

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, June 28, 2023 7pm**

**Meeting Room and Zoom**

**Present:** Ben Worth, Mimi Cole, Karen Travis, Sydney Graham, Len Phillips

**Via Zoom:** Robin Begin, Lori Pratt, Jen Lefebvre

**Absent:** Karen Mehlhaff

### 1. CALL TO ORDER

Chair Mimi Cole called the meeting of the Rocky Mountain House Library Board to order on Wednesday June 28, 2023, at 7:00 pm.

#### 1.1 Agenda and Minutes

**1.1.1 Additions/changes to the agenda:** Three items were added to the agenda. Canada Day closure, Community survey and Vandalism

**1.1.2 Motion #679** Len moved to adopt the agenda for tonight's meeting as amended. Seconded by Sydney. **CARRIED**

**1.1.3 Motion #680** Jen moved to adopt the May 24, 2023, minutes. Seconded by Sydney. **CARRIED**

### 2. ITEMS FOR DECISION

**2.1 Financial Report:** Ben presented the financial documents including the 2022 financial review by Baker Tilly, the comparative income statement to the end of May, and the RCU account balances. He reported on the interest rate for each account. He will look into merging the two operating reserves accounts to receive the higher interest rate on the total funds. Ben will talk to the town about the janitorial expenses.



**Motion #681** Len moved to approve the financial reports as presented.

Seconded by Lori. **CARRIED**

**2.2** Sensitivity Training- half day library closure: A number of concerns including inappropriate comments, complaints and vandalism have come up recently related to library programming and support for the LBGTQ2+ community. The Firefly Institute, based in Edmonton, conducts training sessions on ways to navigate community complaints and provides education on issues faced by this specific group. Ben proposed hosting a morning session of approximately 3 hours at the library for staff, board trustees and other community group members who are interested in attending. Further training to promote tolerance of all people was also mentioned.

**Motion #682** Robin moved to book Firefly for a training session and allow the library to be closed during that time. Seconded by Sydney. **CARRIED**

**2.3** Canada Day closure: Since Canada Day falls on a Saturday this year and the library is normally open on Saturdays, the stat holiday does not automatically fall on the following Monday. This situation does not come up very often and the board felt that library staff should be entitled to a long weekend as would usually be the case. The library will be closed on July 1.

**Motion #683** Jen moved to close the library on Monday July 3, 2023, in addition to the closure for Canada Day on July 1, 2023. Seconded by Len. **CARRIED**



### 3. ITEMS FOR DISCUSSION

**3.1** Board training videos: The board discussed training video #3: Making Friends and Influencing Councillors. Many thought it was the best one so far. Ideas included asking decision makers what the library can do for them and hosting an open house for town and county councillors. Ben will see if that can be arranged sometime this summer.

**3.2** Market on Main sign-up: Market on Main starts tomorrow from 5:30 to 8:30 and runs until August 31. Karen T will help at the first one. Several board members offered to help throughout the summer. The spreadsheet is on the shared Google Drive.

**3.3** Community complaints: Ben reported a community complaint to the board via email. Karen T, as secretary, composed a letter of response explaining the library's position that was supported by the board. The letter was mailed to the individual concerned.

**3.4** Provincial OH&S changes: New Occupational Health and Safety regulations require at least one employee on every shift to have Basic First Aid training. This was not included in the budget but Ben will find the funds to meet this requirement. The training will not interfere with operating hours.

**3.5** New Photocopier: Ben reported the new copier is on site and functioning well. Staff report it is very user-friendly.

**3.6** Community Survey: The library has not conducted a community survey



since the Plan of Service was done. Ben has updated it and will make it available online, in print at the library and promoted at Market on Main. Everyone on the board is encouraged to fill it out and spread the word to others.

**3.7 Vandalism:** Unfortunately the rainbow art installation outside the front door of the library was covered with paint earlier this week. Library staff responded quickly and were able to removed the majority of the paint, leaving minor damage. Ben has approached the town to install a security camera at the front entrance. He will share information and pricing when available. Parkland Regional Library will provide IT support. Jen will share the school division's video surveillance policy as an example to use to develop our own.

## **4. ITEMS FOR INFORMATION**

**4.1 Library Manager's Report:** Ben presented the manager's report. The library received \$600 for participating in the county roadside clean-up. Summer Reading Program is underway with the theme Cabinet of Curiosities.

**4.2 Library usage stats to the end of May 2023:** E-usage continues to be higher than pre-pandemic but about the same as 2022.

**5. CORRESPONDENCE:** None.

**6. ROUND TABLE DISCUSSION:** Karen T mentioned the children's Maker

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Space at the main branch of the Edmonton Public Library. They provide a variety of materials, many reused or recycled, at minimal cost sorted in bins for children to use in creative ways. She will share a picture for information.

**7. NEXT MEETING:** September 27, 2023

**8. ADJOURNMENT:**

**Motion #684** Sydney moved to adjourn at 8:20 pm. Seconded by Jen.

**CARRIED**