Rocky Public Library

MINUTES
Rocky Mountain House Library Board
Wednesday, May 24, 2023   7pm
Meeting Room and Zoom

Present: Ben Worth, Mimi Cole, Karen Travis, Robin Begin, Lori Pratt, Dale Shippelt (for Len Phillips)
Via Zoom: Sydney Graham, Jen Lefebvre, 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 May 24, 2023, at 7:01 pm.
 1.1 Agenda and Minutes
   1.1.1 Additions/changes to the agenda: None
   1.1.2 Motion #675 Lori moved to adopt the agenda for tonight's meeting. Seconded by Robin. **CARRIED**
   1.1.3 Motion #676 Karen M moved to adopt the April 26, 2023, minutes. Seconded by Lori. **CARRIED**

2. ITEMS FOR DECISION
 2.1 Financial Report: Ben presented the bank balance and comparative income statement to the end of April. The Annual Financial Report will be submitted to Municipal Affairs next week. He noted that more donations have been received since the statement was presented. Dale asked what interest rate the library is getting on the savings account. Ben will check and report back.

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Motion #677 Robin moved to approve the financial report for April.
Seconded by Jen. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Board training videos: The board discussed the training videos #7: So You've Been Appointed to the Board and #4: Managing Meetings. Lori commented that she likes the format. Everyone agreed the videos are helpful. Karen T mentioned the point about board members expressing different points of view but once a motion is passed all must speak as one voice in support of the decision. The video on meetings mentioned having a way to track action items. A few board members indicated they use spreadsheets to do this in other organizations. It would be a living document that is updated by the secretary or library manager and then reviewed at every meeting. Ben will create a draft spreadsheet and share it will the board members for input. It will then be available to view on the shared Google Drive. Review of Action Items will be added to items for discussion at future meetings.

3.2 Market on Main sign-up: The library will have a booth at every Market on Main from June 29 to August 31. Mimi encouraged all board members to volunteer to help at the booth. It is a great opportunity to get to know library staff and practice library advocacy. Ben will send out a doodle pole for signing up.

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4. ITEMS FOR INFORMATION

4.1 Library Manager's Report: Ben presented his report. The library is receiving a donation of $5000 from Next to New and $500 from Rocky Kinettes for the Summer Reading Club. The theme this year is Cabinet of Curiosities. Flyers will be distributed to schools and daycares to promote the program. The first Pride Club hangout was well attended. The new photocopier should arrive by the end of June.

4.2 Library usage stats to the end of April 2023: The trend continues where e-usage is up significantly (81%) compared to before the pandemic. Physical circulation and new borrowers are also up (3% and 17% respectively) since 2019. Lori suggested presenting our usage numbers visually at our Market on Main booth. She will share her ideas for attracting people to the booth with Ben. He will create an infographic to display the usage stats. Mimi will talk to the Mountaineer about getting copies of the newspaper to hand out at the booth.

5. CORRESPONDENCE: None.

6. ROUND TABLE DISCUSSION: None this evening.

7. NEXT MEETING: June 28, 2023

8. ADJOURNMENT:

Motion #678 Lori moved to adjourn at 7:45 pm. Seconded by Karen M.
CARRIED

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