



## **TROCHU LIBRARY BOARD**

### **Meeting Minutes**

March 2<sup>nd</sup>, 2021  
5:00 PM via Zoom

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, Frank Vanderkley, Deb Ruddell, Davianna Hunt,

Regrets:

**III. Additions to and Approval of Agenda** –No additions: agenda approved by Frank: as presented. Seconded by Yvonne: Carried.

**IV. Approval of Minutes:** minutes of Feb 2<sup>nd</sup>, 2021 meeting approved as presented by Bonnie M; seconded by Randy: Carried

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

- a) Handicap accessibility grant: Randy: Tabled until further notice.
- b) Covid-19 committee update: Yvonne: Library able to open on Wednesday March 3<sup>rd</sup> with 15% capacity. The library manager can proctor students again following Covid restrictions.
- c) Patron's feedback form: Yvonne. Tabled until further notice
- d) Facebook page update: Dom has it organized now and will update it on Saturdays.

**VI. Reports:**

- a) **Chair's Report:** No report

b) **Library Manager Report-Sheri:**

- ♥ Presentation of annual report: Highlights of the report-Hours of operation 882 with normal hours being 1400. Library was closed to the public for 518 hrs. Total circulation was down 33% but downloaded e-book usage was up 30%. Card holder membership is only 180 patrons which is down from previous years. Visits to the website up 65%. Sherie proctored 5 students. There is a copy of the report at the library if anyone would like to read in its entirety.
  - ♥ Operating grants and service grants will be the same as last year.
  - ♥ Brochure/flyer that Sherie is working on to give to community members-Marigold will do all the printing for free but our staff have to create what they want and how they want it to look. Marigold will be offering a computer program called “Library aware” which both Sherie and Dom would like to attend.
  - ♥ Allocation of IT funds will remain the same for this year at \$1000. Marigold will be purchasing 240 new items for us and we will receive \$780 for books.
  - ♥ Sherie purchased large print books with the \$600 donation from Three Hills donor.
  - ♥ Video conferencing equipment will be returning to Marigold office-(they will let staff know when they can pick it up.)
- c) **Town of Trochu report:** Bonnie M: The Town has received some one time emergency funding to use for aid relief for community groups who have suffered financial losses due to Covid shut downs. Bonnie will submit a request to the town on behalf of the library for additional funding due to financial loss because of inability to fund raise (e.g. casino money, discontinuation of community calendar).
- d) **Marigold Library Association report-Bonnie M:** The orientation for new board members is set for March 17 @ 1000 in the town office council chambers.
- e) **Treasurer’s report-** Deb: as of end of Feb general account \$26,658: casino account \$7086. The books are at the auditors.

**Committee Reports:**

- f) **Fund Raising and casino reports:** Bonny T.
- ♥ Calendar fund raiser: Bonny reported that there are still 32 calendars to be picked up and paid for. She will phone these people one more time and set the deadline for pickup March 31<sup>st</sup>. If not claimed by that date they will be available for re-sale to others. She has also drafted a letter to send to the Capital.

- ♥ Frank has contacted Inkkers in Three Hills to see if they will consider doing the calendars. They have declined but suggested we contact Copy & Print to see if they would do them. Bonny T said she would contact them.
- ♥ In light of our reduced income from casino, and cancellation of community calendar Randy suggested that we consider some other fund raising initiatives we could do when things open up more. Some suggestions are possible basket raffles, bottle drives- The bottle depot in town will accept donations for the library and then issue us a cheque. We need to set it up and advertise. **To be discussed further at next meeting.**
- g) **Finance Committee Report:** Deb: Deb had sent out the 2021 draft budgets for a final review, with the few minor changes that were discussed at the last meeting. Following brief discussion, **Mary moved we accept the proposed budgets as presented: Seconded by Deb: Carried**
- h) **Records Committee Report:** Bonnie M: all the patrons' information that was gathered for compiling the calendar needs to be filed in locked filing cabinet for privacy reasons.
- i) **Personnel committee Report:** Yvonne: performance review for library manager is scheduled for March 11.
- j) **Policy committee:** no report

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

- a) Recruitment of new board members: Randy brought forward a discussion about how to successfully recruit some new board members. Suggestions were discussed about advertising, and the importance of face to face invitations from current members. **Mary moved we advertise in the Capital, on our website and face book page: Seconded by Randy: Carried.**

Mary will draft an advertisement and send to Sherie to review and then she and/or Dom will send on.

Yvonne for personnel committee will draft an invitational recruitment form for our use.

**VIII. Correspondence:**

**IX. In-Camera:**

**X** Next Meeting: April 13<sup>th</sup>, 2021 @ 5:00 PM followed by AGM: venue will be determined closer to date.

**XI** Adjournment: by Frank @1849

Minutes recorded By: Mary O'Shea, Secretary

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Randy Lacey, Library Chair

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Date

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