



## **TROCHU LIBRARY BOARD**

### **Meeting Minutes**

April 13<sup>th</sup>, 2021

5:00 PM @ Trochu town Office Council Chambers

Meeting Facilitator: **Chair Randy Lacey**

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

**II. Roll Call**

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

Guests: Rita Buchert, Terry Myers: welcomed by Chairperson

Regrets:

**III. Additions to and Approval of Agenda** –agenda approved as presented by Davianna: Seconded by Mary: Carried.

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

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

- a) Handicap accessibility grant: Randy: Tabled until further notice
- b) Covid-19 committee update: Yvonne: Sheri has handled all new updates with very good communication to all venues as closures became necessary again.
- c) Patron's feedback form: Yvonne. Tabled until further notice
- d) Facebook page update: Dom is doing an excellent job of keeping it current.
- e) Invitational Recruitment form: Yvonne circulated a form (letter of interest) for interested persons to fill out and submit to board if interested in becoming a board member. After some discussion and suggestions for revision **Yvonne will revise form and bring to next meeting for approval.**

- f) Fund raising-bottle drive: **Tabled until next meeting when committees have been established.**

## **VI. Reports:**

- a) **Chair's Report:** No report: a thank you to the staff for all they do.
- b) **Library Manager Report-Sheri:**
- ♥ Trying to keep service as normal as possible and has been fairly busy the past weeks.
  - ♥ Patrons can use the free Wi-Fi from the back deck. Sheri would like to have an electric outlet on the deck so patrons can plug in their devices. **Bonnie M will take this request to the town.**
- c) **Town of Trochu report:** Bonnie M: The library has received \$5000 from the town as pandemic relief funding. This money must be spent to replace lost revenue as a result of the pandemic or to purchase equipment to meet the guidelines.
- d) **Marigold Library Association report-Bonnie M:** no report
- e) **Treasurer's report-** Deb: as of end of March general account \$25,384: casino account \$6161.

Deb presented the 2020 financial statement of Income and disbursements. This is the document to be sent for our society status. **In Deb's absence Mary will send as soon as there is an updated board member list.**

The provincial government forms: "statement of receipts and disbursements, 2021 budget, and application for financial assistance" have not been sent. These forms have just become available on-line and are due by June 15. In Deb's & Bonny T's absence Mary has the file with this information.

## **Committee Reports:**

- f) **Fund Raising and casino reports:**
- ♥ Calendar fund raiser: Bonny T has sent the letter to the Three Hills capital with information about discontinuation of the calendar and a thank you to the community. **When our new committees are set the board would like the committee to research further options for continuing this project.**
- g) **Finance Committee Report:** Deb: as above
- h) **Records Committee Report:** Bonnie M: no report

- i) **Personnel committee Report:** Yvonne: performance review for library manager is completed. Sheri will now complete the other 2 employees' performance reviews. Because it will be difficult for her to complete while she is at work, **Mary moved we pay the 3 staff members for 3 extra hours of work, during which time Sheri will complete their performance reviews and any remaining time will be spent on training: Seconded by Frank: Carried.**
- j) **Policy committee:** Bonnie M and Mary presented a draft copy of a "Code of Conduct Policy". After brief discussion the only suggested change to this policy is the title, which should read "Patron's code of Conduct". **Bonnie M moved we approve the policy with this one minor change: Seconded by Yvonne: Carried.**

Mary will make the change and hard copy it for the binder and send to Dom to put on website.

After reviewing documents from "Library Services Branch of the Alberta Government" we are missing 2 required policies "Orientation and Continuing Education: one for staff and one for board members". **Mary will write a draft of these 2 policies and send out for review.**

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

- a) AGM meeting: Bonnie M: After some discussion it was decided to postpone the AGM until May 4<sup>th</sup>, 2021. Reasons being we have 2 new potential board members and it would be beneficial to them to have orientation prior to elections and structuring committee membership.
- b) Snow & Ice removal: Deb. It has been noted that the snow and ice from the sidewalk in front of the library is not being removed when the library is closed. (Library staff do it on the days they work). Because the property belongs to the town Bonnie M will ask about this at next council meeting.
- c) Equipment, laptop and office computer: Mary. We have a very old laptop which is obsolete, but there is information on it which needs to be removed. Sheri will send to Marigold and they will look after.

The office computer, which is used mostly by the treasurer, is not user friendly for doing books. We cannot use Marigold IT funding to replace this computer. **After discussion it was decided to wait until we know who new treasurer will be and then make a decision about whether to purchase any new equipment.**

- d) Recognition of 2 past board members: **Tabled until next meeting**

**VIII. Correspondence:** Marigold Library Conference: Sheri presented the information about this conference which is available to all staff and board members. It will be held on May 12 as a virtual conference. The theme is "Make it Matter: Make it Happen" Anyone interested can register themselves on the marigold website or Sheri can send them the link.

**IX. In-Camera:**

**X** Next Meeting: May 4<sup>th</sup>, 2021 @ 5:00 PM followed by AGM: venue Trochu Town Office Council Chambers

**XI** Adjournment: by Frank @1904

Minutes recorded By: Mary O'Shea, Secretary

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Randy Lacey, Library Chair

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Date