



TROCHU LIBRARY BOARD

Meeting Minutes

September 14th, 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, Sherie Campbell

Regrets:

III. Additions to and Approval of Agenda –agenda approved by Bonnie with following additions under new business: e: Marigold newsletter; f: virtual conference “stronger together” Sept 22, 23, 24; g: Oct library month; h: flapjack fiesta in Oct; i: change of date and/or time.

IV. Approval of Minutes: minutes of June 1, 2021 meeting approved by Yvonne with following correction: under treasurers report delete the sentence “this is a system she is familiar with and it is easy to use”.

V. Old Business & Action Items:

- a) Handicap accessibility grant: **Randy will contact grant writer this week to see if there is any more information.**
- b) Covid-19 committee update: Yvonne: September 4th restrictions back in place: mandatory mask use and capacity limitations will be enforced. Possibly another update on Sept 27th.
- c) Patron's feedback form: Yvonne. **This item will be moved for discussion under plan of service.**
- d) Invitational Recruitment form: Yvonne-The board member letter of interest needs to be revised and a policy and process needs to accompany. **Policy committee**

- will write a draft policy and process for discussion at next meeting.** Board needs to continue advertising for new members: **Sherie will ensure that advertising is current on the webpage, and with town information.**
- e) Employee evaluation form: still requires further work. **Bonnie will contact Marigold to see if they can re-format this form for us.**
 - f) Reply from town re: letter of concerns: Bonnie: Town employees will do snow removal of front sidewalk; do weed control at back of property, and have an electrical outlet installed on patio. Liability insurance coverage for board members is still unclear: **Bonnie will check with town administration to see if we have coverage and Yvonne will check our policy with Wawanessa.**
 - g) Maintaining form for government requirements re appointment of board members: The secretary will maintain this file keeping it current for Town of Trochu and government. **Bonnie will contact Marigold to see if they will set up a board member user file on the office computer.**

VI. Reports:

- a) **Chair's Report:** No report:
- b) **Library Manager Report-Sheri:**
 - I. Summer program: FCSS ran a support program for 4 weeks. Numbers were very low this year. Summer intern from Marigold ran the reading program.
 - II. All Marigold IT services will be down the weekend of Sept 25 & 26 to accommodate the move to the new building. **Terry moved we close the library on Sept 25th due to no computer services: Carried.**
 - III. October is library month. Sherie suggested that we offer a free one year membership to any new members during the month of October. **Bonnie so moved: Carried.**
 - IV. The information brochure that Sherie has been working on is ready to go to Marigold for printing. They will be completed and in mailboxes beginning of Oct.
- c) **Town of Trochu report:** no further report
- d) **Marigold Library Association report-no report**
- e) **Treasurer's report-Yvonne** has set up on-line banking. There are 3 debit cards which the chair, vice chair and treasurer are authorized to use.

The Sage accounting system is a no-go. Too detailed for our use. Yvonne has accessed a government form for treasurer's reporting. There is a webinar on Oct 5th for treasurers-Yvonne and Terry will attend.

Committee Reports:

- f) **Fund Raising and casino reports:** Calendar campaign: GBC fund raising company still have not answered all of our questions. Board members would like to look at a sample of the forms for inputting data to see how much work is involved, as we are pressed for time to produce a 2022 calendar. After much discussion **Terry moved we continue to research with the goal of producing a 2023 community calendar: Carried. Randy will submit a list of unanswered questions to GBC and bring answers to next meeting.**

Bottle drive: Pam circulated a draft copy of a contract with the Trochu bottle depot for our fund raising. **Pam moved we submit approved contract for the months September 14, 2021 to December 31st, 2021 and then review. Carried**

- g) **Finance Committee Report:** No report
- h) **Records Committee Report:** Bonnie and Davianna will meet soon to go through filing cabinet and make sure all records are up to date and filed.
- i) **Personnel committee Report:** Yvonne: no report
- j) **Policy committee:** draft recruitment policy and process for next meeting

VII New Business & Action Items:

- a) **Statutory holidays:** Yvonne: Sept 30th: Truth and Reconciliation day is now a federal statutory holiday. **Bonnie moved we close the library on September 30th to honor this day: Carried.** All other statutory holidays are listed in the Alberta Employment standards.
- b) **Strategic Plan of service:** Terry had sent out a draft document prior to the meeting. Could everyone please review this document and provide Terry with feedback. **Will be discussed in detail at next meeting.**
- c) **Grant application process:** Bonnie: Any board member who becomes aware of any grants we might apply for please forward information to Randy. Randy will contact grant writer at town office to ensure he is the contact person and that they communicate all information.
- d) **Secretary position:** Randy read a letter of resignation from current secretary Mary, effective Sept 30th 2021. Randy asked if anyone was willing to volunteer for the position. Terry volunteered to fulfill the role for the months of Oct, Nov & Dec at which time the position will be reviewed.

- e) **Marigold newsletter:** In the newsletter there was an article about treaty land. On the Trochu library's website there should be acknowledgement of treaty land.
- f) **Virtual Conference: "Stronger together"** on Sept 22, 23, 24 an FYI for anyone interested in registering. Registration on the Marigold website.
- g) **Celebrate your library:** October is Library month-discussed under managers' report.
- h) **Flapjack fiesta:** in Oct-to be discussed at next meeting.
- i) **Change of time/day:** Davianna suggested that the time of the library meetings be changed from 5pm to 6pm. Agreed by all. No need to change day.

VIII. Correspondence:

IX. In-Camera: Session as itemized on agenda cancelled by vice-chair.

X. Next Meeting: Oct 5th 2021 @ 6:00 PM at the town office.

XI. Adjournment: by Frank @1950

Minutes recorded By: Mary O'Shea, Secretary

Randy Lacey, Library Chair

October 5, 2021
Date Approved