

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, October 25, 2023 7pm Library Meeting Room and Zoom

**Present:** Ben Worth, Mimi Cole, Karen Travis, Robin Begin, Len Phillips

**Via Zoom:** Lori Pratt, Jen Lefebvre, Sydney Graham

**Absent:** Karen Mehlhaff

#### 1. CALL TO ORDER

Chair Mimi Cole called the meeting of the Rocky Mountain House Library Board to order on Wednesday October 25, 2023, at 7:01 pm.

##### 1.1 Agenda and Minutes

**1.1.1** Additions/changes to the agenda: Helen Hunley Funds added as an item for discussion.

**1.1.2 Motion #691** Len moved to adopt the agenda for tonight's meeting as amended. Seconded by Lori. **CARRIED**

**1.1.3 Motion #692** Robin moved to adopt the September 27, 2023, minutes. Seconded by Lori. **CARRIED**

#### 2. ITEMS FOR DECISION

**2.1** Financial Report: Ben presented the financial report. He confirmed that the two operating reserves funds will be combined into one when they mature.

**Motion #693** Sydney moved to accept the financial report as presented. Seconded by Len. **CARRIED**



**2.2** Library Manager's Annual Performance review: Ben was asked to leave the room.

**Motion #694** Karen T moved to go into camera at 7:09 pm. Seconded by Robin. **CARRIED**

**Motion #695** Jen moved to go out of camera at 7:20 pm. Seconded by Robin. **CARRIED**

**Motion #696** Len moved to approve a pay increment to Ben on his anniversary date. Seconded by Karen T. **CARRIED**

Ben returned to the meeting and Mimi let him know the board was very pleased with his performance this past year and fully supports the recommendation of the Personnel Committee to award him a pay increment.

**2.3** Policy Updates: Ben went through several proposed HR policy revisions. The purpose of these revisions is to bring library HR policy into alignment with those of the Town of Rocky Mountain House, alleviate any discrepancies and provide better clarification where necessary.

**Motion #697** Karen T moved to add Christmas Eve to the list of General Holidays in HR Policy 6 and update the provisions as specified in Policy 6.1 accordingly. Seconded by Robin. **CARRIED**

**Motion #698** Len moved to accept the other changes to HR policy as discussed. Seconded by Robin. **CARRIED**



**2.4 Stronger Together Conference -library closure:** The in-person library conference is on November 10. Several library staff are interested in attending but to do so would require closure of the library for the day. There was some concern that this would mean the library would be closed for three consecutive days due to Remembrance Day being on Saturday. It was also noted that November 10 is a school PD day. At the same time, the board recognizes this is the first in-person professional development opportunity for library staff in years. Also attendance at this event enables staff to gain knowledge that will enhance their ability to serve our community.

**Motion #699** Len moved to allow closure of the library on November 10 so staff can attend the Stronger Together Conference. Seconded by Sydney. **CARRIED**

### 3. ITEMS FOR DISCUSSION

**3.1** Board training video – Webinar 2: The board discussed the training video “What does it mean to be an employer?” It is the last video in the Alberta Library Trustees Association webinar series that our board was scheduled to watch. Anyone who has not yet viewed it is encouraged to do so.

**3.2** Board Trustees self-evaluation: Karen T mentioned that an annual self-evaluation by board members is listed as a project in our manual but has not occurred for a few years. The purpose would be for each board



member to assess their own performance by filling out a one-page form and setting personal goals for the upcoming year. Sharing this with others would be optional. Mimi and Lori agreed to help Karen prepare a package to be presented at the January board meeting.

**3.3 Helen Hunley Funds:** Ben asked for ideas on how to spend the remaining \$9787.88 in the Helen Hunley funds. He looked into acquiring additional seating but the quote he received is greater than the available funds. The board brainstormed some ideas. They suggested acquiring a diverse range of items for loan or in-library use such as drills, bike pumps, sewing machines and other maker space material. A fix-it service or sponsored cozy corner were also suggested. The board would like the remaining funds to be used to further welcome creativity and support community within the library.

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

**4.1 Library Manager's Report:** Ben reported on upcoming staff and professional development sessions. The new program coordinator is introducing several new programs including Adult Writer's Group, Intro to Guitar classes and Intro to Ukulele classes.

**4.2 Library usage stats to the end of September 2023:** Circulation is down from last year but up from 2019. The number of program participants is up from 2019.

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## **5. CORRESPONDENCE:**

Ben received a letter from the Town of Rocky Mountain House confirming attendance by a library delegation at the November 7 budget presentation. Mimi will accompany Ben that day and they will bring a visual prop that shows what the library has to offer.

**6. ROUND TABLE DISCUSSION:** None.

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

## **8. ADJOURNMENT:**

**Motion #700** Robin moved to adjourn at 8:55 pm. Seconded by Jen.

**CARRIED**