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# Rocky Public Library



## MINUTES

### Rocky Mountain House Library Board Wednesday, March 27, 2024 7pm Library Meeting Room and Zoom

**Present:** Ben Worth, Lori Pratt, Deb Skeels, Len Phillips

**Via Zoom:** Sydney Graham, Mimi Cole

**Absent:** Karen Travis, Tom Haennel

#### 1. CALL TO ORDER

The meeting was called to order by Chair Lori Pratt on Wednesday, March 27, 2024, at 7:00 pm.

##### 1.1 Agenda and Minutes

**1.1.1** Additions/changes to the agenda: The agenda was amended to include Item for Decision: 2.3 Signing Authority.

**1.1.2 Motion #720** Len moved to adopt the agenda for tonight's meeting as amended. Seconded by Deb. **CARRIED**

**1.1.3 Motion #721** Mimi moved to adopt the February 28, 2024 meeting minutes. Seconded by Len. **CARRIED**

#### 2. ITEMS FOR DECISION

**2.1** Financial Report: Ben presented the financial report.

**Motion #722** Len moved to accept the financial report as presented. Seconded by Deb. **CARRIED**



**2.2 Policy updates:** One bylaw and several policies were reviewed for updates.

**Motion #723** Len moved for first reading to update Bylaw L-2004-1.

Seconded by Deb. **CARRIED**

**Motion #724** Mimi moved for second reading to update Bylaw L-2004-1. Seconded by Deb. **CARRIED**

**Motion #725** Sydney moved for third reading to update Bylaw L-2004-1. **CARRIED**

**Motion #726** Mimi moved to approve update to Bylaw L-2004-1.

Seconded by Len. **CARRIED**

Several proposed policy updates were discussed as follows:

Governance 1.9.3: Update name of Parkland, reference to the appendices.

Financial: Update travel allowance.

Resignation and Termination.

Board Job Description.

Facility: Disposition of materials, removed statement of CLA (no longer exists) and replace it with CFLA's statement.

**Motion #727** Sydney moved to adopt changes to governance and financial policies as presented. Seconded by Mimi. **CARRIED**



**2.3** Signing authority: Lori informed the board that due to her business affiliations with financial services, she needs to be removed as a signing authority for the library. It represents a conflict of interest for her.

**Motion #728** Mimi moved to remove Lori Pratt as signing authority and online banking approval and appoint Mimi Cole in her place. Seconded by Len. **CARRIED**

### **3. ITEMS FOR DISCUSSION**

**3.1** Staff appreciation feedback: The pre-Covid dinner was “nice but an obligation”. Joint staff party no longer occurring post-pandemic. Ben discussed a few options. Feedback was that a combined dinner would be welcomed.

Discussion of new library programs and displays is tabled until next meeting.

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

**4.1** Library Manager’s Report: Ben presented his report.

**4.2** Library usage stats to the end of February, 2024.

**5. CORRESPONDENCE:** A letter was received from Hon. Rick McIver, Minister of Municipal Affairs, regarding Budget 2024 and program grants.

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**6. ROUND TABLE DISCUSSION:** Len mentioned there may be a shift of councilors at the next town council meeting due to the by-election.

**7. NEXT MEETING:** April 24, 2024 7 pm

**8. ADJOURNMENT: Motion #729** Deb moved to adjourn. Seconded by Len. **CARRIED**