



MINUTES

Rocky Mountain House Library Board

Wednesday, November 27, 2024 7pm

Library Meeting Room

Present: Ben Worth, Lori Pratt, Mimi Cole, Ken Moesker, Karen Travis, Tom Haennel, Lynda Huseby

1. CALL TO ORDER

Chair Lori Pratt called the meeting to order on Wednesday, November 27, 2024 at 7:04 pm.

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda: None

1.1.2 Motion #757 Mimi moved to adopt the agenda for tonight's meeting. Seconded by Tom. **CARRIED**

1.1.3 Motion #758 Tom moved to adopt the October 23, 2024 meeting minutes. Seconded by Ken. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: Ben presented the financial report and answered questions about the way the figures are presented. There were no concerns with the report.

Motion #759 Tom moved to accept the financial report as presented. Seconded by Lynda. **CARRIED**

2.2 Policy Update – Employee Leaves, sick time: The proposed change to



Policy 10.4 would be to make 16 days of sick leave immediately available each year instead of accruing hours on a monthly basis. This would bring the library policy in line with the Town policy for payroll purposes. Ben explained that library payroll and benefits are administered by the town and the library pays a contract fee to do so. Ken questioned whether there are any other possibilities in the library world to find a contract that would be more beneficial. Ben will enquire about that. The board also felt a recommendation should be made to the town to include mental health leave.

Motion #760 Karen moved to accept and adopt this policy update as presented. Seconded by Lynda. **CARRIED**

2.3 Policy Update – Facility Rental: The board discussed the Meeting Room Rental Agreement with the intent to make changes to accommodate more fund-raising events and community use. Policy revision to allow food and drink, including limited consumption of alcoholic beverages, was discussed. The damage deposit should increase to \$250 and the updated policy should not be restricted to the meeting room.

Motion #761 Mimi moved to adopt the changes to the facility policy as discussed. Seconded by Tom. **CARRIED**

2.4 Library Hours – New Year’s Eve: Ben asked if the library could close early on December 31. Historically, the usage is very low on that day.



Motion #762 Mimi moved that the library be allowed to close at 4 pm on December 31, 2024. Seconded by Ken. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Resigning Board Members Appreciation: As an appreciation to trustees who have served on the board and have now resigned, the library offers a book dedication. The trustee selects a book, either from the collection, or purchased by the library for this purpose. A dedication plate is placed inside the front cover naming that individual as a lasting legacy to their service. Ben will reach out to Deb and Sydney to see if they'd like to participate. Others have participated in the past.

3.2 Friends of the Library – Advocacy Committee update: Tom reported that the Advocacy Committee held the Meet and Greet as planned on November 21. A small but enthusiastic group attended. Names have been collected and although some people are only interested in helping out, there are likely enough people to form a new executive. The next step will be to set a date for an AGM in the new year. Former executive as well as new members willing to fill positions will be invited. Ben will contact the province to get a copy of the Friends of the Library by-laws. Clarification is needed as to whether library trustees can join or in what capacity they can help with events.

ITEMS FOR INFORMATION

4.1 Library Manager's Report: Ben presented the manager's report. In addition to the programs and events reported, he mentioned that 51



people attended the Gaming Extravaganza. This year tabletop gaming, Magic the Gathering cards and one-minute D&D were added and very popular. Several businesses were very generous in sponsorship and thank-you cards were sent.

4.2 Library usage stats to the end of October 2024: Circulation stats look good. E-usage continues to go up. New library borrowers are also up as is program participation.

5 CORRESPONDENCE: None this evening.

6 ROUND TABLE DISCUSSION: Everyone contributed ideas for fund-raising by Friends of the Library. Among these were period-costume dances and mead and cheese events. Karen mentioned a program run by the Lethbridge Public Library called Homebound. It involves using volunteers (trained by library staff) to select, sign -out and deliver library material to people who are unable to physically get to the library. Lori will contact West Country to see if they have volunteers interested in this. Lori and Ben attended a town council meeting to answer questions regarding the library budget. A meeting with the county council is yet to be scheduled. Ben had a meeting at FCSS with various stakeholders to discuss shelter in cold weather for the homeless. The town has a request for proposal for a warming shelter at the food bank.

7 NEXT MEETING: January 22, 2025 7 pm

8 ADJOURNMENT: Motion #763 Mimi moved to adjourn at 8:22 pm. Seconded by Ken. **CARRIED**