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# TROCHU LIBRARY BOARD

# Meeting Minutes

## June 2, 2020

## 5:00 PM via Zoom/conference call

Meeting Facilitator: **Chair Randy Lacey**

1. **Call to Order by Chair Randy Lacey @1701**
2. **Roll Call**

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

New board member Davianna Hunt welcomed by Randy and all.

1. **Additions to and Approval of Agenda –**Agenda approved as presented by Pam; seconded by Bonnie M: Carried.
2. **Approval of Minutes**
3. Minutes of May 5th, 2020 regular meeting, and minutes of AGM meeting May 5th approved as presented by Bonny T; Seconded by Randy: Carried.
4. **Old Business & Action Items:**
5. Library Website-Bonnie M.
6. Library Access and monitoring of building in absence of staff:
7. Reading and approval of by-laws: Three readings of by-laws with revisions to item 10.5 approved unanimously by all board members.

**VI. Reports:**

1. Chair’s Report: Randy nothing further to report.
2. Library Manager Report-Sheri: Sheri has reviewed the information from Marigold and suggests that we considered opening the middle of June with curbside service.
3. Town of Trochu report: Bonnie M: report attached. If/when the board decides to open the library the town will support.
4. Marigold Library Association report-Bonnie M: all Marigold information is related to the pandemic and has been sent electronically to all.
5. Treasurer’s report- Deb Ruddell:

Balances on accounts; casino account $16955: general account $ 8067.

Government forms have been completed; deadline was extended to Sept. Forms for Society status also completed.

Have received funding from casino, $ 16,000: and town funding increased to $24,227.

Deb adopted her report as presented: Seconded by Bonny T. Carried

**Committee Reports:**

1. Fund Raising and casino reports: Calendar fund raiser: Bonny T has recruited 9 volunteers to do the phoning. Asks that all forms be completed and returned to her by the end of June. Oct 1 is the deadline for submission. Deb R suggested that once current patrons have been contacted we advertise to see if any new people would be interested.
2. Finance Committee Report: Nothing further to report
3. Records Committee Report: No report
4. Personnel committee Report: Committee contacted Dom re her lay-off and her ROE forms have been completed for her.
5. Policy committee: Hard copy manual is completed and Mary will return to library as soon as it is open. Policy changes need signatures. The website will need to be updated. Mary will send information to Marigold to have this done.

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**VII New Business & Action Items:**

1. Evaluation form for library manager: Randy has revised this form and has sent it to the other members of the personnel committee for review and/or approval.
2. Pandemic response plan and re-opening of library: after much discussion and review of all the information sent by Marigold, Deb R moved we start library service on June 17th with curbside service and that Sheri return to work on June 16th to prepare for partial service: Seconded by Randy: Carried. A committee of board members Yvonne and Bonnie M and Sheri will meet to work out details of opening, advertising to public re opening, and determining what supplies are needed.

**VIII Correspondence:**

**IX In-Camera:**

**X** Next Meeting - Next mtg September 8th, 2020 @ 5:00 pm

**XI** Adjournment – by Frank @1822

Minutes recorded By: Mary O’Shea, Secretary

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Randy Lacey, Library Chair Date

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