



The Town of Trochu Library Board Meeting Minutes – September 6, 2022

Time: 6:00 PM

Venue: Trochu Town Office Council Chambers

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

I. Chairperson Bezanson called the meeting to order at 6:06 p.m.

II. Additions to and Approval of Agenda:

Terry moved approval of the agenda as circulated. Carried.

III. Approval of Minutes:

Yvonne moved adoption of the June 2022, meeting minutes as circulated. Carried.

IV. Business Arising from the Minutes

- A. Insurance – Yvonne is working on the content (shelving, chairs, computers) insurance with Knieval Insurance.
- B. Library Name – confirmed the library is ‘officially’ named the Trochu Municipal Library although the Board can change it; the board is officially the Town of Trochu Library Board.
- C. Utilities update: August was first month under the town’s ‘umbrella’. Yvonne is tracking the last 4 years for analysis. Too early to make a judgement.
- D. Plan for Service Draft – August 30, 2022. The Board reviewed this first full draft which includes everyone’s input from over the summer. There is a focus on collecting data for analysis and decision-making. The Board will provide any additional feedback by Sept 20th in email to Terry.

V. Adoption of Financial Reports

Yvonne had circulated the Financial Report for June 7 to August 31 with a starting balance of \$27,789.76 and closing balance of \$51,572 in the General account and opening balance of \$3666.10 and closing balance of \$3,658.60 in the Casino Account.

Randy moved adoption of the financial report for June 7 to August 31 as circulated. Carried.



VI. Reports

- A. **Chairperson** – Pam – no report
- B. **Library Manager** – Sherie – new program Baby Banter postponed to November due to lack of interest in September. Other programs are going very well – especially the Lego Club. Security training for email is scheduled through Marigold for all staff. Technology report articulates the IT ‘out of date’ for our equipment which provides information for budget planning. Memberships update as requested: year to date – 346 patrons listed; 209 are active; 137 are inactive
74 kneehill, 1 Linden Inactive, 1 in acme inactive, 2 in three hills (1 active, 1 not)
267 patrons in town of Trochu. Working on tracking families.
Tracking of new members began August 25 to Sept 3, the library has 5 new members. Will continue tracking to end of December.
- C. **Town of Trochu** – Jenny – street in front of library torn up. Paving will happen soon.
- D. **Marigold Library Association** – Jenny – meeting on Aug 27. Passed a pile of policy. October is Canadian Library Month. Media literacy is
Banff has a library of ‘things’ – crockpot, tools, crochet, snowshoes, tents and knitting etc. There needs to be space/budget. Books in other languages (can get from Marigold). Seniors program to help with technology- seniors paired with tech savvy youth. Drumheller is celebrating 100 years in 2023.

Committee Reports

- E. **Fundraising**
 - i. **Highways Clean up** payment of \$2,129.00 was received and \$115 for the bottles. Very successful with great volunteers to cover so many miles.
 - ii. **Friends of the Library wrap up** summary was reviewed. With one additional recent donation the total is \$8,600. Although the campaign’s major push was over in June, donations will certainly be accepted throughout the year.
 - iii. **Used Book Sale wrap up** summary was reviewed. The overall sale was viewed very positively by the community and support expressed for this being an annual event. A total of \$1718.78 was deposited.
 - iv. **Calendar update** - Advertising collection is almost completed. Packages to volunteers for updating the calendar. Change in vendor is necessary as Staples quoted a 40% increase in cost and is very slow to communicate. Copies Now in Red Deer will cost approx \$4/per calendar which is consistent with last year’s cost. They recommended shrinking the flip (month) pages to standard paper size and using a different quality paper.



Pam moved to engage Copies Now from Red Deer for printing the 2023 calendar. Carried.

- v. **Casino Update** – Yvonne attended a webinar and circulated a summary. Highly recommended that board members try to attend a webinar.

F. Finance Committee –

Terry moved adoption of the **Finance Policy 2022-010** which replaces the finance policy dated May 2020. Carried.

Yvonne moved adoption of **Reserve Policy 2022-011**. Carried.

G. Records Committee – no report

H. Personnel Committee – no report

I. Policy Committee

Yvonne moved adoption of the policy **Provision of Service to Those Unable to use Conventional Print Material Policy 2022-012**. Carried.

Terry noted that the 5 required policies approved in June were sent to PLSB and their response was appreciative of the quality of the policies.

The circulated **Strategic Analysis** August 2022 Draft was reviewed as a companion piece to the Plan for Service. This document is not complete and should not be shared. It is intended to be a tool for decision-making. The Board and Library Manager are urged to read it carefully and provide **feedback** to the Policy Committee by the end of September.

VII. New Business:

A. The National Day for Truth and Reconciliation is recognized federally on September 30th. This is an optional holiday for provincial entities.

Yvonne moved that the library recognize the National Day for Truth and Reconciliation on Sept 30th 2022 by closing. Carried.

B. Professional Development – Yvonne’s participation in a casino webinar is noted and the summary circulated.

C. Deep Cleaning of the Library – Davianna volunteered to get estimates for rug cleaning in spring and for inclusion in the budget process for 2023.

D. Christmas hours – Terry moved the library be closed for Christmas break from Dec 24 – Jan 4 for Christmas. Carried. Sherie will ensure proper notifications are posted closer to the holiday.

VIII. Correspondence: none

IX. In Camera: Jenny moved we go in camera at 9:10 p.m. Jenny moved we exit 9:37.

X. Key Summary: (3-5 items)



1. Fundraising:
 - a. Friends of the library has received new donations for a total of \$8600.
 - b. July 1st Used book sale collected \$1718.78 and may become an annual event.
 - c. The 2023 Calendar project is under development.
2. The draft 5-year service plan for 2023-2028 is being reviewed. It has been a year of work to develop.
3. The Library will be closing for Christmas from Dec 24 – Jan 4.

XI. Next Meeting:

Tuesday, October 4, 2022 @ 6:00 p.m.
Trochu Town Office Council Chambers

XII. Adjournment: Randy moved adjournment at 9:42 p.m.

Pam Bezanson, Library Chairperson

Date