carried

**IV. Approval of Minutes:** minutes of November 3<sup>rd</sup> meeting approved as presented by Randy; seconded by Bonny T: Carried

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

- a) Handicap accessibility grant: Bonnie M & Randy: no notification yet. Randy will phone grant writer for town to follow up.
- b) Performance Appraisal Policy: Yvonne made revisions to the policy as discussed at last meeting and sent electronically to board members for review prior to this meeting. No further changes discussed. **Yvonne moved we accept this policy as written with the revisions: Seconded by Bonnie M: Carried**
- c) Library Manager Evaluation form: Yvonne has re-worked this form and the library assistant form to ensure policy/procedure; and evaluation forms are consistent with the content of each of the job descriptions. **Yvonne moved we accept these forms as written with the revisions: Seconded by Bonnie M: Carried.**

- d) Re: patron's feedback form: Wayne Munro has made a lock box to be placed in the library for collection of these forms. There are 2 keys-Deb and Randy will be the keepers of the keys.

## **VI. Reports:**

- a) Chair's Report: No report
- b) Library Manager Report-Sheri:
  - i. The library has been busier this past month. More patrons coming in and only 1 request for curbside pick-up, which is still available to anyone who requests this service.
  - ii. The Christmas books are out for patrons to look at and the Christmas display in the window will be done this week. There will be no Christmas basket raffle this year.
  - iii. Sheri receives all the covid guidelines from Marigold and our service is in line with all restrictions. The fire department has assessed and measured the building and will give Sheri the maximum # of occupants allowed and then she will know what number is the 25% of allowable persons under covid guidelines.
  - iv. Dom will have completed her website training on Dec 8<sup>th</sup>.
  - v. An FYI the Cereal library is closing. Any books belonging to them have been returned to Marigold.
- c) Town of Trochu report: Bonnie M: nothing to report
- d) Marigold Library Association report-Bonnie M: marigold is working on their budget, the per capita funding will not change in 2021.
- e) Treasurer's report- Deb: as of Dec 1 general account \$32309: casino account \$9944. Deb will issue the Christmas gifts for staff when she does Dec cheques. Mary will write Christmas cards for each staff member on behalf of the board and give to Deb.

## **Committee Reports:**

- f) Fund Raising and casino reports: Bonny T

Calendar fund raiser: All commercial ads have been paid for now and about half of the calendars have been picked up. At the end of Dec Bonny T will contact anyone whose has not picked theirs up.

A Three Hills doctor has shown interest in possibly making a donation to the library. Bonnie M will let us know if this comes to fruition.

- g) Finance Committee Report: Deb has reviewed our 2020 budget and there is considerable unspent monies: \$3000 for books; \$450 for audio-visual; and \$1500 for equipment. Sheri has bought about \$2000 worth of books but has not been billed as yet. The equipment dollars were designated for a new computer which was not needed this year due to Covid restrictions. Those dollars could be predesignated for same use in 2021 budget.
- h) Records Committee Report: Lay-off and recall letters have not been returned to committee member for filing.
- i) Personnel committee Report: Committee members and all 3 staff members met on Nov 9<sup>th</sup> to discuss new payroll sheets with corresponding protocols to be followed.
- j) Policy committee: Mary will make a hard copy of new performance appraisal policy for binder and Yvonne will send it electronically to library staff to be uploaded onto website.

**Frank moved we accept all reports as presented: Seconded by Randy: Carried.**

#### **VII New Business & Action Items:**

- a) Library face book page: This was discussed when personnel committee met with staff and they were in agreement with having.

**Yvonne moved that the library create a facebook page: Seconded by Deb: Carried. Dom has agreed to set it up and maintain it.**

#### **VIII Correspondence: None**

**IX In-Camera:** @1750 Yvonne moved we go to in camera session. At 1800 Bonnie M moved we conclude in camera discussion.

In regards to discussion of communication issues **Bonnie M moved we appoint Pam as liaison between board and library manager: Seconded by Randy: Carried.** Pam agreed to fulfill that role.

**X** Next Meeting: January 5<sup>th</sup>, 2021 @ 5:00 pm venue to be determined.

**XI** Adjournment: by Frank @1810

Minutes recorded By: Mary O'Shea, Secretary

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Randy Lacey, Library Chair

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Date

**DRAFT**