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# TROCHU LIBRARY BOARD

# Annual General meeting Minutes

## May 5th 2020

## Via Zoom following regular meeting

Meeting Facilitator: Randy Lacey, Chair

Call to Order by chair Randy Lacey @ 1745

1. Attendees: Frank Vanderkley, Bonnie Munro, Mary O’Shea, Bonny Teichroeb, Deb Ruddell, Pam Bezanson, Yvonne Hoppins
2. Agenda items:
3. Election of officers: Randy opened the meeting for nominations.

Chairperson: Frank nominated Randy as chairperson. No other nominations from the floor. Randy accepted position by acclamation (term of office until 2022).

Vice Chair: Deb nominated Bonny T. She declined to let her name stand.

Bonny T nominated Frank. He declined

Deb nominated Pam: Bonny T seconded: Pam accepted position: carried (term until 2023)

Secretary: Bonny T nominated Mary: Seconded by Frank: Mary accepted: carried (term until 2022)

Treasurer: Deb accepted this position earlier this year so volunteered to remain in the position. Carried (term until 2023)

1. Committee members by volunteering or appointment by chair:

All committee positions filled by volunteering

1. Finance Committee: Deb (chair), Bonny T., Randy
2. Personnel Committee: Deb, Yvonne, Randy (ad hoc)
3. Casino and fund raising committee: Bonny T., Pam, Randy
4. Policy Committee: Mary, Bonnie M
5. Records Committee: Bonnie M., Deb
6. Marigold Representative: Bonnie M until Oct 2021
7. Bylaws: Following discussion on the wording of item 10.5-Appointmant of officers: Bonny T moved that the by-law read as follows: terms of office for executive positions will be three (3) years. Chairperson and secretary will be elected or appointed in the same year and vice-chair person and treasurer will be elected or appointed in alternate year. Seconded by Randy: Carried

Secretary will make changes to the document and circulate for approval with 3 readings at the next meeting.

Secretary will also keep accurate record of each positions’ 3 year term of office and when elections need to be held.

1. Plan of service with goals & objectives for approval with changes:

Bonnie M moved we approve edited changes to this document as circulated: seconded by Yvonne: Carried

1. Policy changes:
2. Personnel Policy: Randy moved we approve edited changes to this document as circulated: Seconded by Deb: Carried
3. Trusteeship policy: Randy moved we approve edited changes to this document as circulated: Seconded by Bonnie M: Carried
4. Finance Policy: Bonnie M moved we approve edited changes to this document as circulated: Seconded by Yvonne: Carried
5. Records Management policy: Deb moved we approve edited changes to this document as circulated: Seconded by Randy: Carried
6. Confidentiality of user records: No changes to this document
7. Job descriptions and evaluation forms approval with changes: Job descriptions are current. Randy is working on revising the evaluation form for library manager and will present revisions at next meeting
8. Additions to Agenda: None
9. Meeting adjourned by Frank at 1907

Minutes recorded by: Mary O’Shea, secretary

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Randy Lacey, Library Chair Date