



Trochu Municipal Library Board

Minutes – February 1, 2022

Time: 6:00 PM

Venue: Trochu Town Office Council Chambers

Board members: Frank Vanderkley, Pam Bezanson, Yvonne Hoppins, Davianna Hunt, Terry Myers, (by Zoom) and Jenny Lyver

Library Manager: Sherie Campbell

Regrets: Randy Lacey.

I. Call to Order at 6:06 p.m. by vice chairperson, Pam Bezanson.

II. Additions to and Approval of Agenda:

Jenny moved adoption of the agenda with the additions. Carried.

III. Approval of Minutes:

Terry moved adoption of the January 4, 2022 meeting minutes as circulated. Carried.

IV. Business Arising from the Minutes

A. Reformatting of Employee Evaluation Form – Jenny/Yvonne

Jenny worked miracles and it is ready to roll with direct input into the form. Will be loaded on the website shortly.

Addition to agenda: Patron's Feedback form – needs to be circulated asap. Circulation will include printed copies for library patrons, on website, FB page, and its availability noted where we typically advertise. It is part of the performance evaluation process policy which states it should be done mid-Jan to mid-Feb. Key holder for the lock box is Yvonne. Will be available until the end of February.

B. Insurance coverage quote: Yvonne/Terry

Nothing to report.

C. Update on calendar ads which printed poorly – Pam

Yvonne moved to offer a 15% discount on 2022 calendar to offset the four poorly printed ads in 2021. Carried.

V. Adoption of Financial Reports

Frank moved adoption of the circulated Financial Report for January which shows a balance in the General Account of \$32,662.40 and a balance of \$3678.60 in the Casino Account. Carried.

- BMO did reverse some charges we felt were excessive for our small operation.



- Two budget areas to suspend spending till we address more of the funding questions are office supplies and the purchase of books.
- Lions funding donation may be a possibility.
- Calendar sales profit to date is \$1553.00 as per Yvonne's report.

VI. Reports

- A. **Chairperson** – Randy – not available
- B. **Library Manager** – Sherie
- Calendars** - 129 left to be picked up. List is being updated by Sherie as people pick up. No moon phase on calendars. Sherie is working on the annual report, printing off the statistics, using the guidelines set out by Marigold. Will involve Dom in the production.
- Programs are going well.** Tots program moved to Friday morning. Art program was very successful. Increase to foot traffic recently.
- C. **Town of Trochu** – Jenny –letter requesting additional utility funding town response to request for a bit of extra funding was published in the paper. Ideas for fundraising during Canada Day celebration. Will there be an official letter of response?
- D. **Marigold Library Association** – Jenny
- a. **Levy** – three documents circulated prior to the meeting. New building came in under cost. Schedule C questions regarding which Part applies to TML. Jenny will find out.
 - b. Small change to budget based on Marigold's Schedule A which lists population as 984 and Trochu grant as \$3300. Yvonne will make the change in the adopted 2022 budget.

Committee Reports

- E. **Fundraising**
- i. **Calendar** (Randy/Pam/Yvonne)
Review Calendar Project Management document (circulated). Calendar project should start with a board motion to proceed in June. The commencement of collecting advertising and phoning past purchasers needs to be done in September in order to facilitate the timely arrival of printed calendars by Dec 1st. Any further feedback should be shared with Yvonne by the end of February.
 - ii. **Casino update** – (Jenny) – Yvonne filed the necessary documents by the deadline.



- iii. **Bottle depot** – (Pam) Collected \$389.00. Pam is sending a thank you card and we will consider another period of collection later this year.
- iv. Discussion regarding **membership** on the fundraising committee – there is a lot of work and we need to raise money to offset the shortfall. How can we divide up the work better? Every one on the board needs to participate and do some share of the work; each board member take a project and develop the plan, etc.
- v. Potential initiatives under development for 2022 – bingo in Red Deer, Friends of the TML library campaign, book sale/donations at Canada Day, ways to maximize interest in calendar advertising when there are others interested.
- vi. Pam/Terry and Yvonne will undertake the development of a Friends of the Library Campaign for the Board’s consideration at the March meeting.

F. Finance Committee – Yvonne/Terry

- a. 2022 budget – small adjustment as Marigold’s grant is \$3300.
- b. Letter to town circulated.
- c. Town’s response as reported in the Capital circulated.

G. Records Committee – Davianna/ Terry – no report

H. Personnel Committee – Yvonne/ Randy – performance appraisals getting underway with the Patron Feedback form.

I. Policy Committee – Terry/Frank- no report

J. COVID-19 Committee – Yvonne/Sherie – nothing has changed.

VII. New Business:

- A. Setting the Annual Meeting date – Yvonne moved that the annual meeting be held on the regular meeting of May 3rd. Carried.

VIII. Correspondence: E-mail from Kneehill county volunteer group – could register for volunteers to help with some events. Sherie will share with the secretary for consideration.

IX. In Camera: not needed.

X. Reflect on the effectiveness of this meeting

- Thank you, Pam, for assuming the chair in Randy’s absence. Good to be able to get on with the business of the library as planned. Get well, Randy!
- It’s a miracle that it’s 7:30 and we’re done!
- Did the agenda out of order but did everything we set out to do.



- Was very hard to hear over zoom.
- We are getting better at keeping the agenda moving and limiting tangent conversations.

XI. Next Meeting:

Tuesday, March 1, 2022 @ 6:00 p.m.
Trochu Town Office Council Chambers

XII. Adjournment: Frank moves adjournment at 7:30 p.m. (8:30 p.m. in Mexico)

Randy Lacey, Library Chair

Date