

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 24, 2024 7pm
Library Meeting Room and Zoom

Present: Ben Worth, Mimi Cole, Karen Travis, Tom Haennel, Len Phillips,
Lori Pratt, Sydney Graham

Via Zoom: Deb Skeels

Absent: Robin Begin

1. CALL TO ORDER

Chair Mimi Cole called the meeting of the Rocky Mountain House Library Board to order on Wednesday January 24, 2024, at 7:03 pm.

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda: none

1.1.2 Motion #705 Len moved to adopt the agenda for tonight's meeting. Seconded by Tom. **CARRIED**

1.1.3 Motion #706 Tom moved to adopt the November 22, 2023, minutes. Seconded by Lori. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: Ben noted in presenting the financial report that no appropriation funds have been received yet from the town and county. They should be arriving soon. The report shows a significant surplus. This is due to several factors including more revenue from donations than anticipated, staffing changes, fines being collected but not included in the budget and timing of invoices from PRL. Our policy



states that any budget surplus must go into operating reserves. This will help bring the reserves closer to the goal stated in the policy.

Motion #707 Len moved to apply the \$34,000 surplus in the 2023 budget to the operating reserves. Seconded by Lori. **CARRIED**

Motion #708 Karen moved to accept the financial report as presented. Seconded by Tom. **CARRIED**

2.2 2023 Annual Statistics Report: This report is due to Municipal Affairs by the end of February. Ben showed the board where more data needs to be entered in several areas once it is received. This item will be tabled until our February board meeting.

2.3 Election of Board Executive and selection of committees:

Nominations and voting were held for each executive position.

Committees were discussed and each trustee was assigned to two committees. Results are as follows:

Chair: Lori Pratt

Vice chair: Mimi Cole

Secretary: Karen Travis

Finance Committee: Len, Sydney, Lori, Mimi

Advocacy Committee: Karen, Mimi, Tom, Robin

Personnel Committee: Tom, Lori, Deb, Karen

Policy Committee: Len, Deb, Sydney, Robin

Motion #709 Tom moved to accept the results of the elections and committee appointments as presented. Seconded by Len. **CARRIED**



3. ITEMS FOR DISCUSSION

3.1 New library trustee appointments and training: Mimi welcomed our new members Tom Haennel (town) and Deb Skeels (county). Lori and Ben will arrange training with the new members at a time that works for all of them. Ben will share the doodle poll with everyone in case anyone else wants to sit in or assist with the training.

3.2 Board orientation manual update: The existing material in the binders is out of date. Ben will update it and provide a paper copy to anyone who wants it. All the material is also available, and up to date, on the shared google drive.

3.3 Library trustee self-evaluation: Karen, Lori and Mimi came up with a self-evaluation that they shared with board members. The objective is to use it as a tool for self-reflection. Why are we here and what do we hope to accomplish? We can each measure our success at the end of the year. Answers do not need to be shared unless anyone wants to. Next meeting there will be an opportunity to discuss or ask for clarity on anything the exercise brings up.

3.4 Severe cold weather: January 11 the library closed at 4 pm for safety reasons when temperatures became dangerously low. The library was also closed on January 12 and 13 because staff were not able to get to work due to the weather. There was discussion as to whether the library has a role to play in providing a warm place to stay for housing-insecure people. Len shared that the town is in the process of developing a policy on this issue. The first step will be a survey conducted by local service organizations. Ben will share it electronically for the board's information.



4. ITEMS FOR INFORMATION

4.1 Library Manager's Report: The board reviewed Ben's report. He mentioned the carpet cleaning happens after-hours and is almost done. Mimi commended Ben for adjusting evening staff circulation coverage to accommodate the program coordinator. Board members are encouraged to participate in the Read for 15 challenge Jan 26 and 27.

4.2 Library usage stats to the end of December 2023: Stats will be reflected in the annual report. Physical circulation is down while e-usage is up. Library memberships are up. The impact of take-away programs during the pandemic is still skewing the trend in program numbers.

5. CORRESPONDENCE: None this month.

6. ROUND TABLE DISCUSSION: Sydney asked if the library could conduct a user survey at the Showcase Cinema showings. She also enquired on behalf of a young citizen whether there would be chicks as well as chickens at an upcoming program. Tom mentioned an initiative at the Camrose Public Library where they present controversial topics and direct patrons to those sections of the collection. It has increased readership.

7. NEXT MEETING: February 28, 2024 7 pm

8. ADJOURNMENT: Motion #710 Lori moved to adjourn at 8:22 pm.
Seconded by Karen. **CARRIED**