

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, January 22, 2025 7pm Library Meeting Room

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

1. CALL TO ORDER

Chair Lori Pratt called the meeting to order on Wednesday,
January 22, 2025 at 7:01 pm.

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda: None

1.1.2 Motion #764 Mimi moved to adopt the agenda for tonight's
meeting. Seconded by Tom. **CARRIED**

1.1.3 Motion #765 Mimi moved to adopt the November 27, 2024
meeting minutes. Seconded by Tom. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: The board reviewed the monthly financial
documents. Ben noted the Local Appropriation Funds do not show up
in the Rocky Credit Union snapshot of accounts yet but will be shown
in next report. The administrative contract fees are still owing to the
town. Revenue is higher than budgeted and expenses are slightly
lower. Barbara asked if there are library membership fees and Ben
explained there are not.



Motion #766 Lynda moved to accept the financial report as presented.
Seconded by Ken. **CARRIED**

2.2 Election of board executive and committee appointments: The board discussed the executive positions and the duties they perform. These duties are listed in the trustee orientation manual. The three executive positions are: Chair, Vice-chair and Secretary. All incumbents agreed to continue in their positions for 2025.

Motion #767 Ken moved to acclaim the trustees who currently hold those positions as follows: Chair: Lori Pratt, Vice Chair: Mimi Cole, Secretary: Karen Travis
Seconded by Tom. **CARRIED**

Ben explained there are four committees, each made up of four board members. One person is designated as Lead for each committee. The Lead calls committee meetings and reports back to the library board. Each board member is assigned to two committees. Currently there is one board vacancy. When that becomes filled, the board will review these assignments to include that individual.

Committee appointments are proposed as follows:

Finance Committee: Ken (Lead), Barbara, Lori, Tom

Personnel Committee: Lynda (Lead), Karen, Mimi, Lori

Advocacy Committee: Tom (Lead), Mimi, Karen, Lynda

Policy Committee: Barbara (Lead), Ken, Lori, Mimi



Motion #768 Tom moved to adopt the committee appointments as proposed. Seconded by Mimi. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Employee benefits and mental health days: Ken asked if there was an update on mental health days in our policy. The board reviewed Policy 10.4- Personal and Family Responsibility Leave, subsection b. Changes were made to bolster mental health leave. Upon review no changes were made to bereavement policy since mental health days could also be used for bereavement.

Motion #769 Tom moved to adopt the proposed changes to Policy 10.4 as discussed. Seconded by Lynda. **CARRIED**

3.2 Memorial Book Dedication: Mimi asked if the book dedication that is offered to retiring board members could be extended to Wanita's family, in memoriam. Ben will provide the family with the form to fill out.

3.3 Plan of Service review: The board went through the 2021-2025 Plan of Service. We reviewed the objectives and strategies for each of the Strategic Goals: Collaboration, Diversity & Inclusion, Creativity, Outreach & Engagement and Adaptability. Several of the strategies have been achieved or are ongoing. There are a few that have not yet been addressed. A wide variety of ideas were shared to continue making progress. It was noted that the Advocacy Committee will need to begin work on a new Plan of Service this year.



3.4 New trustees and training: Barbara Gibson was welcomed to the board as the Clearwater County council rep. Barbara has served on a number of library boards and has worked closely with the Caroline Public Library. Ben will provide her with access to the shared Google Drive and any other material specific to our library.

ITEMS FOR INFORMATION

4.1 Library Manager's Report: Ben presented his report. He added that there will be a Mario Kart event on February 22. The Brick has generously offered to provide screens. Staff art will be featured in the exhibit space in March and April. If any board members have artwork they'd like displayed they may do so at the same time. Showcase Cinema was discussed and Tom wondered if a similar program targeting youth could be started. Ben will share the ideas talked about with the library program coordinator.

4.2 Library usage stats to the end of December 2024: The board was pleased that usage stats are up, including new borrowers. Starting in January the stats will report all usage of the meeting room in addition to exams.

4.3 Recreation Passes: Lori is a member of the Health Professional Engagement Team that supports health professionals who are here temporarily. She enquired whether passes to the town recreation center could be kept at the library and signed out to them. This could help them feel welcome in the community and introduce them to the library. She will discuss this further with Ben.



- 5 CORRESPONDENCE:** Ben received a letter from the co-manager of the Caroline Public Library explaining how the amalgamation of Caroline and the county will affect the Nordegg and Caroline libraries. She stated that these libraries will be directed by a newly formed Clearwater County Library Board. Barbara mentioned that a major concern with the amalgamation was whether Caroline would be able to keep its library.
- 6 ROUND TABLE DISCUSSION:** Karen told the board about a podcast she heard on elevator pitches. These are short marketing messages can be shared in the amount of time it would take to ride an elevator. She will share a link to the podcast. Tom is attending a library conference in Ontario. He also reported on his progress setting up a library fundraiser with a local Meadery. The Advocacy Committee will meet to discuss further. Lynda would like to see the library involved in this year's GISH (Greatest International Scavenger Hunt the World Has Ever Seen). Barbara shared her gratitude for being chosen to sit on the library board. Ben has a list of action items he would like to review at our next meeting.
- 7 NEXT MEETING:** February 26, 2025 7 pm
- 8 ADJOURNMENT:**

Motion #770 Tom moved to adjourn at 9:05 pm. Seconded by Barbara.
CARRIED