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Rocky Public Library



MINUTES

Rocky Mountain House Library Board

Wednesday, September 27, 2023 7pm

Meeting Room and Zoom

Present: Ben Worth, Mimi Cole, Karen Travis, Lori Pratt, Jen Lefebvre

Via Zoom: Robin Begin,

Absent: Karen Mehlhaff, Sydney Graham, Len Phillips

1. CALL TO ORDER

Chair Mimi Cole called the meeting of the Rocky Mountain House Library Board to order on Wednesday September 27, 2023, at 7:23 pm.

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda: none

1.1.2 Motion #685 Lori moved to adopt the agenda for tonight's meeting. Seconded by Jen. **CARRIED**

1.1.3 Motion #686 Lori moved to adopt the June 28, 2023, minutes. Seconded by Jen. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: The board reviewed the financial report. Ben will let the board know when the two reserve funds are due and can be combined into one. Ben will check on the summer student funding from Canada Works. We received approximately \$8000 credit from the town for janitorial services due to a clerical error that had overcharged the library. The Helen Hunley funds will be discussed at next month's meeting.



Motion #687 Karen T moved to approve the financial report as presented. Seconded by Lori. **CARRIED**

2.2 2024 Library Budget: The Finance Committee met last week with Ben to go over a couple of scenarios and come up with a draft budget. They felt a 3.4% increase is reasonable. The small increase in staff hours was compensated for by a slight decrease in materials. The materials budget has increased since the pandemic and this allows for extended benefits in staffing. The board asked Ben to round up to the nearest dollar for revenue and round down for expenses. Ben will include a cover letter when it is submitted to town and county councils. Mimi will sign the letter as board chair as well as assist Ben in presenting the budget.

Motion #688 Jen moved to approve the budget for submission to municipal councils. Seconded by Lori. **CARRIED**

2.3 Policy Updates: As requested by the board, Ben has compared the library HR policies to the town HR policies. He noted areas of discrepancies. The board reviewed the proposed updates and made changes where necessary to provide clarification. This included improvements in wording to policies HR-5, HR-7.5, HR-9.5.3, HR-10.4w, HR-11.3 and HR-13.3.

Motion #689 Jen moved to accept the policy changes. Seconded by Lori. **CARRIED**



3. ITEMS FOR DISCUSSION

3.1 Board training video – Webinar 1: The board discussed the training video “Should I Vote For This Budget?” It was very informative and offered a lot of suggestions. The budget is a planning document that should be based on the library’s Plan of Service. Smaller libraries can provide more detail than larger ones. For ease of reading, numbers should be rounded up for expenses and down for revenue. The board should be able to answer any questions that may arise in the approval process.

3.2 Library Manager’s annual performance review: Jen volunteered to take the lead once again on this process. She asked Ben to complete a self-evaluation. She will send a survey to the library staff with a deadline of October 13. This should give the Personnel Committee time to review and prepare a report prior to the next board meeting. Ben will send Jen an updated list of staff emails.

3.3 Stronger Together Conference – who’s interested, available funds: A few board members indicated they are interested in the online sessions. Those interested should let Ben know what sessions they want to attend by responding to the email he sent. He will register us. There is money in the budget to cover the expenses. The deadline is November 3, but the sooner the better.

3.4 Town Building Survey: The town is doing a survey to get community input into a new town administration building. This is an opportunity to put the library in the minds of decision makers by suggesting a new library as part of the facility. Board members are encouraged to respond.



The deadline for the survey is September 30.

3.5 Trustee term expirations – intention to reapply: Jen informed the board she will not be seeking another term after her current one ends in December. The board is sorry to see her go and wish her the best in her new endeavors. The other two board members whose three-year term ends in December are Mimi and Lori. Both intend to reapply.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report: Ben presented the manager's report. Provincial operating grants have been received. Staffing changes were reported. Ben will ask the town to help pay for the security camera which will hopefully curb repeated vandalism outside the front entrance. The Showcase Cinema lineup for Sept to Dec is finalized.

4.2 Library usage stats to the end of August 2023: Circulation stats are slightly down however brand-new borrowers are up compared to previous years. This could be due, in part, to the membership drive during Market on Main.

5. CORRESPONDENCE: None.

6. ROUND TABLE DISCUSSION: None.

7. NEXT MEETING: October 25, 2023

8. ADJOURNMENT:

Motion #690 Lori moved to adjourn at 8:11 pm. Seconded by Jen. **CARRIED**