



## **TROCHU LIBRARY BOARD**

### **Meeting Minutes**

May 4<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 @1705**

**II. Roll Call**

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

Guests: Rita Buchert, Terry Myers:

Regrets:

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

**IV. Approval of Minutes:** minutes of April 13<sup>th</sup> 2021 meeting approved as presented by Bonnie: Seconded by Frank: Carried.

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

- a) Handicap accessibility grant: Randy: **Tabled until further notice**
- b) Covid-19 committee update: Yvonne: No further updates
- c) Patron's feedback form: Yvonne. **Tabled until further notice**
- d) Facebook page update: No further updates-
- e) Invitational Recruitment form: Yvonne-Discussion about where this form belongs, how it should be used and should it be attached to a recruitment policy. For further discussion at June 1 meeting.
- f) Office computer: Discussion as to whether we should buy a laptop for the treasurer to use. When a new treasurer has been elected she/he can decide what

they will need. The current office computer needs to remain, as it is fairly new and Marigold services and maintains it.

## **VI. Reports:**

- a) **Chair's Report:** No report:
- b) **Library Manager Report-Sheri:**
  - ♥ Circulation has been a bit slower but consistent.
  - ♥ The employee evaluations are completed. The form being used is not user friendly as users cannot type into the fields properly or edit. Sherie has written the evaluations in long hand for now. Yvonne will try to "fix" the form.
- c) **Town of Trochu report:** Bonnie M: Bonnie discussed with town CAO some of the libraries questions/concerns. The library board was asked to put these in writing to the town.

**Davianna moved that we ask Bonnie to write a letter to the town asking the council to address the following questions/concerns: Seconded by Yvonne: Carried.**

- 1. Will the town maintain the backyard?**
  - 2. Will the town be responsible for snow removal of front sidewalk?**
  - 3. Will the town be able to put an electrical outlet on the back deck for WiFi users?**
  - 4. And the board needs clarification on liability insurance coverage for the building and liability insurance for board members.**
- d) **Marigold Library Association report-**Bonnie M: Marigold meeting in April, much discussion about new building. Correspondence is being sent electronically.
  - e) **Treasurer's report-** Deb helped Pam pay the bills to the end of April. Mary has completed the government forms (they will be sent tomorrow) and Mary will complete the financial forms for Society status and send this week.

## **Committee Reports:**

- f) **Fund Raising and casino reports:**

Calendar fund raiser: Sherie read an email letter she has received from GBC fundraising company indicating that they may be able to continue making our community calendar if we should be interested. The fund raising committee will pursue this.

Bottle Drive: Randy has approached the bottle depot staff about the library doing a bottle drive. The staff will accept bottles on behalf of the library keep a record of numbers and amounts and will issue the library a cheque. The committee will have to do the advertising.

- g) **Finance Committee Report:** No report
- h) **Records Committee Report:** Bonnie M: no report
- i) **Personnel committee Report:** Yvonne: no report
- j) **Policy committee:** Bonnie M and Mary: 2 new Policies “1. Orientation and Continuing Education for Board: and 2. Staff orientation and Continuing Education” had been sent to members. After some discussion and suggestions for edits

**Yvonne moved we approve the policy for Board members with edits:  
Seconded by Davianna: Carried**

**Randy moved we approve the policy Staff Orientation and Continuing Education with the addition of the following statement under orientation, “employee evaluation policy”:  
Seconded by Yvonne: Carried.**

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

- a) Recognition of 2 past board members: Following discussion **Yvonne moved we purchase a \$25 gift certificate from Sweetgrass café for each of the past 2 members: Seconded by Pam: Carried. Mary will purchase and send to them.**

**VIII. Correspondence:** Randy reminded everyone about the conference on May 12<sup>th</sup>.

**IX. In-Camera:** **Yvonne moved we halt regular business meeting @ 1831**

**Bonnie moved we commence in-camera session @1835.**

**Davianna moved in-camera session closed @ 1858**

**Bonnie moved we resume regular meeting @ 1900**

**X Next Meeting:** June 1, 2021 @ 5:00 PM venue to be determined.

**XI Adjournment:** by Frank @1902

Minutes recorded By: Mary O'Shea, Secretary

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Randy Lacey, Library Chair

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Date

**DRAFT**