



## **Trochu Municipal Library Board**

### **Minutes – January 4, 2022**

**Time: 6:00 PM**

**Venue: by Zoom**

Chairperson: Randy Lacey

Board members: Frank Vanderkley, Pam Bezanson, Yvonne Hoppins, Davianna Hunt, Terry Myers, Jaime Martel (alternate for Jenny Lyver)

Library Manager: Sherie Campbell

#### **I. Call to Order at 6:03 p.m.**

#### **II. Additions to and Approval of Agenda:**

Frank moved adoption of the agenda. Carried.

#### **III. Approval of Minutes:**

Yvonne moved adoption of the December 7, 2021 meeting minutes as circulated. Carried.

#### **IV. Business Arising from the Minutes**

- A. Reformatting of Employee Evaluation Form – Jenny/Yvonne – Jenny reformatted and one more small edit and it will be final and ready to upload onto website.
- B. Insurance coverage quote: Yvonne/Terry – is this necessary? Will keep checking on this.

#### **V. Adoption of Financial Reports**

Frank moved adoption of the Financial Report for December which shows balances of \$33,951.50 in general account and \$3653.60 in the casino account. Carried.

#### **VI. Reports**

- A. **Chairperson** – Randy reported comments from people who are grateful that we're doing everything we can to stay open and functional for the town.
- B. **Library Manager** – Sherie indicated that the new COVID restrictions did not impact library operation as library is deemed an essential service. Partnership with McMan has plans for two programs held on Thursday afternoon – Mom and Tots (as before Christmas) and a juvenile (age 8-14) art program. Calendar sales went well before Christmas.
- C. **Town of Trochu** – Jaime attending on Jenny's behalf had no report.



**D. Marigold Library Association – no report**

**Committee Reports**

**E. Fundraising**

- i. Calendar** (Randy/Pam/Yvonne)
  - Some discussion of printer for this next year’s calendar. Three Hills businesses were approached but were not able/willing to print the calendar.
  - Review the project plan circulated by Yvonne and add to next month’s agenda.
  - Refund to Businesses whose Ads printed badly (Yvonne)
    - Pam will contact 4 businesses and see what they would like to do for next meeting.
- ii. Casino** – Jaime has offered to help Jenny. Yvonne is in process of filing the required ALGC paperwork.
- iii. Bottle depot** – Pam will be visiting and picking up money tomorrow.

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

- a. Draft 2022 budget was circulated.
  - i. Questions that need board decisions:
    1. Should the membership fee be continued? Don’t change this year but consider for 2023.
    2. Salary does not include a COLA raise.
    3. Christmas gift? What criteria for distribution? Should it even be an item? Table and think about.
    4. Summer Reading program \$200 used to purchase prizes for the program (t-shirts, books, book bags). Last year’s stock is on-hand so remove from 2022 budget.
    5. Recognition (for past board members). Last two recognitions were donated.
    6. Postage \$25 insufficient for mail-out. Sherie says has no plans for another mailout this year.
    7. Bank fees – Yvonne working with bank to reduce fees.
    8. Book purchases - \$3000 - Marigold gives \$800 paperback budget. And send books throughout year. Leave as this is library’s bread and butter.
    9. Utilities – rates are increasing (approx. \$3300). Would town consider covering some/half utilities?
    10. Present a letter with the budget requesting funds to help with utilities and costs of increases. Yvonne to draft.

Pam moves adoption of the draft 2022 budget to be forwarded to the town. Carried.



G. **Records Committee** – Davianna/ Terry – no report

H. **Personnel Committee** – Yvonne/ Randy – no report.

I. **Policy Committee** – Terry/Frank

Terry moved adoption of the circulated Guidelines for Fundraising Analysis for use in 2022. Carried.

J. **COVID-19 Committee** – Yvonne/Sherie – no changes to library restrictions

**VII.** New Business: none

**VIII.** Correspondence: none

**IX.** In Camera: none

**X.** Reflect on the effectiveness of this meeting

- We completed the agenda in 1 hour 15 minutes.
- Minutes are available to the public but the public is not able to participate in zoom meetings. We could make zoom available on request as other organizations do.
- Yvonne’s presentation of the budget went well and efficiently.

**XI.** Next Meeting:

Tuesday, February 1, 2022 @ 6:00 p.m.

Trochu Town Office Council Chambers (zoom/facetime just in case)

**XII.** Adjournment:

Frank moved the meeting adjourn at 7:20 (8:20 in Mexico!)

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Randy Lacey, Library Chair

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Date