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Rocky Public Library



MINUTES

Rocky Mountain House Library Board Wednesday, September 24, 2025 7pm Library Meeting Room

Present: Ben Worth, Lori Pratt, Karen Travis, Barbara Gibson, Lynda Huseby, Elyse Morin, Mimi Cole

Absent: Ken Moesker

1. CALL TO ORDER

The meeting was called to order at 7:01 pm by Chair Lori Pratt on Wednesday, June 25, 2025.

1.1 Agenda and Minutes

1.1.1 Additions/Changes to the agenda: The following item was added to the agenda.

Item 2.5 Truth and Reconciliation Day

1.1.2 Motion #793 Lynda moved to adopt the agenda for tonight's meeting as amended. Seconded by Elyse. **CARRIED**

1.1.3 Motion #794 Barb moved to adopt the June 25, 2025 meeting minutes. Seconded by Mimi. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report – Ben presented the financial report and noted that line 5810 is slightly over budget because the library purchased an AED machine. Mimi asked if everything else is on track. Ben said it was, including acquisitions purchasing. Lori wondered if we could partner



with other community organizations for future purchases like the AED. The Friends of the Library could also help with this in the future.

Motion # 795 Mimi moved to approve the September 2025 Financial Report. Seconded by Karen. **CARRIED**

2.2 Library closure Monday September 15: The library was closed this day so that staff could attend a library conference. Seven staff and one trustee attended, reporting that the sessions were excellent. Approval was sought through email but a motion is required to make it official.

Motion # 796 Elyse moved to retroactively approve the closure of the library on September 15 for staff development. Seconded by Mimi.
CARRIED

2.3 Draft 2026 Budget: The Finance Committee met to draft a budget for 2026. The increased funding request is mainly to cover staffing for expanded coverage during evening and weekend hours. The rationale is that since most incidents happen at those times, it is a safety issue. Ben went through the budget line by line. The increase is 8.5% and amounts to approximately \$15,000 each for the town and county. The Clearwater County Library Board (CCLB) Memorandum of Understanding has not yet been signed but when it moves forward it will likely impact this budget. Discussions are ongoing and a meeting is scheduled in October. Lori asked about the timeline for approval of the budget given the municipal elections happening soon. Usually, it is approved by the end of the year but 50% may be received if there is a



delay due to new councils being in place. Lori and Ben will request a delegation to present the budget to the councils, accompanied by a letter signed by Lori as Chair of the Board. It was agreed that more communication with CCLB is required and noted that we all have a common goal of serving the community.

Motion #797: Mimi moved to approve the budget as presented.
Seconded by Karen. **CARRIED**

2.4 Library Facility Use – petitions and policy: There were two comments made, one to PRL and one to a town councilor, regarding the use of the library for signing the Forever Canada petition. The board discussed the use of the library space and the meeting room for petitions and non-library related purposes. Ben noted that the library does not endorse or condone anyone who books the meeting room. The library requests that users not be disruptive. He presented a draft policy regarding use of the library space and re-wording of the meeting room rental policy. The purpose of the policy is to provide clarification and address use by political advocacy groups.

Motion #798: Mimi moved to adopt the General Facility Use Policy.
Seconded by Barb. **CARRIED**

Motion #799: Lynda moved to adopt the changes to the Meeting Room and Facility Rental Policy including revisions to Section 14 Patron Conduct. Seconded by Karen. **CARRIED**



2.5 Truth and Reconciliation Day: September 30 is Truth and Reconciliation Day. Schools and other government facilities are closed. Ben requested closure of the library as well.

Motion #800: Elyse moved to close the library on September 30 in recognition of Truth and Reconciliation Day. Seconded by Lynda.

CARRIED

3. ITEMS FOR DISCUSSION

3.1 Library trustee term updates: All trustees-at-large confirmed their continued service for the next year. Karen's term expires in December. She has re-applied for a final term and a decision will be made by Clearwater County Council in October. Council reps from the town and county will be appointed after the election. It is recommended that the appointment to the PRLB is also on the RMHLB.

3.2 Library manager performance review – method and timeline: Lynda reported that the Personnel Committee will use the same format for the review as last year. This consists of a questionnaire distributed to staff, a questionnaire for trustees and a self-evaluation by the library manager. Lori will collect the questionnaire responses and make sure staff on leave have an opportunity to respond. She will send out the questionnaire for trustees today so that all have time to respond. A final report and recommendation will be made at the October library board meeting.

3.3 Library key-holder policy: Lynda asked that a policy be drafted regarding key access to the library for board members. This is due to events



happening in the library after hours that board members host. This will be passed on to the Policy Committee.

3.4 Memorandum of Understanding with Clearwater County Library Board:

The board had a robust discussion about this during budget discussions earlier in the meeting. Lori will arrange a meeting with CCLB Co-chair Bev Smith.

3.5 Municipal Election library advocacy – Questions for the candidates: The election provides an opportunity for library advocacy to decision makers. Questions for the candidates at the forums must be submitted to the Chamber of Commerce ahead of time. The board decided on the following question for the forums:

“Do you believe that public libraries are an essential service Explain.”

Two additional questions will also be asked of all candidates:

“What is your experience with the public library?”

“What is your vision of our public library for the next 5 to 10 years?”

ITEMS FOR INFORMATION

4.1 Welcome new trustee and board training: Elyse Morin was welcomed to the board as a town representative. Lori and Ben provided training.

4.2 Library Manager’s report: The board reviewed Ben’s report for September. Staffing shuffles are complete. Trivia night at Rival Trade was a success and future events will be planned. One Showcase Cinema presentation will have the director present to introduce the film.



4.3 Library usage stats for August 2025: Once again e-usage is up. Physical circulation is down slightly. There was an uptick in new membership when fees were first eliminated. It has leveled out now.

5 CORRESPONDENCE: Ben received a letter from Public Services Library Branch confirming our receipt of the operating grant.

6 ROUND TABLE DISCUSSION: Barb reported discussions on the number of votes each representative of different jurisdictions should have in the Caroline area. The CCLB rep should also sit on the PRLB to avoid disconnect. Parkland and Calgary are meeting with the Minister to discuss library funding since it hasn't increased for several years. Lynda stated the Nerdstravaganza (tabletop games night) is set for October 18 from 11 to 5 pm at the library. She thanked West Fraser for a donation toward this. Mimi may miss the next meeting.

7 NEXT MEETING: October 22, 2025 7 pm.

8 ADJOURNMENT: Motion #801 Lynda moved to adjourn at 9:22 pm.
Seconded by Elyse. **CARRIED**