



MINUTES

Rocky Mountain House Library Board Wednesday, March 22, 2023 Library Meeting Room

Present:

Present: Ben Worth, Mimi Cole, Robin Begin, Len Phillips, Sydney Graham
Absent: Karen Travis, Lori Pratt, Karen Mehlhaff, Jen Lefebvre

Note: As the board meeting did not meet quorum (fewer than five trustees present), all of the items from the agenda were presented as information without any motions or votes able to take place.

1. CALL TO ORDER

Chair Mimi Cole called the meeting of the Rocky Mountain House Library Board to order on Wednesday, March 22, 2023, at 7:08 PM.

1.1 Agenda & Minutes

1.1.1 Additions/changes to the agenda: None

1.1.2 No noted need to make changes to the minutes for the February 22, 2023 meeting.

2. ITEMS FOR DECISION

2.1 Financial Report: Ben presented the monthly financial report. Ben noted that he is working on sponsorship and donation letters to local businesses and organizations in support of the Summer Reading Club.

2.2 HR Policy Updates: Ben presented some updates the library HR policies regarding the selection and hiring processes library management employees. These revisions and additions will be shared with the board as a whole in advance on the next meeting for review.

3. ITEMS FOR DISCUSSION

3.1 Update on photocopier replacement: Ben presented some information from NextGen, the current photocopier service provider, adding that more details will be provided to him in the following week. Additionally, Ben reached out to the Town and County offices and was put in contact with innov8 Digital Solutions, which will also provide detailed options in the following week. Both businesses offer options for outright machine purchase as well as leasing options, and potentially options for buying/leasing lightly used machines at a discount. NextGen has presented an option with similar functionality to the current photocopier at a purchase price of approximately \$8,000. This machine also has a lease option for a 5-year term with the total expense coming to approximately

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



\$10,000, although more details are needed as it's unclear if the library retains ownership of the machine at the end of the lease period. Robin mentioned that the Stoney Plain Public Library has recently launched a crowdfunding campaign that we should look into and possibly launch a similar campaign as part of the previously discussed community event/ open house and community survey. Mimi raised concerns about whether or not the library can directly receive donation funds as the ALTA webinar on fundraising that she recently watched seemed to indicate that public libraries are not able to receive direct donations, rather, such fundraising needs to go through a Friends of the Library non-profit group. Ben mentioned the unique legislation of how public libraries in Alberta are organized, noting that our library is a registered charitable organization, which isn't the case with all public libraries in Alberta, but as such we are able to receive and write tax receipts for received donations. However, we are not able to raise funds through casinos, raffles, etc. Such fundraising options would need to be in partnership with a Friends group or other organization that is able to apply for a casino license. Ben will review said webinar and clarify these fundraising restrictions.

- 3.2 Fundraising: Discussion of the ideas presented in the ATLA webinar on fundraising. Mimi noted that the webinar presenters discouraged running event fundraisers since they often include significant overhead costs. Further conversation is tabled to next meeting when more trustees are in attendance.
- 3.3 Board training schedule: Additional ATLA webinars will be scheduled for review at the next meeting following a more thorough discussion of the fundraising webinar.

4. ITEMS FOR INFORMATION

- 4.1 Library Manager's Report: Ben presented his report. Compliments on Showcase Cinema attendance despite The Whale having previously screened at Rocky Cinemas. Sydney inquired adding information her councilor's report about looking for funding for Summer Reading Club. Robin added that Copper Creek may be able to provide some teen prizes for Summer Reading Club.
- 4.2 Library usage stats to the end of February 2023: No comments.

5. CORRESPONDENCE: None.

6. **ROUND TABLE DISCUSSION:** Mimi noted that Market on Main will be coming up to give trustees a heads up about volunteering for a night to help greet people and share library information.

7. NEXT MEETING: April 26, 2023

Box 1497, 4922-52 Street
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T4T 1B1
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8. ADJOURNMENT

Mimi adjourned the meeting at 7:51 PM.