



Trochu Municipal Library Board

Minutes – December 7, 2021

Time: 6:00 PM

Venue: Trochu Town Office Council Chambers

Chairperson: Randy Lacey relinquishing chair to Pam Bezanson for the evening.

Board members: Frank Vanderkley, Pam Bezanson, Yvonne Hoppins, Terry Myers, and Jenny Lyver

Library Manager: Sherie Campbell

Regrets: Davianna Hunt

I. Call to Order at 6:04 by Pam Bezanson.

II. Additions to and Approval of Agenda:

Add orientation for new member(s) to the agenda.

Yvonne moved adoption of the agenda. Carried.

III. Approval of Minutes:

Yvonne moved approval of the November 2nd, 2021, meeting minutes as circulated.

Carried.

IV. Business Arising from the Minutes

A. Reformatting of Employee Evaluation Form (EEF) – Jenny

Yvonne will follow up with Jenny.

B. Insurance coverage quote: Yvonne/Terry

Yvonne/Terry will continue to explore as the Intact quote was \$1350 for \$2M coverage or \$1050 for \$1M which is not feasible. Three Hills Library purchased coverage for \$500. Marigold is suggesting it is a good idea.

C. Confirmation of meeting locations for 2022 – Jenny

Town has us booked for every first Tuesday of the month. We appreciate their generosity.

D. Summary of Library Service Responses – Terry

Discussion among the board and the manager occurred regarding the summary and these ideas will be incorporated into a new draft for further work and community consultation.

V. Adoption of Financial Report



- Calendar expenses are not included.
- BMO debit card did not have an active pin. Yvonne had to use personal credit card.
- All calendar advertising is paid.
- There should be a refund to offset the issue of the missing advertising on the printed calendars. Stickers are being provided and will be inserted Dec 8 at 7 p.m. at the library.

Yvonne moved adoption of the Financial Statement from Nov 1 – Dec 6, 2021, showing the balances of \$36,896.18 in the general account and \$3653.60 in the casino account. Carried.

VI. Reports

A. **Chairperson** – Randy

We are functioning and maintaining; Randy has not heard any issues.

B. **Library Manager** – Sherie

Mcman programs – Tot n’ me: Little Movers (age 0-6) and Wreck this Journal (age 8-12) programs are offered in December on Thursdays (2-2:45 and 4-4:45). Both had participants and hopefully this will grow. Will have new programming in the new year and there is a wide range of age groups possible. KALs has not been in contact.

Holiday hours: Dec 24 will be open regular hours. Closed Dec 25 – Jan 4.

Reopening on Jan 5th.

Town of Trochu – Jenny -No report.

C. **Marigold Library Association** – Jenny

Town appointed Jenny; Nov 27th meeting. New building came in under budget. Agreement with Strathmore for funding until old building sells.

Revised agreement regarding the county’s contribution on behalf of the library was discussed. New goals for 2022 were also set. Jenny will email.

Committee Reports

D. **Fundraising**

i. **Calendar** (Randy/Pam/Yvonne)

We’ve learned some lessons that should be addressed next year. Timelines should be established earlier. Advertising was easily sold at new price (43 spots); may be more interest that we can tap into next year. Consistent messaging for phone contacts is important. Very little uptake on provision of emails. Spreadsheets are updated. No problem with the calendar increase to \$12. Sherie will need a float for providing change (\$100 in \$5, \$2 and \$1). Pam will provide this.

ii. **Casino** – Naming a chair and developing a committee



- Yvonne received forms from the Alberta Gaming Commission which are fairly detailed. Terry will help review the information before submission.
- Requires the naming of a chair. Usually hire a casino manager and then recruit the required volunteers.

Yvonne moves to appoint Jenny as the chair of this committee for a 3- year term.
Carried.

iii. **Other initiatives** – Brainstorm possible fundraising ideas for 2022 – All Board.

- Selling bacon (Carbon fundraiser) - Randy
- Bottle refunds - Pam will contact Bottle Depot and report.
- Writing contest - Randy
- Friends of the Library – creating a funding model (corporate or family income tax deductible) and recognition process

E. **Finance Committee** – Yvonne/Terry

- a. Draft 2022 budget presented and discussed. With current projections, the library will have a deficit year. Need to examine and revise.
- b. Filing of the Corporate Registry Annual Return – filed December 5, 2021, as it had not been filed in April.

Records Committee – Davianna/ Terry – no report.

Personnel Committee – Yvonne/ Randy – no report.

F. **Policy Committee** – Frank/Terry

Terry moves adoption of the Board Executive and Committee Membership and Responsibilities Policy number 2021-004 as amended. Carried.

G. **COVID-19 Committee** – Yvonne/Sherie - No report

VII. New Business:

A. Land Acknowledgement – Sherie

Marigold has a land acknowledgement for each of the libraries which could be posted on the website.

Terry moves that TML Board include the land acknowledgement on the website.
Carried.

B. Library Memberships – Sherie. Needs further research and consideration. What is the income and what are other libraries in Marigold doing?

C. Board member recruitment – Randy. We need to recruit new people.

D. Electronic meeting attendance – how are we accommodating this? Zoom – Jenny will check with Marigold and look at options. Need laptop to connect. Can we get a password to connect to internet at the town office?



- E. Confirming holiday season hours – in Sherie’s report.
- F. Update Committee Membership list – add Jenny as chair of the Casino Committee.
- G. Continuing Education Policy – Yvonne circulated summaries of two webinars that she attended. The sessions are very worthwhile and are available on-line.

VIII. Correspondence: Confirmation of Marigold’s last payment deposit. \$1166.66 final installment of annual funding.

IX. In Camera:

Terry moved the board move into in camera session at 8:14 p.m. Carried.

Terry moved that the board re-enter the board meeting at 8:32 p.m. Carried.

Jenny moved that for the health and safety of all patrons, Trochu Municipal Library does not allow pets to enter the premises unless they are registered service animals in working harness. Carried.

X. Reflect on the effectiveness of this meeting

Board and manager were prepared for and had a good discussion on the ‘Service Objectives’. The board covered a lot of ground quickly and with purpose. We had snacks.

XI. Next Meeting:

Tuesday, January 4, 2022 @ 6:00 p.m.
Trochu Town Office Council Chambers

XII. Adjournment:

Frank moves adjournment at 8:37 p.m.

Randy Lacey, Library Chair

Date