



MINUTES

Rocky Mountain House Library Board

Wednesday, April 28, 2021 7pm via Zoom

Present:

Ben Worth, Robin Begin, Karen Travis, Mimi Cole, Cammie Laird,
Jen Lefebvre, Len Phillips, Karen Mehlhaff

Absent:

Mike Stannix

1. CALL TO ORDER

The meeting of the Rocky Mountain House Library Board was called to order by Chair Robin Begin at 7:02 pm on Wednesday April 28, 2021 via Zoom

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda- Ben requested an item for information be added as 4.2: Board Meeting Rules of Order

Motion #581 Cammie moved that the agenda be adopted as amended. Seconded by Karen M. **CARRIED**

1.1.2 Previous meeting minutes – **Motion #582** Len moved to adopt the March 24, 2021 minutes as revised. Seconded by Mimi. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: Ben presented the current RCU balance and comparative income statement for the month of March, 2021. There has not been much activity. One concern is that the library is not receiving any revenue from sources impacted by pandemic closures such as movies series, fines and room rentals. Ben will discuss



with staff ways to proactively fund raise. Ideas will be presented at our next meeting.

Motion #583 Karen T moved to accept the financial report as presented.

Seconded by Karen M. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Plan of Service Community Survey results and Strategic Goals: Karen T and Ben provided an overview of the library survey results. There were 189 responses. Overall very positive with some constructive and creative ideas. People love the library. During the closures the main thing people missed was the physical space, including browsing the shelves, using the computers and interacting with the staff. Literacy emerged as a top learning goal. Leisure goals reveal a desire for diversity and creativity, along with having a comfortable space to enjoy. It is obvious more awareness of existing services is required. Along with the FCSS survey, a need for social opportunity and connectedness was apparent. Expanded collaboration with other community organizations and cross-promotion is a goal.

The 2015-2020 Plan of Service received positive feedback from PLSB and others for the clear and readable format so we will retain that. The core values for the 2021-2025 plan will be:

1. Collaboration (continue and expand)
2. Diversity and Inclusion (goes beyond acceptance)
3. Creativity (expand)
4. Outreach and Engagement
5. Adaptability

Everyone agreed to use these for the new plan. Ben has started working on a first draft.



With assistance from the Advisory Committee, he will prepare a final draft for the May Board meeting. Deadline submission to Public Library Services Branch is June 15.

Len questioned whether libraries should be considered essential services. There could be staffing implications to doing that. There was general agreement that if schools are open libraries should be open too. Ben will draft a letter to Municipal Affairs advocating for that and submit it to the board for review.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report – Ben presented his report. Funding has been approved to hire a Summer Reading Club assistant. The staff development workshop Peace at Work received positive feedback from all staff.

Motion #584 Len moved to accept Ben's report as presented. Seconded by Karen M.
CARRIED

4.2 Board Meeting Rules of Order – A review of the Board of Governance policies determined the following: Decisions are formalized by a motion and seconded. Dissenting members may request that their objections be recorded in the minutes. RMHPL Board Chairperson will vote only in the event of a tie. In order for the board to pass any motions and vote on issues, quorum is required. According to our board structure that would be five attending members.

It was also noted that Standing Committees need to have a Chair. RMHPL has four standing committees as follows:

Advocacy Committee: Karen Travis, Mimi Cole, Mike Stannix, Karen Mehlhaff

Personnel Committee: Robin Began, Karen Travis, Mimi Cole, Jen Lefebvre

Finance Committee: Mike Stannix, Robin Began, Cammie Laird, Len Phillips

Policy Committee: Jen Lefebvre, Karen Mehlhaff, Cammie Laird, Len Phillips

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Each committee will decided who should be the Chair when they meet next.

5. CORRESPONDENCE: None

6. NEXT MEETING: Wednesday, May 26, 2021 7 pm

7. ADJOURNMENT

Motion #585 Cammie moved to adjourn at 7:35 pm. Seconded by Karen M. **CARRIED**