



Trochu Municipal Library Board

Minutes of November 2, 2021, Regular Meeting

Venue: Trochu Town Office Council Chambers

Chairperson: Randy Lacey

Board members: Frank Vanderkley, Pam Bezanson, Yvonne Hoppins, Terry Myers, and Jenny Lyver (Town of Trochu);

Library Manager: Sherie Campbell

Regrets: Davianna Hunt

I. Call to Order: 6:04 p.m.

Guests: Deb Knievel

Jamie Martell (alternate Town of Trochu) attended part of the meeting.

II. Additions to and Approval of Agenda:

- Added: Recognition of Bonnie Munro's contribution.

Pam moves adoption of the agenda as amended. Carried.

III. Approval of Minutes:

A. October 5th, 2021 Meeting minutes (attached)

Terry moved adoption of the circulated minutes for October 5, 2021. Carried.

B. Email Vote:

On October 22nd, 2021, at 2:06 p.m. Randy Lacey emailed all members of the Board with the following motion: **“Randy moved the TML Board proceed with the Community Calendar through Staples with ad sponsorships raised to \$75 and the calendars priced at \$12.”** Voting closed at noon, Saturday, October 23rd at which time 5 yes votes had been submitted. Carried.

There was no objection to the above motion. Randy moved adoption of the email vote. Carried.

IV. Business Arising from the Minutes

A. Handicap Accessibility Grant: Randy

- Grant has been declined. We would need to apply again if another call for grants is made.

B. Electronic Media Update: Sherie

- Update items from last meeting complete. Will need to update the Board list.

C. Reformatting of Employee Evaluation Form:

- Format with check boxes does not work likely due to cut and paste.
- Jenny will investigate and reformat.

D. Insurance coverage: Yvonne



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- We do not have any Board Member Errors and Omissions insurance. Marigold has insurance for their board; TML would need to do this for ourselves. Bev McIver (3Hills chairperson) indicated they have insurance at the cost of \$500.
- Terry will work on the forms to get a quote from Intact through Knievel Insurance.

E. Bonnie Munro recognition of service.

- Pam moves TML purchases flowers for approximately \$30 to thank Bonnie Munro for her contribution to the library. Carried.
- Yvonne offered to purchase and deliver.

V. Adoption of Financial Reports

Yvonne moved adoption of the financial statement as circulated. Carried.

VI. Reports

A. **Chairperson** – Randy noted that the library continues to provide good service and people appear satisfied.

B. **Library Manager** – Sherie

- a. New computer arrived. IT tech set it up with Windows 10 and removed the obsolete video conferencing equipment to Marigold for recycling.
- b. Christmas market has been cancelled.
- c. Partnerships
 - i. Call from Macman Central regarding partnership for children's programming. Will meet on Friday.
 - ii. Kneehill Adult Learning center who had moved to the playschool area has contacted Sherie regarding English as Second Language. Request for one-on-one teaching. This would reduce the number of allowed patrons in the building at the same time but this shouldn't be a problem.
 - iii. Discussion occurred regarding how TML board notes or marks partnerships.
- d. Sherie reported there were 18 new patrons in the month of October during the free membership offer. Majority saw the brochure and took advantage.
 - i. Discussion on the impact of the membership fee. The board will review as part of the new service plan. Policy committee will research history, other libraries, options, etc.

C. **Town of Trochu** – No report as Jenny is newly appointed.



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D. Marigold Library Association – How is this representative chosen? Jenny will check with the town for background on this appointment. Sherie noted the library receives the meeting package which is passed to the representative.

Committee Reports

- Jamie Martel joined us as the alternate from the town of Trochu.

E. Fundraising

- **Calendar** (Randy/Pam)
 - **Corporate advertising** – Pam reported
 - Completed but waiting on 14 payments.
 - Several indicated interest but there were no spaces left.
 - Really need a **project plan** for these larger initiatives. – Yvonne reported
 - Need a documented project plan to organize with three categories
 - Family updates
 - Community meetings
 - Corporate advertising
 - Grateful for the many volunteers who took this on under tight deadline pressure.
 - **Formatting challenge** – Yvonne reported
 - Were under the impression the staff had sufficient technological skills to accomplish.
 - Using Library Aware to reformat the months but must manually enter all the information, then add new info and make requested changes.
 - Gord Ruddell helped format the advertising using Inkscape.
 - Need a photo on the calendar – what about the arboretum? Jenny will check her files for a suitable picture.
 - Bonnie Teichrob has been super helpful.

Yvonne moved that Dom be hired for an additional 7 hours to input the Calendar information. Carried.

- **Bottle returns** (Pam)
 - i. Contract in place until Dec 31.
- **Other initiatives** – Ideas to be considered for 2022.
 - i. ‘Friends of the library’ idea
 - ii. How long do we ‘hog’ the bottle depot refund?
 - iii. Everyone should bring fundraising ideas to the December meeting.

F. Finance Committee – Yvonne/Terry



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- Working on 2022 budget. Looked at casino fund and the amount of money – must keep \$2500 in that account. Internet bill cannot be paid out of this due to % for administration.
- 6 months left for utility payments.
- Forms and timelines for next budget submission are complex. Will participate in the webinar on Nov 18. Invite others to consider.
- Intend to present draft 2022 budget at December meeting.
- GST rebate? Needs to be reviewed to see if we qualify.
- Need a casino chairperson before the next casino event (probably by June 2022).
- Are we on the cancellation list which might mean an earlier date?

G. Records Committee – Davianna/Bonnie - Terry offered to replace Bonnie

- Will investigate key situation

H. Personnel Committee – Yvonne/??

- completed personnel reviews before Deb Ruddell left
- Randy is ex-officio to every committee and offers to assist Yvonne.

I. Policy Committee – Terry/Frank

- Noted that Public Libraries Services Branch has only outdated policies submitted in 2005 and 2007. These must be updated to continue receiving the annual funding. TML has a year to rectify.
- The Libraries Regulations Section 7 outlines the required policies for libraries. While TML has most of these, it does not have policies addressing the “selection, acquisition, purchase and disposition of library resources, including a policy respecting gifts and donations.”
- Policy Committee will work to address these issues.

J. COVID-19 Committee – Yvonne/Sherrie

- Nothing has changed. Precautions and procedures are implemented.

VII. New Business:

A. Strategic Plan of Service (Terry/Frank)

i. Summary of the Review of 2017-2021 Plan of Service

- The summary was circulated and discussed. Some observations included:
 - Some goals and objectives were impacted by covid.
 - Able to show progress and action on some items.
 - The video-conferencing became obsolete.
 - Need to make the goals SMART for the next version so that it is possible to measure progress.



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- Policy Committee will complete a draft summary report for TML consideration and adoption.
 - ii. Library Service Responses.
 - 5 responses received and several others have committed to doing so.
 - Next step will be to complete a summary for December meeting discussion as it can be the basis for goals and objectives in the next five-year plan.
 - Will need to consider how to get community feedback.
 - B. Policy Reviews
 - i. Electronic Motion and Voting Policy number 2021-003
Terry moved to adopt policy number 2021-003 as amended. Carried.
 - ii. Draft – Board Executive and Committee Membership and Responsibilities Policy 2021-004.
 - Discussion occurred. Will be updated and brought back in December.
 - C. Update Committee Membership – tabled until December.
 - D. Continuing Education Policy – No reports. Lots of opportunities are available.
 - E. Securing a meeting location for the new year.
 - Town of Trochu is the preferred location. Jenny will work with the Town to secure for 2022.
 - Alternate room at the arena is available through Pam.
 - F. Keys and Access – deferred to Records committee
 - H. Reflect on the effectiveness of this meeting
 - Went over time by 20 minutes.
 - Set time limits on discussions.
 - Prepare for the meeting by reading documents and noting questions, responses and comments.
 - We did accomplish a lot during the meeting.
- VIII.** Correspondence:
- Thank you card received from Mary O’Shea.
- IX.** In Camera: not required.
- X.** Next Meeting:
Tuesday, December 7, 2021 @ 6:00 p.m.
Trochu Town Office Council Chambers
- XI.** Adjournment:
Frank moved adjournment at 8:20 p.m. (20 minutes past our time limit).

Randy Lacey, Library Chair

Date