

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, April 22, 2020 Library Meeting Room

Present in person:

Ben Worth Maryon Siemens Mimi Cole

Present via Zoom: Jason Alderson Cammie Liard Karen Travis Mike Day Mike Stannix

Absent: Robin Begin (joined meeting via Zoom at 7:27pm)

1. CALL TO ORDER

The meeting of the Rocky Mountain House Library Board was called to order by Mimi Cole at 7:05 p.m. on Wednesday April 22, 2020 in the Library.

1.1.1 Agenda – add 3.4 Book Drop Box

Motion # 540 Mike S moved to accept the agenda as amended. **CARRIED**

1.1.2 Adopt the March 25, 2020 minutes

Motion # 541 Mike S moved to adopt the minutes. **CARRIED**

1.1.3 no business arising

2.0 ITEMS FOR DECISION

2.1 Financial Report – written report and verbally presented. Ben presented the Comparative Income statement and a document statement with predictions on the revenue decreases and expense savings during COVID 19 library closure. Ben explained that he used 3.5 months for his calculations with reopening in July. Questions and discussion resulted. The janitorial service is an agreement with the town for 3 nights a week. As a result of the library being closed to the public the need has decreased to 1 night a week. The summer student grant has been applied for but Ben is not sure if we will hire a student for the summer programming. We expect the lost books revenue to go up as people are not able to return their books. We will offer a refund for the missed April Showtime Cinema showing. TTIF had forgot to bill us for shipment from previous months which Ben has paid. The main reduction in expenses is in staffing costs. The full time staff will continue as long as work is justifiable. Continuing education, travel costs have decreased. Continue to order material which Parkland processes with delivery expected in May. Programming expenses are reduced as they are

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
~~now offered online.~~

Rocky Public Library



The Helen Hunley furniture has been put on pause. Ben will move forward with the order.

Ben expects provincial funding to remain the same. The Public Library Service Branch will advance 50% of the 2020/21 public library operating grant amounts immediately.

Cammie thanked Ben for getting these figures together to keep the board informed with predictive numbers.

2.2 The library was invoiced by the Town for 2019 Board member costs to the amount of \$2580.00. Ben asked the payroll clerk why this is as the library hasn't been invoiced for this cost before. Reply was the \$60 per meeting remuneration for 3 town board positions should come from the library budget, not the towns. Ben will check with the County to see their policy. Comments that the town should show clear policy to reflect this change. Ben will follow up with more questions.

3.0 ITEMS FOR DISCUSSION

3.1 Since March 30 when the library closed the programming staff has begun online crafts, story time, interactive Q & A, business owners talking to the community and looking for ways to expand programming. Little Library kiosk will be set up outside the library doors so people can help themselves to discard books.

3.2 Current programming with live chats, teen engagement, gaming session have 7-9 participants, maybe promotion in school mailouts or county mailings.

3.3 Karen suggests that the U Tube video interview that Ben did be put on the RPL and town Facebook page and the County website.

3.4 The exterior book drop box has been closed and patrons are unable to return their materials. Discussion arose with pros and cons of the decision to keep the box closed. The staff is reluctant to handle material that may expose them to risk. Ben will find the safest way possible to proceed and reopen the box in the next few weeks.

4.0 ITEMS FOR INFORMATION

4.1 Ben presented his report

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



5.0 CORRESPONDENCE - a letter was received from AB Municipal Affairs that 50% of the 2020/21 funding will be released without the requirement for library boards to submit an annual report to receive the first installment. This report is usually due June 15.

6.0 NEXT MEETING May 27, 2020 7 pm.

7.0 ADJOURNMENT

MOTION # 542 Jason moves to adjourn at 8:45 pm. **CARRIED**