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# TROCHU LIBRARY BOARD

# Meeting Minutes

## April 21, 2020

## 5:00 PM via Zoom/conference call

Meeting Facilitator: **Chair Randy Lacey**

1. **Call to Order by Chair Randy Lacey @1702**
2. **Roll Call**

Attendees: Bonnie Munro, Mary O’Shea, Bonny Teichroeb, Sheri Campbell, Deb Ruddell, Maureen Donohoe, Pam Bezanson, Frank Vanderkley

Regrets: Caleb Johns

1. **Additions to and Approval of Agenda –**Bonnie Munro approved agenda as presented with additions: a) purchase of fax machine and b) purchase of ink for Xerox printer, under old business: Seconded by Frank: Carried.
2. **Approval of Minutes**
3. Minutes of March 3rd, 2020 meeting approved by Frank; Seconded by Bonny T: Carried.
4. Minutes of Planning Meeting March 4th, 2020 approved by Maureen; seconded by Randy: Carried
5. **Old Business & Action Items:**
6. Library Website-Bonnie M: nothing further to discuss
7. Policy Committee: Mary-**Personnel Policy**: As per discussion at the planning meeting, this policy needs revision. Mary has reviewed the employment standards, re-sent a copy of the policy for review, and indicated in red where changes may need to be made. Bonny T and Maureen agreed to review and make further recommendations for change for approval at next meeting.
8. **Purchase of Fax machine**: It was discussed at the March 3rd meeting that Sheri would ask Marigold about purchasing a fax machine with our IT fund allotment. Marigold is currently not ordering any equipment, but in the meantime Sheri will look into what would be appropriate to charge the public and if long distance charges also need to be applied. **Item for further discussion when things are back to normal.**
9. **Ink for Xerox printer:** this purchase was approved at March 3 meeting. It has been ordered and will be shipped to us from Marigold as soon as they are shipping.

**VI. Reports:**

1. Chair’s Report: Randy nothing further to report.
2. Fund Raising Report – Randy and Caleb
3. Casino Report: Bonnie T. has submitted our request for another casino which will tentatively be the 3rd quarter of 2023 (July-Sept). We will receive our monies from this year’s casino about the 3rd week of May. Proceeds will be reduced. AGLC also requires a current request form for use of proceeds related to facility expenditures, specifically utilities and repairs. Bonny T will complete the required paper work and send to AGLC.

**Calendar fund raising initiative:** The package for the 2021 calendar fund raiser will be arriving this month. Bonny T moved we accept the package and proceed with this fund raiser: Randy seconded: Carried. Bonny T suggested that once the package arrives we start the phoning while people are home and available, then most of the work would be done for completion in the fall.

1. Library Manager Report-Sheri: tabled.
2. Treasurer’s\Finance Committee Report- Deb Ruddell. Deb will make copies of proposed budget and provide each member with a copy for perusal, discussion and approval at next meeting.
3. Town of Trochu – Bonnie M: town is currently working on their budget. Our treasurer has submitted our financial reports as requested by town council. If anything further required Bonnie will let her know. With the town accountant retiring, the town is looking at contracting financial services and may consider doing our books.
4. Marigold Library Association report-Bonnie M: Bonnie shared some ideas of what other libraries are doing to still provide services.

1. Records Committee Report – Caleb & Bonnie: no report
2. Personnel Committee Report –no report

**VII New Business & Action Items:**

1. Book sale at town sidewalk sale: Tabled
2. Charging memberships for new patrons: Following a brief discussion Mary moved we continue to charge current amounts for memberships: Seconded by Bonny T: Carried.
3. Letter from Yvonne Hoppins stating her interest in joining the library board. Bonnie M moved we accept Yvonne as a new board member: Seconded by Frank: Carried. Randy will send Yvonne an e-mail letter stating our response.

**VIII Correspondence:**

1. Mary sent a note and card to Mike King at the town wishing him well in his retirement and thanking him for his help with our finances. He replied with a thank you to the board for our kind words and wishes.
2. Randy had sent out a letter he received from Minister Madu stating that libraries will be receiving 50% of our funding grant now and the other 50% in the fall.

**IX In-Camera:** Lengthy discussion on personnel issues during Covid-19 restrictions.

Following discussion Bonnie M moved we move out of camera: seconded by Randy: Carried.

Out of camera: Deb R moved we temporarily lay off Sheri due to the Covid-19 restrictions: Seconded by Maureen: 2 opposed the motion, 6 in favor, Carried.

Deb will give Randy a copy of a format letter, he will re-word for library use and send a copy to Maureen and Frank. Maureen and Frank will meet with Sheri to discuss and provide her with any other documentation required.

RE Saturday employee: Personnel committee will meet with Dom to determine if she would be willing to work 3-4 hours per work.

**X** Next Meeting - Next mtg May 5th, 2020 @ 5:00 pm via Zoom followed by AGM.

**XI** Adjournment – by Frank @ 1918

Minutes recorded By: Mary O’Shea, Secretary

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Randy Lacey, Library Chair Date