

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 26, 2023 7pm

Meeting Room and Zoom

Present: Ben Worth, Mimi Cole, Karen Travis, Tina Hutchinson (for Len Phillips)

Via Zoom: Lori Pratt, Sydney Graham, Jen Lefebvre

Absent: Len Phillips, Robin Begin, Karen Mehlhaff

1. CALL TO ORDER

Chair Mimi Cole called the meeting of the Rocky Mountain House Library Board to order on Wednesday April 26, 2023, at 7:03 pm.

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda: None

1.1.2 Motion #666 Lori moved to adopt the agenda for tonight's meeting. Seconded by Tina. **CARRIED**

1.1.3 Motion #667 Jen moved to adopt the February 22, 2023, minutes. Seconded by Lori. **CARRIED**

1.1.4 Motion #668 Lori moved to approve the minutes as written for the March 22, 2023, meeting. Seconded by Sydney. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: Ben presented the financial report for February at the March meeting, however there were not enough board members in attendance to make a motion. The board reviewed the February report this evening.



Motion #669 Karen T moved to approve the financial report for February.
Seconded by Lori. **CARRIED**

Ben also presented the financial report for March. He noted the payroll invoice has just been received from the town so the numbers will show up in the April report. He also received a confirmation message that the Summer Young Canada Works grant has been approved, subject to available funding.

Motion #670 Jen moved to approve the March financial report as presented. Seconded by Tina. **CARRIED**

2.2 Policy Updates: Ben went through the draft HR policy updates. He consulted with Parkland Regional Library. It was recommended that the policy wording not be too detailed in order to apply to various circumstances. The objective of policy wording is to be foundational. The board offered input to make wording more concise in Section 1.4.4. Other edits were made to Section 1.8 and minor changes were made throughout to provide clarity.

Motion #671 Sydney moved to approve the HR Policy subject to the changes discussed. Seconded by Jen. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Photocopier replacement: Ben presented a spreadsheet showing various prices from NextGen and Inov8. The quotes compared purchase vs leasing options. The substantial cost to purchase a photocopier was



not included in the budget. Therefore, the board preferred leasing with the option to purchase for minimal cost (\$10) at the end of lease period.

Motion #672 Lori moved to pursue and attain a lease for a Sharp photocopier from NextGen. Seconded by Karen T. **CARRIED**

3.2 Fundraising: The board discussed the ideas presented in the ALTA trustee training video on fundraising. Sydney noted that an important take-away from the video is that donations should be aligned with our strategic plan. Even though the Rocky library has charitable status, and can issue receipts for donations, it was felt that resurrecting the Friends of the Library for fundraising would be advantageous. Karen T suggested having a recruitment campaign for Friends of the Library in conjunction with Market on Main.

3.3 Board training schedule: The board finds the training videos offered by the Alberta Library Trustee Association very helpful. Karen T suggested a schedule for watching the remaining webinars in the series as follows:



Board Meeting:	Webinar:	Relevancy:
May	#7: So You've Been Appointed to the Board #4: Managing Meetings	General orientation
June	#3: Making Friends and Influencing Councillors	Advocacy and Community engagement
September	#1: Should I Vote for this Budget?	Budget preparation
October	#2: What does it Mean to be an Employer?	Library Manager performance review

In addition to this training Ben mentioned the Stronger Together conference that will be held in the Fall. Several board members expressed interest in attending. Ben will share more details as they become available.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report: Ben presented his report. He added that the library has signed up for the annual road-side cleanup on Saturday, May 13. Karen T and Mimi expressed interest in helping. He may ask for an additional section along the Everdell Road if enough people volunteer to help. Anyone else interested should let Ben know. The library will receive \$600 for each section cleaned up.



Motion #673: Tina moved to accept Ben's report. Seconded by Karen T.
CARRIED

4.2 Library usage stats to the end of March 2023: Usage is down slightly from March 2022 but up from March 2018 (pre-pandemic).

5. **CORRESPONDENCE:** Ben shared a letter received from the Minister of Municipal Affairs inviting submissions for the 2023 Minister's Awards for Municipal and Public Library Excellence. There are a variety of categories. Deadline to submit is June 15, 2023.

6. **ROUND TABLE DISCUSSION:** Karen T mentioned the Calgary Public Library was recently in the news for installing a full-size fire truck in a branch library. Details on this unique program idea are at <https://calgarylibrary.ca/library-news/engine-23-is-moving-to-fish-creek-library/>

7. **NEXT MEETING:** May 24, 2023

8. **ADJOURNMENT:**

Motion #674 Jen moved to adjourn at 8:40 pm. Seconded by Karen T
CARRIED