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# Rocky Public Library



## MINUTES

### Rocky Mountain House Library Board

Wednesday, May 28, 2025 7pm

### Library Meeting Room and Zoom

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

**Zoom:** Teresa Willigar

#### 1. CALL TO ORDER

The meeting was called to order by Chair Lori Pratt on Wednesday,  
May 28, 2025 at 7:00 pm.

##### 1.1 Agenda and Minutes

**1.1.1** Additions/Changes to the agenda: The following items were added to  
the agenda.

Item 2.4 Reserve Funds Policy

Item 4.3 Town of Rocky Mtn House Return on Investment

**1.1.2 Motion #784** Tom moved to adopt the agenda for tonight's meeting  
as amended. Seconded by Lynda **CARRIED**

**1.1.3** The following edit to the April minutes was made by Lori.

Item 4.1 Lori and Ben will give a presentation to the town, similar to  
the one they gave to Clearwater County.

**Motion #785** Karen moved to adopt the April 30, 2025 minutes, as  
amended. Seconded by Mimi. **CARRIED**



## 2. ITEMS FOR DECISION

**2.1 Financial Report – May 2025:** Ben presented the snapshot of the RCU accounts and the Variance Report. He noted that the lease licensing fee for the copier is re-couped by printing charges. There are no maintenance fees.

**Motion # 786** Tom moved to approved the May 2025 Financial Report. Seconded by Ken. **CARRIED**

**2.2 Showcase Cinema Comparative Income Report 2024:** This report shows a total income of \$4,090 and total expenses of \$3,487.18. This resulted in a net profit of \$602.82

**2.3 Showcase Cinema Comparative Income Report Jan-April 2025:** The report for this period shows a small profit of \$593.57. This was presented for information.

**2.4 Reserve Funds Policy:** The Finance Committee reviewed this policy prior to the board meeting. They amended operating reserves and added capital reserves. Currently we have much less in reserves than the policy requires. Fund raising and donations should be increased to attain and maintain reserves. More revisions to the policy are forthcoming including a philosophy of investment for both operating and capital reserves. Helen Hunley Funds could be a line item in capital reserves. This policy should be reviewed by the board on an annual basis. Cardstock was added to printer fees at \$1.00 per page. This item will be voted on when finalized.



## **3. ITEMS FOR DISCUSSION**

### **3.1 Advocacy Committee Report:**

#### **3.1.1 Plan of Service:** Our current Plan of Service is for 2021- 2025.

Technically, the deadline to complete a new one is June 2026 but we will aim to complete it this calendar year. The Advocacy Committee drafted a survey for public input. It will be available at Market on Main. We will also incorporate other strategic plans from community organizations, government agencies and service groups. The survey will be available to the board prior to going live.

#### **3.1.2 Market on Main:** The student hired to do summer programming will be attending all market on main evenings. Ben will provide them the list of advocacy activities we previously brainstormed. He will also send out a doodle pole to trustees to sign up to help.

#### **3.1.3 Upcoming Municipal Election:** We will send questions related to the library to each of the candidates prior to an all-candidates forum. A meet and greet in the library will also be planned after all candidates are declared for both town and county.

#### **3.1.4 Friends of the Library:** Ben just received the latest bylaws from Alberta Corporate Registries for re-instating this group. He will email the people who previously expressed interest. We can also ask survey respondents in the section at the end where they provide their name for the prize draw if they are interested in more information on Friends of the Library.

### **3.2 Dress code:** Tom reported he had received a complaint about some library staff wearing inappropriate attire while at work. Ben has addressed staff dress in the past. No policy exists but it might be useful in the future to set standards for employment. Ben will see what other libraries do as well as local municipalities. The board would be willing to



have a discretionary fund to cover the cost of clothing prior to a first pay cheque. A draft policy will be presented to the board. We also discussed the possibility of library branded T-shirts. This can help patrons easily identify staff.

## ITEMS FOR INFORMATION

- 4.1** Library Manager's Report for May: Ben presented his report. He confirmed all library donations are acknowledged with a thank-you. The annual roadside clean-up collected 15 orange garbage bags of litter. We will only sign up for one section next year due to a low number of volunteers.
- 4.2** Library usage stats for May 2025: Brand new borrowers are still up. Ben clarified the e-audio material is accessed through the Libby App.
- 4.3** Town of Rocky Mtn House Return on Investment: Barb shared a document that shows the benefits of the Parkland Regional Library to our library and the town in 2024. For every dollar spent there is a return on investment of \$29.06. It also provides other stats on PRLS for the year.

**5 CORRESPONDENCE:** None.

**6 ROUND TABLE DISCUSSION:** Teresa mentioned the recent incident in the library where the RCMP were called and wondered if any further action was

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required. Karen asked if everyone was aware of the Department of Education's concern over some material in school libraries. She wondered if it would have repercussions for public libraries. Tom stated the June board meeting will be his last. Ken also mentioned the school library issue. There is an online survey for people to provide feedback. Barb reported Nordegg and Caroline are working on forming a Clearwater County library board. This is paramount to the continuation of the Caroline library. Lori said the presentation to town council regarding library services was well received. Information was presented ahead of time. No questions came up. Lori also had a meeting at the Rocky Credit Union to discuss options for financial investments for the library reserves. A robust policy must be drafted first.

**7 NEXT MEETING:** June 25, 2025 7 pm.

**8 ADJOURNMENT: Motion #787** Barb moved to adjourn at 8:30 pm.  
Seconded by Tom. **CARRIED**