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Rocky Public Library



MINUTES

Rocky Mountain House Library Board Wednesday, February 28, 2024 7pm Library Meeting Room and Zoom

Present: Ben Worth, Lori Pratt, Mimi Cole, Karen Travis, Tom Haennel,
Len Phillips

Via Zoom: Sydney Graham

Absent: Deb Skeels

1. CALL TO ORDER

The meeting was called to order by Chair Lori Pratt on Wednesday, February 28, 2024, at 7:02 pm.

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda: The agenda was amended to include Item For Decision: 2023 Annual Statistics Report and Item For Information: Board Member Resignation.

1.1.2 Motion #711 Len moved to adopt the agenda for tonight's meeting as amended. Seconded by Tom. **CARRIED**

1.1.3 Motion #712 Mimi moved to adopt the January 24, 2024 meeting minutes. Seconded by Tom. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: Ben presented the financial report, noting the local appropriation funds have been received. These funds are in the chequing account until signing authorities are updated. The budget is on track.



Motion #713 Len moved to accept the financial report as presented.
Seconded by Mimi. **CARRIED**

2.2 Standing Committee Leads: Each of the Standing Committees should appoint a lead who will call meetings and report back to the board as necessary. The proposed appointments are as follows:

Finance Committee Lead: Len Phillips

Advocacy Committee Lead: Tom Haennel

Personnel Committee Lead: Karen Travis

Policy Committee Lead: Sydney Graham

Motion #714 Tom moved to accept the lead selections as proposed.
Seconded by Len. **CARRIED**

2.3 Library account signing authority and online banking authority: Rocky Credit Union requires a copy of the minutes that explicitly states who has been given signing authority as well as who has been removed.

Motion #715 Sydney moved that Trustees Lori Pratt, Mimi Cole and Karen Travis, along with Library Manager Ben Worth, be given signing authority at Rocky Credit Union on behalf of the Rocky Public Library. All other names are to be removed. Seconded by Len. **CARRIED**

Motion #716 Karen moved that Chair Lori Pratt and Library Manager Ben Worth be granted authority to do online banking on behalf of the library and that all other names be removed from this authority.
Seconded by Mimi. **CARRIED**



2.4 2023 budget surplus: The end of year surplus for 2023 has been adjusted due to a couple of additional expenditures. This results in a surplus of \$26,000 rather than \$34,000.

Motion #717 Len moved to amend the amount stated in **Motion #707** (January 24, 2024) from \$34,000 to \$26,000, which is to be allocated to operating reserves. Seconded by Tom. **CARRIED**

2.5 2023 Annual Statistics Report: This report is due to Municipal Affairs by the end of February. Ben went through the draft line by line. The only change is to remove Robin Begin as a trustee.

Motion #718 Mimi moved to approve the report as amended and submit it to Municipal Affairs. Seconded by Tom. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Municipal by-election: The board wishes to acknowledge Ken Moesker as the successful candidate in the recent municipal by-election. Ben suggested sending a letter to Ken, congratulating him, and informing him of the library and its services to the community. He also suggested sending letters to the other candidates and the retiring counselor. The board agrees this is an opportunity for library advocacy. The letters will be signed by Ben and Lori.

3.2 Policy updates: Prior to the March board meeting Ben will meet with the Policy Committee to discuss a few updates. The revisions will be presented to the board for approval at the March meeting.



3.3 Trustee code of conduct forms: Library staff sign a code of conduct form at their annual review. The board feels this should be part of our annual self-evaluation process as well. All members present at tonight's meeting signed the forms and gave them to Ben to keep on file. Any board member who has not yet signed the form should do so and pass it on to Ben.

3.4 Parliamentarian Training Seminar: The Public Library Services Branch is offering training on parliamentary procedure on Saturday, March 9 in Strathmore. Any board member who would like to attend should let Ben know. Travel costs are covered. Len has taken the training and highly recommends it. Our library board has a governance policy of which all board members should be aware. Other training sessions may be offered by PLSB in the future.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report: Ben presented his report. He has shared the library budgets of similar sized communities as requested by the board. Showcase Cinema continues as a library fund raiser. Tom pointed out the Mario Cart tournament will be happening when the schools are on spring break.



- 4.2** Library usage stats to the end of January 2024: Lower physical circulation and higher e-usage is a continued trend. Extreme cold weather happened during this period. Program participation is up.
- 4.3** Board member resignation: The board has accepted the resignation of Robin Begin. She will be thanked for her service and valuable contributions to the board in a letter and a book dedication offer. Lori will follow up with the town to seek a replacement.
- 5. CORRESPONDENCE:** None this month.
- 6. ROUND TABLE DISCUSSION:** Lori went around the table and asked for any feedback or discussion. Everyone in attendance agreed that the board self-evaluation is a worthwhile exercise. Karen mentioned an opportunity for armchair travel discussions in the library might be of interest. Len talked about a locker the Camrose library uses for patrons to pick up books after-hours. Sydney mentioned 3D printers which Ben acknowledged are very popular in libraries now. We had one for a short time but it had technical issues.
- 7. NEXT MEETING:** March 23, 2024 7 pm
- 8. ADJOURNMENT: Motion #719** Tom moved to adjourn at 8:42 pm.
Seconded by Len. **CARRIED**