

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 23, 2019 Library Meeting Room

Present:

Mike Day Ben Worth Cindy Winchell Jason Alderson
Maryon Siemens Mimi Cole Robin Begin

Absent: Cammie Laird

1. CALL TO ORDER

The regular monthly meeting of the Rocky Mountain House Library Board was called to order by Chairperson Mike Day at 7:00 p.m. on Wednesday, January 23, 2019 in the Library Meeting Room.

1.1 Agenda & Minutes

1.1.1 Additions/Changes to the agenda and minutes

1.2 Motion to adopt the minutes and agenda

Motion # 468 Mimi moves to accept the minutes and agenda. **CARRIED**

1.3 Business Arising

None

2. ITEMS FOR DECISION

2.1 Financial Report

Ben presented his report. The Comparative Income Statement shows that we have a deficit of \$40,771.60. Ben reminded us that some 2017 expenses that were paid in 2018 showed up in 2018 expenses. There are 13 months of staffing cost's in 2018. Now that we have the new book keeper she has told us that invoices should be reflected in the year of the expense. This was not the case early last year. 2019 will have 12 mths of staffing costs in it. There was a question if this \$40,771.60 will continue to follow the budgets. We will ask Heather (book keeper) to clarify. However we are beginning 2019 with an actual deficit of \$5,463.82. There was discussion if we will transfer from reserves to eliminate this. We have ~\$88,000 in reserves. We will wait and speak to Heather before a motion is made.

There has been no confirmation from the town if the library budget has been approved. Jason says a town council meeting was held Jan 22 and he will get confirmation sent to Ben ASAP.

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Motion #469 Jason moves to accept financial report as submitted **CARRIED**

2.2 Review of deficit – discussed above.

2.3 Showcase Cinema – Question if we can eliminate the separate account for Showcase cinema revenue and merge with other savings? We will ask Heather.

2.4 Staff training – Ben requests that we close the library Feb 25 Monday to allow all the staff (those scheduled to work that day and those not scheduled) to attend a training session in Sylvan Lake for the new Polaris library software. This software will come into use March 14. There was discussion of whether those who were not scheduled to work could attend training on their scheduled day to save the additional staff cost.

MOTION #470 Mimi moves to approve the library closure on Feb 25 for all the staff to attend the training session. **CARRIED**

2.5 AB Municipal Affairs – Ben has prepared the annual report. A few details were changed.

MOTION #471 Cindy moves to approve the report pending the completion of total staffing hours. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 We welcomed Robin to our Board

3.2 Mat has resigned his Town rep. board position in writing to Mike earlier. Mimi currently is a County representative but is now living in RMH. Mike is waiting to hear from the County if they wish to have Mimi move to being a town rep and they recruit a new County rep. to fill the vacancy.

3.3 Outgoing board member – We thank Sue for her 9 years of board service. We will gift her with 2 movie passes for the upcoming season. Cindy will buy a card and send it to her.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report
Ben presented his report.

MOTION #472 Jason moves to accept the report as presented. **CARRIED**

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4.2 Renovations to use the Helen Hunley Funds – No change since last discussed. The carpet replacement is the town's expense. The town will decide if it needs replacing. Ben asked for help with organizing the reno's for the children's area. Robin volunteered and it was thought that the Advocacy committee would assist Ben.

5. ELECTION OF OFFICIERS AND COMMITTEE APPOINTMENTS–

MOTION #473 Mimi moves that Jason is nominated for the Chair position subject to ratification that there are not any conflicts with his town position.

CARRIED

MOTION #474 Mimi moves that Robin is nominated as Vice Chair.

CARRIED

MOTION #475 Jason moves that Maryon is nominated to the Secretary position

CARRIED

The Advocacy committee members are Robin, Cindy, and Cammie. They will work on the Plan of Service for 2020

The Finance committee members are Jason, Cammie and Mike

The Personal committee members are Mimi, Mike, Cindy and Maryon

The Policy committee members are Mimi, Maryon, Jason and Robin

6. **CORRESPONDENCE** – None

7. **NEXT MEETING** February 27, 2019 7 pm

8. **ADJOURNMENT**

MOTION # 476 Jason moves to adjourn at 8:30 **CARRIED**