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Rocky Public Library



MINUTES Rocky Mountain House Library Board Wednesday, October 23, 2019 Library Meeting Room

Present:

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

Absent: Mike Stannix

1. CALL TO ORDER

The regular monthly meeting of the Rocky Mountain House Library Board was called to order by Chairperson Jason Alderson at 7:01 p.m. on Wednesday, October 24, 2019 in the Library Meeting Room.

1.1 Agenda & Minutes

1.1.1 Changes to the agenda and minutes – none

1.1.2 Motion to adopt the June 26, 2019 minutes and agenda

Motion # 508 Cindy moves to accept the minutes and agenda CARRIED

1.1.3 Business Arising – none

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2.0 ITEMS FOR DECISION

2.1 Financial Report – The Albert Gov't budget will be announced Oct 24, 2019. Interim funding (50% of the operating grant the board got last year) has been received from Public Library Services Branch. The operating funds include 2 additional months of 2018 payroll. The 2019 payroll expense line reflects this. The town invoices the library early in the month for the previous month's payroll. The Nov & Dec 2018 Town payroll invoice was delayed and not received by the library later in January 2019. Ben paid the invoice dating the cheque 2019. The date on the cheque determines which budget year the expense will be allotted to. As per usual at the end of January 2020 the library will be invoiced for the Dec 2019 payroll. The 2018 budget surplus is partially explained by the Nov & Dec payroll being paid in 2019. A budget surplus should go towards the reserve fund. Currently the reserve funds are lower than outlined in our policy. The reserve funds are to operate the library services for minimum 6-8 months. There was discussion about whether to change the way year end payroll is paid and which budget it is reflected in.

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MOTION # 509 Jason moves that we ensure all 2019 payroll invoices are paid in the 2019 budget year. Including the 2 months of 2018 payroll which was paid in 2019. Mimi seconded.
CARRIED

There was discussion that as we are 2/3 of the way into the 2019 budget year the actual numbers should reflect that. i.e.: that is not the case for the Total Service Revenue The decrease in the total service revenue could impact the anticipated deficit due to the extra 2 months of payroll.

2.2 2020 Budget – Ben presented the proposed 2020 budget. On the right-hand side is the suggested funding increase of 10.5%. This increase is mainly due to the necessary adjustment to staff wages. This would increase the staff wages in response to the wage comparison survey conducted last year. It was determined that the staff is underpaid. The second reason for the increase is that there will be an elimination of registration fees/ library membership.

The budget is due for presentation at the Town & County Nov 1. It needs board approval first.

Discussion resulted with the advice that the proposed budget needs to be adjusted and the board will consider it again for approval.

MOTION # 510 Jason moves that the 2020 budget approval is tabled until the next board meeting Oct 29 at 7:00 p.m. **Carried**

3. ITEMS FOR DISCUSSION

3.1 Rocky Pride – Ben pointed out that the library is partnering with the Rocky Pride group to reach out to LGBTQ2S+ people and allies. The meet & greet was well attended with a positive reception from the community. There has been 1 indirect negative comment. Ben says it does have potential to be controversial so the board should be aware of the function.

3.2 Library staffing – covered in the managers' report.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report

Ben presented his report. Ben will need volunteers for the Rocky Gaming Extravaganza Nov 16. The times are in 2 hr. blocks with either 1 or 2 volunteers needed. Several board members volunteered.

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MOTION # 511 Cammie moves to accept the report as presented. **CARRIED**

5. **CORRESPONDENCE – none**

6.0 **NEXT MEETING** Nov 27, 2019 7:00 p.m.

7.0 **ADJOURNMENT**

MOTION # 512 Jason moves to adjourn at 8:42 p.m. **CARRIED**