



**MINUTES**  
**Rocky Mountain House Library Board**  
**Wednesday, February 26, 2020 Library Meeting Room**

**Present:**

Ben Worth Maryon Siemens Mimi Cole Jason Alderson Karen Travis Mike Stannix Mike Day

Cammie Liard

**Absent:** Robin Begin

**1. CALL TO ORDER**

The meeting of the Rocky Mountain House Library Board was called to order by Mimi Cole at 7:04 p.m. on Wednesday February 26, 2020 in the Library.

1.1.1 Agenda – no changes or additions to the agenda

**Motion # 532** Mike D moved to accept the agenda as presented **CARRIED**

1.1.2 Adopt the January 22, 2020 minutes

**Motion # 533** Mike D moved to accept the Jan 22, 2020 minutes **CARRIED**

**2.0 ITEMS FOR DECISION**

2.1 Financial Report – written report and verbally presented. Discussion about moving forward with eliminating card membership fees.

2.2 The 2019 Annual report to Municipal Affairs has been completed by Ben. There are some minor details to be updated such as address's and phone numbers of the board members.

**Motion #534** Jason moves to accept the report as amended. **CARRIED**

2.3 The Policy Committee has completed their update of the Library Policy Book. There were few minor changes but most important was Policy FM-9. The operating reserve fund balance is currently at \$80,8632.66. The Policy is currently worded we need 6-12 mos. of operating cost in this reserve fund. The committee suggests removing the date range and inserting an actual dollar amount range based on the 2020 budget. Ben will forward this to Wade & Noble during the audit for their opinion. In discussion Mike S explained that a range is required to reclassify amounts between reserve funds. The board suggests to remove the actual dollar amount and rewrite it stating a minimum of 6 months normal operating costs is needed in the reserve fund.

**Motion #535** Mike S moves to amend the FM-9 policy as suggested by the board  
**CARRIED**

### **3.0 ITEMS FOR DISCUSSION**

3.1 The Banff Film Festival has approved our application to host the festival as a fund raiser. However their screening fee has increased by 20% and would be limited to present in 1 cinema only. The number of seat/tickets sales would be half. (150 vs 300 seats) It is not clear what the charge is for renting the Rocky Cinema. Even without cinema rental cost, the margin is too small to make it worthwhile as a fund raiser. We will keep it in mind for another year.

3.2 Ben found a couple of reasonably priced crisis intervention training courses. He has decided on Kayla the local Peace Officer. She will include the library staff in the next session. The cost is \$80 pp and date to be determined. The library may need to be closed for the day.

3.3 Karen is registered for the Library Board Workshop. Mimi is also intending on going. They will carpool.

3.4 All library staff will attend the crisis workshop as explained in 3.2. This will leave enough in the budget for 2 staff and 1 board member to attend the ALC in Jasper in April. Karen is interested.

3.5 Ben with the staff's input have decided on an assortment of soft seating, chairs, coffee tables, furniture for the teen area and a charging station for approximately \$10,000. The order will be placed soon and will be paid from the Helen Hunley funds.

3.6 As the full 2020 budget request was received the library is now in the position to proceed on eliminating card fees. Public notice will be in the town's Spring/Summer guide on March 17<sup>th</sup>. As card membership fees are a barrier to membership, we should see an increase in patron numbers quickly. Card fees have generated ~ \$12,000 in the past so there is significant shortfall to be made up with fundraising.

### **4.0 ITEMS FOR INFORMATION**

4.1 Ben presented his report.

### **5.0 CORRESPONDENCE - none**

**6.0 NEXT MEETING** March 25, 2020 7pm.

### **7.0 ADJOURNMENT**

**MOTION # 536** Cammie moves to adjourn at 8:53 **CARRIED**