



## **Trochu Municipal Library Board Meeting Minutes – March 1, 2022**

**Time: 6:00 PM**

**Venue: Trochu Town Office Council Chambers**

Chairperson: Randy Lacey

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

Library Manager: Sherie Campbell

**I. Call to Order** at 6:01 p.m. by Chairperson Randy.

On behalf of the TML Board, Chairperson Randy offered Sherie our sincere condolences on her recent loss.

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

Jenny moved adoption of the agenda with additions. Carried.

**III. Approval of Minutes:**

Terry moved adoption of the February 1, 2022, meeting minutes as circulated. Carried.

**IV. Business Arising from the Minutes**

**V. Adoption of Financial Reports**

Yvonne moved acceptance of the Financial Report for February as circulated with balances of \$29,190.67 in the general account and \$3,673.60 in the casino account. Carried.

Yvonne moved Trochu Municipal Library engage a new financial reviewer, Denise Daniels, from the Bank of Montreal. Carried.

**VI. Reports**

A. **Chairperson** – Randy – we are back to normal opening and no restrictions.

B. **Library Manager** – Sherie

- Copy of the annual report was sent to government before the due date which was prior to this meeting. Will email a copy to all tomorrow. Sherie provided a verbal overview of the report.



- Calendars: Carol phoned all those left on the list (about 80). 103 calendars remain.
- McMann partnership programs are being received well. Youth programs are at maximum capacity with pre-registration necessary. ‘Tot and Me’ has switched to Friday morning and the numbers are picking up.
- 2022 Shared Collections Budget allocations from Marigold are as follows:
  - Services grant - \$3300 (paid in installments);
  - IT capacity fund - \$1000 (order prior to November);
  - Materials allocation – 200 items
  - Shared Collections budget - \$675 (down from \$800).
- Sherie noted that the circulation computer should be replaced. This was not included in budget deliberations. Sherie will get a quote so we can determine what the shortfall will be after accessing the IT capacity fund.

#### **C. Town of Trochu – Jenny**

- a. Grant of \$20,000 has been static since at least 2017. In 2020 and 2021 some additional one-time funding from other grants increased the allotment. Town covers sewer and water costs at the library.
- b. The board should consider an annual information session by approaching town council with a more significant presentation.

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

- a. Clarification of Schedule C – Part II Municipalities with Library Boards is our category. The schedule shows levy increases in 2023 (\$6.35 per capita) and 2024 (\$6.46 per capita) to be paid to Marigold Library system.
- b. Need to clarify what portion the library pays and if the town pays part of this levy. (Yvonne/Jenny)

### **Committee Reports**

#### **E. Fundraising**

- i. **Calendar update** - (Randy/Pam/Yvonne) – 103 calendars are still available for sale.
- ii. **Casino** – (Jenny) – Casino financial report filed in January has been accepted by AGLC. No news re: our next date for a casino.
- iii. **Initiatives under development** or consideration
  - i. Friends of the Library analysis and letter (Pam/Terry/Yvonne)

Davianna moved that TML Library adopt the Friends of the Library project as outlined and to begin immediately. Carried.



- ii. Bingo – Jenny presented information about a potential opportunity to split working bingos in Red Deer with Red Deer Fencing Club. The commitment would be for providing 4-5 people out of the 8-10 needed once a month on a Thursday (as planned for 2022). The commitment would start at 4:30 till approximately 9:30. Potentially this raises \$500-\$900 per month which would be split between the groups. There are parameters regarding how the money is spent. More information is needed as this would be a big commitment for our small group.

iii. Other potential initiatives – Jenny brought forward some other ideas:

- Fundraising companies – beef jerky, frozen doughs, bulbs, etc;
- Ag society parking attendants (5 hours) – more information
- Raffle box
- Late night learning for adults (paint night, origami, macrame)
- July 1<sup>st</sup> celebration participation – book sale

These have been referred to the fundraising committee for further analysis in order to make recommendations.

Pam moves Trochu Municipal Library prepare a float to enter into the July 1<sup>st</sup> parade. Carried.

Yvonne, Jenny, Davianna volunteered to start a committee to develop a float.

F. **Finance Committee** – Yvonne/Terry – no report

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

H. **Personnel Committee** – Yvonne/ Randy

a. Analysis of patron feedback forms (17 responses). Eight questions and a comments section were available. Overwhelmingly positive responses.

I. **Policy Committee** – Terry/Frank – no report

J. **COVID-19 Committee** – Yvonne/Sherie reported that as of today, March 1<sup>st</sup>, the library is on step 2 re-opening. All covid restrictions are lifted. Items like the sneeze guard will be stored JIC.

## VII. **New Business:**

VIII. **Correspondence:** A thank you was received from an elderly woman to whom we mailed the calendar.

## IX. **In Camera:**



At 8:03 Pam moved the Board go in-camera.

At 8:16 Randy moved we return to the meeting.

Jenny moved that the treasurer purchase a \$100 gift card. Carried.

**Reminder to the Board** that only two members provided feedback for the performance evaluation underway. Please do this **before the 7<sup>th</sup> of March.**

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

- What went well in this meeting?
  - A lot of information was presented and actions were decided on important items.
  - Sherie’s information was very valuable. Perhaps note only highlights and definitely circulate a copy of the report prior (although it was understandable under the circumstances).
- What could we have done differently?
  - Stay on topic as meeting went a bit longer than necessary.
  - Need to utilize the committees outside the monthly meeting.
  - We are on a really good path!
  - Could add a quick summary so we know what to share (especially helpful for Jenny’s report to council).

**XI. Key Summary:**

1. Annual report has been filed with Marigold Library and Public Library Services Branch (PLSB). The report includes many valuable metrics to assist the Board in decision-making. Some items include:

The circulation of recently purchased items both within our membership and in loans to other libraries is up which indicates we are buying the right books for what the public wants.

Our increased social media presence is showing positive metrics in the number of hits, likes and followers.

Covid certainly impacted some areas of the library such as fundraising, in-house events, public computer use but curbside service and website hits were significantly up. With the removal of restrictions, we anticipate a change to these numbers in 2022.

2. Board has approved a significant fundraiser “Friends of the Trochu Municipal Library” which will be advertised in March.



3. Board has approved entering a library float for the July 1<sup>st</sup> parade and celebrations.
4. There has been a positive response to the children and youth programming in partnership with McMann which began in November and has been often at maximum capacity in Jan and Feb.
5. The board sought patron feedback on library services in February. The feedback has been overwhelmingly positive.

**XII. Next Meeting:**

Tuesday, April 5, 2022 @ 6:00 p.m.  
Trochu Town Office Council Chambers

**XIII. Adjournment:**

Frank moved adjournment of the meeting at 8:25 p.m.

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Randy Lacey, Library Chair

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Date