



## **The Town of Trochu Library Board Minutes – October 4, 2022**

**Time: 6:00 PM**

**Venue: Trochu Town Office Council Chambers**

Board members: Frank Vanderkley, Yvonne Hoppins, Davianna Hunt, Terry Myers,  
Jenny Lyver and Randy Lacey.

Library Manager: Sherie Campbell

Regrets: Pam Bezanson

**I.** Vice-Chair Lacey called the meeting to order at 6:02 p.m.

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

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

**III. Approval of Minutes:**

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

**IV. Business Arising from the Minutes**

- A. Insurance update – Yvonne reported that content insurance is pending.
- B. Terry moved adoption of **Five-Year Plan for Service (2023-2028)** as circulated. Carried.
- C. Davianna reported she has received one quote for rug cleaning and will continue to seek options.

**V. Adoption of Financial Reports**

Davianna moved to accept the financial report as circulated with a balance in the General Account of \$45,871 and a balance in the Casino Account of \$3658.60.

**VI. Reports**

- A. **Chairperson** – not available
- B. **Library Manager** – Sherie – Terry and Sherie have been working on a standardized written monthly manager's report which will start in November.
  - Programming attendance: 2 tot programs (8 participants), 1 lego club (16 participants) and 1 teen alliance (8 participants) in September.
  - Issues/decisions: the front door was locked for 2 days due to sidewalk cement work; used the back door.
  - Upcoming: Oct is Library month. Will showcase local authors with full window display.



- Education/training – Sherie participated in a webinar re: changes to the updated Annual Report
- Membership data: 211 active (49 Kneehill; 161 Trochu; 1 other); 138 inactive; 3 new members.
- Circulation numbers: checked out 487 items; checked in 344 items; lent through interlibrary loan 308 items. May have been impacted by both harvest and the construction on the street.
- Holidays/closures: Dom asked for Sat Nov 5; Sherie covering.

C. **Town of Trochu** – Jenny – none

D. **Marigold Library Association** – Jenny - none

## Committee Reports

### E. Fundraising

i. **Calendar update** - Yvonne reported on work done to date and some changes that were required. Dom has printed off sample page which needs some reworking/enlarging. Advertising dollars are coming in. Target finalization date is the end of October.

ii. **Casino Update** – the next casino is in 2024 and about \$3000 is required for the ‘start up’ funds.

iii. **SR Housing group** anticipates making a \$3500 donation. Would like a photo op Thursday Oct 13<sup>th</sup>.

### F. Finance Committee – Yvonne/Terry

Frank moved the establishment of the **Board-Designated “Operational Reserve”** as per Reserve Policy 2022-011 with the target amount of \$20,000 to be accessed with a board motion for a specific need or situation. Carried.

Randy made the motion that the treasurer move \$10,000.00 from the General Account into the Operational Reserve effective immediately. Carried.

Davianna moved the establishment of the **Board-Designated “Building and Capital Reserve”** as per Reserve Policy 2022-011 with the base target of \$5000 to be used for repair, renovation, or other capital expenditures authorized by board motion and in cooperation with the town of Trochu. Carried.

Jenny made the motion that the treasurer move \$2500 from the General Account into the Building and Capital Reserve effective immediately.

Frank moved the establishment of the **Board-Designated “Friends of the Library (FOTL) Books 2023 Opportunity Reserve”** as per Reserve Policy 2022-011 to be released by Board motion to purchase library books in 2023. Carried.



Randy made the motion that the treasurer move \$3000 into the FOTL Books 2023 Opportunity Reserve immediately. Carried.

Davianna moved the establishment of the **Board-Designated “Friends of the Library (FOTL) Books 2024 Opportunity Reserve”** as per Reserve Policy 2022-011 to be released by Board motion to purchase library books in 2024. Carried.

Jenny made the motion that the treasurer move \$2000 into the FOTL Books 2024 Opportunity Reserve effective immediately. Carried.

Yvonne moved the establishment of the **Board-Designated Friends of the Library (FOTL) Utilities 2023 Opportunity Reserve** as per Reserve Policy 2022-011 to be released by Board motion to pay utility bills in 2023. Carried.

Terry made the motion that the treasurer move \$2600 in the FOTL Utilities 2023 Opportunity Reserve effective immediately. Carried.

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

H. **Personnel Committee** – work on the updating job description, and related policies will be starting this month.

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

- i. Strategic Analysis – on-going data collection is required to make the document a decision-making tool. Working on 3 areas this month:
  - i. Membership Cardholder Data
  - ii. In Kind Contributions
  - iii. Capital Planning

Randy moved the establishment of a **Capital Planning Committee**. Carried.  
Davianna, Terry with Sherie volunteered to be the Capital Planning Committee.

## VII. New Business:

A. Outreach opportunities

- a. Golf Course - Yvonne moved that we donate a free library membership for the silent auction basket for October 29th.
- b. Flapjack Fiesta – Wed Oct 26 – Sherie has registered the library for this. Yvonne moved that the library close at 4:30 on Oct 26<sup>th</sup> in order to set up for the Flapjack Fiesta and that Sherie is authorized to spend up to \$50.00 on books for a raffle basket. Carried.
- c. Christmas Market – Nov 17 – Yvonne moved that the library purchase a table for the Christmas Market. Carried.



**B. Town of Trochu Library Board Member Reporting Tool.** Board members need to fill out their time spent on Board governance and volunteer work. This information will be used by Sherie in completing the Annual Report due in Jan/Feb. **First three quarters are due** as soon as possible and no later than November's meeting. 4<sup>th</sup> Quarter will be due at the January meeting.

**C. Dogs in the library** – People continue to bring dogs into the library. Signage needs to go up immediately. Staff need to enforce the policy.

**VIII. Correspondence:** One letter was filed.

**IX. In Camera:**

Yvonne moved the board go in camera at 8:18 p.m.

Randy moved the board resume its regular meeting 8:26 p.m.

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

- 1) **The Five-Year Plan of Service (2023-2027)** was adopted. It outlines the goals and objectives for the operation of the library.
- 2) October is **Library month** and the Library will be showcasing local authors.
- 3) Using the Reserve Policy 011, the Board established **five reserve funds** to ensure the stability and transparency of operations and enhance long-term planning. The reserves are:
  - i. **Operational Reserve** – intended to provide an internal source of funds for situations such as a sudden increase in costs, one-time unbudgeted expenses or uninsured losses.
  - ii. **Building and Capital Asset Reserve** – intended to provide funds for repairs, renovations and items identified in the capital planning process. It may also provide funds for grant opportunities that require 'matching funds'.
  - iii. **Three Opportunity Reserves**
    - a. Friends of the Library (FOTL) Books 2023
    - b. FOTL Utilities 2023
    - c. FOTL Books 2024
- 4) The Library is participating in **outreach opportunities** such as the Golf Course raffle, Flapjack Fiesta and the Christmas market.

**XI. Next Meeting:**

Tuesday, November 1, 2022 @ 6:00 p.m.



Trochu Town Office Council Chambers

**XII.** Adjournment: Frank moved adjournment at 8:32.

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Pam Bezanson, Library Chairperson

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Date