



The Town of Trochu Library Board Minutes – June 7, 2022

Time: 6:00 PM

Venue: Trochu Town Office Lunch Room

Chairperson: Pam Bezanson
Board members: Frank Vanderkley, Yvonne Hoppins, Davianna Hunt, Terry Myers,
Jenny Lyver and Randy Lacey.
Library Manager: Sherie Campbell

I. Call to Order: Chair Bezanson called the meeting to order at 6:00 p.m.

II. Additions to and Approval of Agenda

Jenny moved adoption of the agenda as amended. Carried.

III. Approval of Minutes:

Terry moved adoption of the May 2022 meeting minutes as amended. Carried.

IV. Business Arising from the Minutes

A. Jenny reported that Town Council passed the required motions regarding the Bylaws, Board Member terms, the financial reviewer, and the budget. She provided the formal letter from the town with all the appropriate motions.

The Board thanked Jenny for the excellent reporting that occurred in the town council meeting notes in the Capital.

B. Sherie circulated the Photography/Promotion release form from Marigold which could be used. Sherie has used this release form in prior years and reminded the Board that pictures of kids in programs/using the library would require guardian signature.

C. Yvonne moved that the Board adopt the new mission statement as presented. Carried.

**The Town of Trochu Library is the welcoming heart of the community
where literacy, discovery, creativity and connections are supported.**

D. Float for July 1st parade (update) – Davianna reported that they will need an hour or so to decorate on the night before the parade. Jenny showed the bookmark created by Marigold for distribution along with pens. Davianne will ensure there is candy. Yvonne will help Davianna with decorating the golf cart. Pam reported on the ‘walking book’ for the parade.

V. Adoption of Financial Reports



Yvonne moved adoption of the Financial Report for May as circulated with balances of \$27,789.76 in the General Account and \$3663.60 in the Casino account. Carried.

VI. Reports

- A. **Chairperson** – Pam – no report.
- B. **Library Manager** – Sherie reported that the children’s programming has fewer participants due to other activities in the nice weather. Intern from Marigold will provide two weeks of programming during the summer so there will be continuous summer programming.
Book donations are coming in although some books are not salable.
The library is having more adult use of the public computers likely due to the lifting of COVID restrictions and measures.
- C. **Town of Trochu** – Jenny noted that the Canada Grant for the July 1st celebrations has not come through for the town. Some things will not happen but there will be a parade. Jenny is creating a poster with all the activities including the book sale. Jenny will provide yard games for use close to the book sale.
- D. **Marigold Library Association** – Jenny advised that the new CEO has been announced. There is an informal event on June 17th to celebrate the new Marigold facility.

Committee Reports

E. Fundraising

- i. **Highways Clean-up** – (Pam/Randy) –

A wonderful group of about 20 participants completed 21 kms (Tolman east to Highway 56) and the forms have been submitted. No response yet.

- ii. **Friends of the Library** - (Yvonne/Pam/Terry) –

Yvonne reported that 22 Friends of the Library made donations totaling \$8260.00. The thank you poster is displayed in the library window. It has been an awesome response. The Committee will review and make recommendations for next year.

- iii. **Used Book Sale** (July 1st) - (Randy/Pam/Yvonne)

Book sale will be open 10:00 – 2:00. Randy has donation jar ready. Davianna, Yvonne, Terry will transport books to the sale tables at 6:30 night before. Anyone who wishes to help is welcome.

- iv. **Calendar update** - (Randy/Pam/Yvonne/Sherie)

Randy moves that the board undertake the calendar 2023 project beginning work in September. Carried.

The Calendar Committee was struck with Yvonne and Pam taking the lead and the rest of the board and Sherie as minions to assist with the many tasks.

- v. **Casino Update** – (Jenny/Randy) –

There are casino education workshops. It would be beneficial to have several people take the education to spread the knowledge and workload.

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



- i. **Insurance** – Marigold carries the book insurance for a cost of \$826.84. The Town carries building insurance at a cost of \$970. It appears that that contents (shelving, chairs, tables, computers) are not insured.

Yvonne moved that the Board purchase \$10,000 of content insurance from Knievel Insurance for approximately \$200. Carried.

- ii. **Utilities** – Town approached the treasurer to secure data on the cost of utilities for 2019-2020-2021. The town indicated that Library is on a floating rate and if it were under the town ‘umbrella’, this amount would be reduced and the town would bill us.

Davianna moved that the Board agrees to the town putting the Library under their ‘umbrella.’ Carried.

- iii. Public Library Service Branch – **Provincial grant application** process is underway and is due by June 15th.
- iv. The Finance Committee has been working on a Finance policy and an annual timeline of events for the treasurer and secretary.

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

H. **Personnel Committee** – Pam/Davianna/Terry /Frank – no report

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

- i. Legal Library Board Name – Frank moved the Board recognize that the legal board name is **The Town of Trochu Library Board**. Carried.
- ii. Status of 10 required policies – Board reviewed the status document.
- iii. Draft of Index revision – Board reviewed the draft index.
- iv. Policy Revisions
 - a) Yvonne moved adoption of the **Selection, Acquisition, Purchase and Disposition of Resources: Policy Number 2022-005** which replaces the Selection, Acquisition, Purchase and Disposition of Resources policy number 2022-001. Carried
 - b) Jenny moved adoption of the **Confidentiality of User Records: Policy Number 2022-006** which replaces the Confidentiality of User Records policy dated June 2019. Carried.
 - c) Randy moved adoption of the **Resource Sharing: Policy Number 2022-007** which replaces Resource Sharing Policy dated October 2019. Carried.
 - d) Frank moved adoption of the **Facility Use: Policy Number 2022-008** which replaces Facilities Policy dated June 2019. Carried.



- e) Yvonne moved adoption of the **Hours of Service: Policy Number 2022-009** which replaces the previous Hours of Service policy dated June 2019. Carried.

VII. New Business:

A. 15-year service award – The Board congratulated Sherie Campbell on receiving her 15-year service award and winning the iPad at the Marigold conference draw. Jenny/Yvonne will put the picture and a recognition in the paper and provide that information for posting on the website and on Facebook.

B. Professional Development – brief verbal reports on the following activities. All board members are urged to attend at least one PD activity per year. Some of the offered courses are one-hour webinars that have no cost but provide information and a refresher for even long-term members. Attendance this past month:

- a) **Marigold Conference** – Sherie, Dom, Yvonne and Terry
- b) **PLSB webinars** - Governance Tools – Terry
 - Funding and Finances – Terry and Yvonne

C. Memberships – Randy circulated an email from Marigold which stated that a purge of 49 memberships occurred. These were memberships that had not been renewed since Dec 31, 2019 and had less than \$10 in fines.

The Board requested a report from the Library Manager 4x per year (Sept, Dec, March and June) on the membership numbers including the active/inactive numbers and the split between those residing in Trochu and those in Kneehill county.

VIII. Correspondence: none

IX. In Camera:

X. Key Summary: (3-5 items)

1. The Board updated and approved 5 policies required by the Libraries legislation.
2. Sherie Campbell, library manager, received recognition for 15 years of service.
3. The Board approved the fundraising project for the 2023 calendar.
4. The Board is very thankful to the 22 Friends of the Library whose donations total \$8260 to be used to purchase books and pay utilities. A thank you has been posted in the library window.



5. There will be a used book sale on July 1st on Main Street from 10-2. Book donations are currently being accepted.

XI. Next Meeting:

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

XII. Adjournment:

Frank moved that the meeting adjourn at 8:20 p.m.

Pam Bezanson, Library Chairperson

Date