



## Trochu Municipal Library Board

### Minutes – April 5, 2022

**Time: 6:00 PM**

**Venue: Trochu Town Office Council Chambers**

Chairperson: Randy Lacey

Board members: Frank Vanderkley, Pam Bezanson, Yvonne Hoppins, Davianna Hunt, and Jenny Lyver

Library Manager: Sherie Campbell

Regrets: Terry Myers

#### **I. Call to Order:**

Chairperson Randy called the meeting to order at 6:03. Jenny Lyver agreed to take the minutes of the meeting.

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

Yvonne moved adoption of the agenda with additions. Carried.

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

A. Moved by Yvonne that the March 1, 2022, meeting minutes be adopted as circulated. Carried.

B. Electronic vote on March 14, 2022, as follows:

*Yvonne moved that Sherie Campbell, Dominique Tebbutt, and Carol Kletke are provided 3 hours each of paid time for a performance appraisal in March 2022.*

The motion was carried by an electronic vote.

Yvonne moved the verification of the electronic vote as stated. Carried.

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

A. Rescind motion re: purchase of \$100 gift card. - Yvonne/Jenny

Jenny moved to rescind motion for purchase of \$100 gift card. Carried.

B. Update on Float for July 1<sup>st</sup> parade – Davianna/Yvonne/Pam

Davianna priced out float purchases. Will be a golf cart, covered with books, balloons, pom-poms, fringe, etc. For approximately \$61.50, not including candy. Will be handing out candy, bookmarks, and pens. Signage for the Library on the float as well. A drawing was passed around of inspiration.



Yvonne moved to authorize Davianna to spend \$100 on the Canada Day float supplies.  
Carried.

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

### **A. Financial Report for March**

Yvonne moved acceptance of the Financial Report for March as circulated which has a balance of \$27,732.90 in the General Account and \$3678.60 in the Casino Account.  
Carried.

## **VI. Reports**

### **A. Chairperson – Randy**

- a. We have been busy since last month. Feeling an excitement from public.

### **B. Library Manager – Sherie**

- a. Programs are doing well; the kids are starting to use the computers again.
- b. Revitalization of main street, town employee wants to look at the sewer drainage pipe to see if there is any damage to the pipe. Will be starting construction on main street. New streetlights, sidewalks, and street. Will properly fix the ramp out front of the library when they're doing the sidewalks.
- c. Youth program has been moved to Fridays

### **C. Town of Trochu – Jenny**

- a. A correction for the paper was sent in by the town. Should be in this or next week's paper.

### **D. Marigold Library Association – Jenny**

- a. Clarification regarding the Marigold levy and who pays what portion. Showed paper that was sent by Marigold
- b. Marigold will be making and giving us bookmarks and pens

## **Committee Reports**

### **E. Fundraising**

- i. Calendar update - (Randy/Pam/Yvonne/Sherie)**
  - i.** 90 calendars left. Dom has a rough draft of 2023 done. Yvonne tidied up calendar binder. Talked of dropping off a Calendar to the OMG store in town.
- ii. Casino Update – (Jenny)**
  - i.** no update
- iii. Friends of the Library Update - (Yvonne/Pam/Terry) –**
  - i.** Waiting for the cash to come in. The library has 9 friends so far.



**iv. Initiatives under development and/or consideration**

- i. Used Book Sale (July 1<sup>st</sup>) – analysis attached (Randy/Pam/Yvonne)
  - 1. Let people know we are collecting the books close to date. Donation jar for the books.

Randy moved to proceed with the July 1<sup>st</sup> book sale as proposed in the analysis. Carried

- ii. Highways Clean-up (May 7<sup>th</sup>) – analysis attached (Pam/Randy)
  - 1. Pam has a list of volunteers and a contract that is almost filled out. Will be between the hours 7am-5pm. Will be meeting at 9am on the East side of Tolman campground and proceed from there. We are REQUIRED to watch safety video.

Pam moved to approve the highway clean-up fundraiser on May 7<sup>th</sup> and to send in the signed contract ASAP. Carried.

F. **Finance Committee** – Yvonne/Terry – nothing new to report

G. **Records Committee** – Davianna/ Terry – met on March 28, went through entire first cabinet of records. Organizing an e-document “filing index”, categories financial, history, misc. will be tackling more another time.

H. **Personnel Committee** – Yvonne/ Randy – all performance has been completed at the library. Will speak on Sherie’s performance in camera.

I. **Policy Committee** – Frank/Terry –

- a. Bylaws update

Jenny moved for first reading of Bylaws of the Trochu Municipal Library (2022). Carried.

Randy moved the second reading of Bylaws of the Trochu Municipal Library (2022). Carried.

Third reading will be tabled till May.

J. **COVID-19 Committee** – Yvonne/Sherie: nothing to report, keeping committee on stand-by as of now.

**VII. New Business:**

**A. Circulation Computer:** (Sherie/Yvonne)

The purchase of a new circulation computer will be costing the library \$100.75 outside of the Marigold funds.



Yvonne moved to spend the \$100.75 to purchase the circulation computer at the library. Carried.

**B. Succession Planning:** (Yvonne/Terry)

- Terms are expiring in April 2022.
- Discussion re: new board members and executive appointments.

Everyone should review the policy on **Board Executive, Committee Membership and Responsibilities**. Randy's term is up for Chair. Suggesting having a nominating committee. Resulting in short annual meeting. Should we consider having our executive year in December as same as operational year?

Pam moved to form a nominating committee. Carried. Yvonne and Davianna volunteered to head the committee.

**B. Insurance**

Insured by Marigold for the books and videos. The computers, desks and shelving are not covered. Yvonne asked if the library is covered under the Town's insurance, awaiting to hear back from Carl. ~\$10,000.00 in assets.

**VIII. Correspondence:** Letter from Marigold on Insurance

**IX. In Camera:** Randy motioned to go in camera at 7:37pm

**A. Performance Appraisals – Yvonne**

Yvonne motioned to leave in camera at 7:48pm

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

- What went well in this meeting? We were efficient in our topics, only went off topic once or twice. The analysis was good, sped up discussion. The prework was excellent.

**XI. Key Summary: (3-5 items)**

- Have two major fundraisers planned - used book sale (July 1<sup>st</sup>) and highway clean up (May 7<sup>th</sup>)
- Finalized our float entry idea for parade
- Updating our bylaws; they have passed two readings
- Getting a new circulation computer with our fundraising efforts
- All our performance appraisals are done with positive results. It's difficult that we have such great employees but do not have the funds to increase compensation to show our appreciation of their great work.



**XII. Next Meeting:**

Tuesday, May 3, 2022 @ 6:00 p.m.  
Trochu Town Office Council Chambers

**XIII. Adjournment:**

Frank moved meeting adjourn at 7:55.

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Randy Lacey, Library Chair

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Date