



## **TROCHU LIBRARY BOARD**

### **Meeting Minutes**

June 1, 2021

5:00 PM @ Trochu town Office Council Chambers

Meeting Facilitator: **Chair Randy Lacey**

**I. Call to Order by Chair Randy Lacey @1700**

**II. Roll Call**

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

Regrets: Sherie Campbell, Librarian

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

**IV. Approval of Minutes:** minutes of May 4<sup>th</sup> 2021 meeting approved by Bonnie, **with the following correction to agenda item IX in-camera session, following the motion by Bonnie that we commence in-camera session, minutes should read guests left the room; and following the motion by Bonnie to resume regular meeting minutes should read guests returned to meeting:** Seconded by Frank: Carried. Minutes of May 4<sup>th</sup> 2021 AGM approved by Yvonne: Seconded by Frank: Carried

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

- a) Handicap accessibility grant: Randy: **Tabled until further notice**
- b) Covid-19 committee update: Yvonne: Anticipate opening in phase 2 on/or about June 10<sup>th</sup>. Sherie is ready to re-open when allowed and will inform the public through our various sources of communication.
- c) Patron's feedback form: Yvonne. **Tabled until further notice**
- d) Invitational Recruitment form: Yvonne-this form will be drafted, along with an accompanying policy by the newly formed policy committee.

- e) Employee evaluation form: still requires further work. The policy committee is asked to continue this work.
- f) Reply from town re: letter: Bonnie. The town has not finalized their discussion. Bonnie will bring their reply to the board when they have decided on answers to our questions.

## **VI. Reports:**

- a) **Chair's Report:** No report:
- b) **Library Manager Report-Sheri:** No report in Sheri's absence
- c) **Town of Trochu report:** no further report
- d) **Marigold Library Association report-no report**
- e) **Treasurer's report-Casino account \$3670.50; general account \$24754.91.**  
Yvonne has been in discussion with Marigold IT about changing our books to Sage accounting system. This is a system she is familiar with and it is easy to use. Yvonne also brought forward to the board the possibility of switching our bank accounts to computerized banking with the use of a debit card.  
Following a brief discussion **Terry moved we authorize Yvonne to pursue the setting up of on-line banking for all monthly invoices for both BMO accounts: Seconded by Davianna: Carried.**

## **Committee Reports:**

- f) **Fund Raising and casino reports:** Calendar campaign: a package has arrived from GBC with samples of calendars and advertising. Could everyone please go to the library and look at the samples. Pam and Randy will look into a cost comparison of previous calendars and what costs would be with this company. They will contact the company with the following questions: Are they quoting costs in Canadian or American currency? Is there an exchange rate to be paid? And is their duty to be paid? What are the shipping costs?

Bottle drive: Randy & Pam will make a poster to be placed at the bottle depot, and ask Sheri and Dom to advertise on our media venues about the library's bottle drive.

- g) **Finance Committee Report:** No report
- h) **Records Committee Report:** Bonnie M: no report
- i) **Personnel committee Report:** Yvonne: no report

j) **Policy committee:** no report

**VII New Business & Action Items:**

a) **Appointment of committees:**

**Finance committee: Yvonne and Terry.**

**Records committee: Bonnie and Davianna**

**Personnel Committee: Yvonne and Pam**

**Policy committee: Terry and Frank**

**Fund Raising committee: Randy and Pam and Mary will assume role of casino chair.**

b) **Plan of service:** Terry and Frank will take on this task as the policy committee.

c) **New government requirements re appointment of board members as per the Libraries Act section 4.** Bonnie circulated a tracking form from public library services branch. Going forward all new members to a library board must be approved by the municipal council and appointed to the board in a written motion. The terms of service are written on the form. **Question? Who will be the keeper of this form ensuring it is current at all times and members are appointed and re-appointed accordingly-the library manager, the secretary or another appointed member.**

**VIII. Correspondence:** Mary shared a nice thank you message via e-mail from Bonny T thanking us for the kind gift.

**IX. In-Camera: Bonnie moved we halt regular business meeting @ 1815**

**Frank moved we commence in-camera session @1816.**

**Randy moved in-camera session closed @ 1842**

**Bonnie moved we resume regular meeting @ 1843**

**X Next Meeting:** September 7<sup>th</sup> 2021 @ 5:00 PM venue to be determined.

**XI Adjournment:** by Frank @1845

Minutes recorded By: Mary O'Shea, Secretary

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Randy Lacey, Library Chair

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Date

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