

Box 1497, 4922-52 Street
Rocky Mountain House, AB
T4T 1B1
Phone: (403)845-2042
Fax: (403)845-5633
armh@prl.ab.ca
rmhlibrary.prl.ab.ca

Rocky Public Library



MINUTES Rocky Mountain House Library Board Wednesday, November 27, 2019 Library Meeting Room

Present:

Ben Worth Maryon Siemens Mimi Cole Jason Alderson Cindy Winchell Robin Begin Cammie Liard
Mike Stannix

Absent: Mike Day

1. CALL TO ORDER

The meeting of the Rocky Mountain House Library Board was called to order by Chairperson Jason Alderson at 7:00 p.m. on Wednesday, November 27, 2019 in the Library.

1.1.1 Agenda - Changes to the agenda are: Addition to 1.1.2 approve the Oct 29, 2019 minutes, addition 2.3 Holiday Hours, addition 3.1 Policy Updates, addition 4.3 Banff Film Festival and addition to 5.1 Seasonal holiday cards

Motion # 516 Cammie moves to accept the agenda as ammended **CARRIED**

1.1.2 Adopt the Oct 23 and 29, 2019 minutes

Motion # 517 Mimi move to accept the Oct 23 and Oct 29 minutes **CARRIED**

2.0 ITEMS FOR DECISION

2.1 Financial Report – The AB Gov't has confirmed that the remaining 50% of the budget will be forthcoming. It has not been received yet. Govt funding has been confirmed for the next 3 years. The Library Operating Grant comes from the Govt and the Rural Services Grant come from Parkland Regional Libraries. Question about the increased expense of Janitorial service in 2019. Ben explained that this service line was increased as the result of the 2 months of 2018 payroll invoice being paid in 2019.

Motion # 518 Robin moves to accept the Financial Report as presented **CARRIED**

2.2 Robin and Ben presented the 2020 budget to Town Council. The presentation went well. Ben was able to explain the rational of elimination of annual card fees. The fees account for ~\$12,000 of the budget. . J Jason says he thinks council will prefer the \$12,000 to stay in library funding and that the shortfall is made up from other means than taxpayer's dollars. A number of ideas were discussed: a donation drive using the mailouts that the Town and County do, to request donations from individuals, tying it in with the Library's 80th celebration. The money will need to come from somewhere to meet expenses. Ben will gather information on how others librariys covered their shortfall and report back to the board. Discussion around the table about when to "roll out" the new free membership, it would be best to begin in Jan 2020.

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Motion #519 Jason moves to table a motion until more information is gathered and the board will discuss this again. **CARRIED**

2.3 Ben proposes to reduce library hours Dec 24 and Dec 31 to 10:00 – 2:00 pm. Also to close early Dec 6 at 5:00 pm because of the Christmas Party.

Motion #520 Robin moves that the reduced hours as requested are put into effect **CARRIED**

3.0 ITEMS FOR DISCUSSION

3.1 Ben would like the Policy Committee to meet in January to begin the process of updating the library policy book. The last time it was updated was 2017 and there have been changes since. An example is the Town's policy of sick time leave is different than the library policy and how to deal with various day to day situations in the library has changed. Once the committee has a draft it will be shared with the staff.

4.0 ITEMS FOR INFORMATION

4.1 Ben presented his report

4.2 The Personal Committee has collected and reviewed the staff surveys. Ben has completed his self-evaluation. It was hoped it the manager evaluation would be completed for this meeting. Two members of the committee could not attend the Nov 22 meeting with Ben. The committee is meeting with Ben on Dec 5. and the committee will report at the next board meeting.

4.3 Maryon has completed and submitted the application to host the Banff Film Festival as a fund raiser for the library. We should get a reply by the spring.

5.0 CORRESPONDENCE

5.1 Discussion that as per the budget Happy Holiday and gift cards from Co-op will be purchased by Cindy and given to the staff as appreciation for their hard work.

6.0 NEXT MEETING January 22, 2020 7pm .

7.0 ADJOURNMENT

MOTION # 521 Jason moves to adjourn at 8:08pm. **CARRIED**