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# Rocky Public Library



## MINUTES

### Rocky Mountain House Library Board

Wednesday, June 25, 2025 7pm

### Library Meeting Room

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

## 1. CALL TO ORDER

The meeting was called to order by Chair Lori Pratt at 7:03 pm on Wednesday, June 25, 2025.

### 1.1 Agenda and Minutes

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

Item 3.3 Friendship Center

Item 3.4 Water fountain

**1.1.2 Motion #788** Lynda moved to adopt the agenda for tonight's meeting as amended. Seconded by Ken. **CARRIED**

**1.1.3 Motion #789** Barb moved to adopt the May 28, 2025 meeting minutes. Seconded by Mimi. **CARRIED**

## 2. ITEMS FOR DECISION

**2.1** Financial Report – Ben presented the financial report. The budget is on track and there are no concerns. He noted that line 5810 may include janitorial services so he will get it checked by the bookkeeper.



**Motion # 790** Tom moved to approved the June 2025 Financial Report. Seconded by Mimi. **CARRIED**

**2.2** Appearance/dress code policy: As requested, Ben consulted with the town and county as well as other libraries regarding policy on appropriate work attire. He compiled a draft policy that the board reviewed. Lori suggested a statement be added under violations that addresses whether the time needed by an employee to change their clothes is paid or not. The board discussed whether examples of dress code violation should be explicitly listed. Consensus was that this policy is a point of reference and specific scenarios are open to interpretation by the manager. Ken suggested one way to avoid issues is to have library shirts for staff. Ben will investigate getting name tags with first name only so staff can be easily identified by the public.

**Motion # 791** Tom moved to adopt the policy as discussed. Seconded by Mimi. **CARRIED**

**2.3** Memorandum of understanding with Clearwater County Library Board: Provincial library funding that was previously distributed through Parkland Regional Library will now go directly to the new Clearwater County Library Board (CCLB). Ben shared a memorandum of understanding (MOU) that is being worked on by CCLB. The MOU outlines how funds will be distributed to the county (for Caroline and Nordegg Public Libraries) and to the town (for Rocky Public Library) based on population. It will not affect our budget and should be updated and signed annually. The date when this review should



happen each year as well as the date it is signed should be explicitly stated. Barb questioned the population numbers being used for the county. The figure 3704 only represents Caroline, however she was told by Library Services that the county population should be for the entire county minus the town of RMH. The final version will be written by the CCLB with support from county staff. The CCLB may require the services of a consulting MLIS occasionally. Ben would be willing to provide that service. The board felt that more information is needed before we agree to this in principle. Ben will follow up with county staff regarding our concerns. We will hold an emergency meeting over the summer if necessary to finalize the MOU.

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

**3.1** Staff retirement and trustee resignations: Acquisitions clerk Michelle Wutzke is retiring in June. The board wishes her well in her future endeavors and members signed a card of congratulations. Board trustees Tom Haennel and Teresa Willigar have both resigned. They were both given book dedication forms to fill out. The town board vacancy is posted now. The county board vacancy will be posted in September. The board thanked Tom and Teressa for their services.

**3.2** Market on Main: This is our last meeting before Market on Main starts so Karen wanted to remind everyone to sign up to help with the booth. There are still quite a few unfilled spots. Promoting the survey for the Plan of Service is a priority. Tom will help with the first one. Time commitment is from about 5:00 pm to 8:30 pm on Thursdays throughout the summer. Ben will send the Doodle Pole out again.



**3.3 Friendship Center:** Lynda mentioned that people who live on the reserves that use the Friendship Center would also like to access library material, however transportation can be an issue. She asked Ben if he would talk to the director of the center to see if they could act as a delivery service to fill this need.

**3.4 Water fountain:** Lynda asked if Everything H2O could be approached to sponsor a water dispenser in the library. The sponsorship would include signage recognition. Tom suggested there may be environmental grants to cover costs.

## ITEMS FOR INFORMATION

**4.1 Library Manager's Report for June:** Ben went through his report and answered questions. The increase in patron incidents is concerning. Ben hopes to mitigate this by scheduling new staff at times when staffing has been more limited. All staff receive training in dealing with difficult/abusive patrons. The Medicine River Wildlife presentation is open to all and has been very successful in the past. Ken will provide an invitation to town counsellors to attend.

**4.2 Library usage stats for June 2025:** The board reviewed the stats. Barb pointed out that usage stats at Caroline are generated based on postal codes of patrons. Therefore, if someone from outside the community borrows material then their home library gets the credit. This can make stats inaccurate, especially in summer when these stats can triple.

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- 5 **CORRESPONDENCE:** Ben received written notification from Teresa that she is resigning from the board.
- 6 **ROUND TABLE DISCUSSION:** Tom shared that he learned a lot during his time on the board. He will be starting a new job at the Regina Public Library and invited anyone who travels there to a tour of that library.
- 7 **NEXT MEETING:** September 24, 2025 7 pm.
- 8 **ADJOURNMENT: Motion #792** Karen moved to adjourn at 8:15 pm.  
Seconded by Tom. **CARRIED**