

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, October 28, 2020 Library Meeting room

Present: Ben Worth Mimi Cole Maryon Siemens Jason Alderson, Cammie Laird, Karen Travis, Mike Stannix

Absent: Robin Begin, Mike Day

1. CALL TO ORDER

The regular monthly meeting of the Rocky Mountain House Library Board was called to order by Mimi Cole at 7:08 p.m. on Wednesday, October 28, 2020.

1.1 Agenda & Minutes

1.1.1 Additions/Changes to the agenda and minutes
No changes

1.1.2 Motion to adopt the minutes and agenda

Motion # 556 Jason moves to accept the agenda and Sept 23, 2020 minutes. CARRIED

1.1.3 No business arising

2. ITEMS FOR DECISION

2.1 Financial Report

Ben presented this report. Ben will place a thankyou in the Mountaineer to thank the donors to the library. Two changes in the Comparative Income Statement have been made. The former Audit line changed to Accounting and the addition of Professional fee's. We are waiting for the GST rebate to come in. Furniture is a capital asset expense. A question about the Health Care spending Account with \$991.00 dollars left can any of this money be spent of wellness / stress education for the staff? Ben explained this is money allocated for reimbursement for staff expenses not professional development. The benefit is for staff working 30+ hrs./week. Upcoming professional development is for a non-violent crisis intervention training course. It is unlikely it will occur this calendar year. Ben will increment communication to the public who are getting or renewing memberships that a donation is appreciated. Mike S will work with Ben regarding the necessary work with the "Asset Continuity schedule" as per the advice from the last audit.

**MOTION #557 Jason moves to accept the financial report as submitted. CARRIED
CARRIED**

2.2 2021 Budget – The finance committee met and are presenting the 2021 budget to the board for approval. In-light of the recent economic reality and 0% budget funding

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requests the committee is suggesting a 0% change from the 2020 budget. The town and County share the cost 50:50. The provincial grants are stable for the next 3 years. Overdue fines were suspended earlier this yr. due to Covid but the income remains in the proposed budget. Discussion of how long this will last. Ben will contact Parkland to ask. Room rental is set at \$10/hr. for non profit groups. There has not been much rental of the room. Ben will ensure this service is advertised to the public. The materials acquisitions has been severely reduced to compensate for a 0% increase. Discussion about reviving the Friends of the Library with a focus on fundraising. Ben will arrange a meeting with the Town & County to discuss the board expenses +/- remuneration by the end of the year. The remuneration should be consistent with both Town and County.

Motion # 558 Jason moves to accept the proposed 2021 budget. **CARRIED**

Ben shared a drafted letter to the Town and County with the funding requests for 2021.

3.0 ITEMS FOR DISCUSSION

3.1 There is an overall potential surplus of \$2414.89 for 2020.

3.2 Discussed earlier with action being taken by Ben.

3.3 Karen expressed that there is a very brief description in the manual of the role of the Personal Committee. It is necessary to clarify that role based of the experience that the committee had the staff changes made in the summer of 2020. It is not necessarily to expand the role. Karen and Ben will begin to work on this together.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report
Ben presented his report. .

5. CORRESPONDENCE

Letter from the County to send funding request to them by Nov 1.

7. NEXT MEETING

November 25, 2020.

8. ADJOURNMENT

Motion #559 Mimi moves to adjourn at 9:08pm. **CARRIED**