

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, February 22, 2023 7pm Meeting Room and Zoom

**Present:** Ben Worth, Mimi Cole, Karen Travis, Jen Lefebvre , Robin Begin, Tina Hutchinson (for Len Phillips)

**Via Zoom:** Lori Pratt, Sydney Graham, Karen Mehlhaff

**Absent:** Len Phillips

#### 1. CALL TO ORDER

Chair Mimi Cole called the meeting of the Rocky Mountain House Library Board to order on Wednesday February 22, 2023, at 7:02 pm.

##### 1.1 Agenda and Minutes

**1.1.1** Additions/changes to the agenda: None

**1.1.2 Motion #660** Robin moved to adopt the agenda for tonight's meeting. Seconded by Jen. **CARRIED**

**1.1.3 Motion #661** Robin moved to approve the minutes for the January 25, 2023 meeting. Seconded by Jen. **CARRIED**

#### 2. ITEMS FOR DECISION

**2.1** Financial Report: Ben presented the monthly financial report. Tina mentioned it might be advantageous to get a high-interest savings account for the funds that are in Savings. Ben will investigate that at Rocky Credit Union.



**Motion #662** Karen M moved to accept the financial report as presented.

Seconded by Karen T. **CARRIED**

**2.2 Annual Stats Report for 2022:** Every year the library must prepare an annual stats report for submission to Municipal Affairs. Ben went through the template line by line. The board provided input throughout. It was noted that Rocky Mountain House Public Library is second only to Camrose for having the most library card holders in a rural area. Karen M asked if the library could be rented for special events like birthdays. The new facility rental policy permits this, and a form is available to submit.

**Motion #663** Jen moved to approve the annual report.

Seconded by Karen M **CARRIED**

**2.3 Photocopier replacement:** Ben explained that the current photocopier is coming to the end of its use. The technicians who serve it have been keeping it working but it is getting hard to get parts. It frequently jams. Ben estimates it will cost approximately \$10,000 to replace it. Tina suggested looking into a lease agreement. Approaching the Town and County to see if we could collaborate on a purchasing plan or lease agreement with them was also suggested. Ben will check with their admins about this. Fund-raising for a new copier was also discussed. The board cannot directly fund-raise but Friends of the Library or another community group could do this. A few fund-raising ideas were mentioned. Fund-raising will be discussed in greater detail at our next meeting.



### **3. ITEMS FOR DISCUSSION**

**3.1 Assistant Library Manager position:** In the interest of transparency, Mimi asked Ben to explain the process used to fill the library manager position. Ben went through the history of the position. After the budget was approved to hire for the position he met with staff to outline the changes. The objective was to clearly define job rolls, reduce ambiguity, and ensure that levels of responsibility are reflected in compensation. There is no current policy that specifies how positions are posted and filled. The board would like a policy developed to address this. Ben will work with the Policy Committee and present a draft to the board.

**3.2 Objections to library materials:** Ben outlined the process he goes through if someone brings up an objection to an item in the library collection. He meets with the person and asks them to fill out the form that is available under Policy FP-7 "Objections to Library Material". Steps are laid out in the policy if the matter needs to be pursued further. Ben will add the "Canadian Library Association Statement on Intellectual Freedom" to the Guiding Principles on the library website.

### **4. ITEMS FOR INFORMATION**

**4.1 Library Manager's Report:** Ben presented his report. He was able to successfully fill the staffing gap left by Gayle by dividing the hours between two other part-time staff. There is an additional on-call position currently open to applicants. The library is looking forward to hosting Red Hot Science, facilitated by Red Deer Polytechnic, during Spring Break.

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



**Motion 664:** Robin moved to accept Ben's report. Seconded by Jen.

**CARRIED**

**4.2** Library usage stats to the end of January 2023: Jen mentioned the inclusion of stats from 2019 (pre-pandemic) are a useful comparison.

**5. CORRESPONDENCE:** None.

**6. ROUND TABLE DISCUSSION:** Everyone should think of ideas for fund-raising. We will be discussing this at our next meeting.

**7. NEXT MEETING:** March 22, 2023

**8. ADJOURNMENT:**

**Motion #665** Robin moved to adjourn at 8:30 pm. Seconded by Jen

**CARRIED**