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Rocky Public Library



MINUTES Rocky Mountain House Library Board Wednesday, January 22, 2020 Library Meeting Room

Present:

Ben Worth Maryon Siemens Mimi Cole Jason Alderson Karen Travis Robin Begin Mike Stannix Mike Day

Absent: Cammie Liard

1. CALL TO ORDER

The meeting of the Rocky Mountain House Library Board was called to order by Chairperson Jason Alderson at 7:03 p.m. on Wednesday January 22, 2020 in the Library.

1.1.1 Agenda - Changes to the agenda are: Addition 2.4 Policy Review, addition 3.5 Board Attendance, addition 4.3 Election of officers' and committee appointments.

Motion # 522 Robin moved to accept the agenda as amended **CARRIED**

1.1.2 Adopt the November 27, 2019 minutes

Motion # 523 Mimi moved to accept the Nov 27, 2019 minutes **CARRIED**

1.1.3 Business Arising – none

2.0 ITEMS FOR DECISION

2.1 Financial Report – 2019 payroll expenses costs were kept in the 2019 budget year. This will show a 2019 deficit of \$67,006.58. This was offset by an adjustment on 01/01/19 of \$64,059.75 with an actual deficit of \$2946.83 for 2019. The deficit reported in 2019 was an adjustment to wages to correct the prior period accounting treatment of wages. As at January 1, 2020 there is no payable associated with this wage payroll liability, accordingly the deficit, associated with this payroll expense, should not continue into 2020 or future years.

Ben says regardless of budget funding we need to be proactive with seeking funding in the next year. Question of whether the board needs to sign off on financial reports? The final portion of our operating grant from PRL has been received, notified Dec 6, 2019.

Motion # 524 Mike S moves to accept the Financial Report as presented **CARRIED**



2.2 Ben usually attends a workshop with AB Municipal Affairs to complete the annual report. He was unable to attend due to staff shortages and increased patron pressure placed on the staff due to the severe weather. He will complete the report for the board's approval at the next meeting.

2.3 The Personal Committee has completed the Library Managers Performance Appraisal. As in years past it included a staff questionnaire and self-evaluation by Ben.

Motion #525 Mike Day moves to go "in camera" **CARRIED**

Ben left the room

Motion #526 Mike Day moves to go "out of camera" **CARRIED**

Motion #527 Jason moves to accept the recommendation of the Personal Committee that Ben receive the yearly increment raise retroactive to his anniversary date. **CARRIED**

2.4 The Policy Committee has begun their review of the library policy's. This was last done in 2017. The Town's payroll policies were updated in 2019 and are no longer in agreement with the Library policies. This has led to problems mostly in the staff sick/short term leave situation.

Motion #528 Karen moved to accept the recommendation of the Policy Committee that the 2016 Library Policy HR – 10 be updated to be similar to the current Town's policy. **CARRIED**

3.0 ITEMS FOR DISCUSSION

3.1 The ALC will be April 24 & 25th in Jasper. There is usually enough in the budget for 2- 3 staff and 2-3 board members to go. Ben is looking at alternative programing to better suit himself and the staff. Such as crisis intervention and dealing with difficult patrons etc. He will have the expected costs at the next board meeting. It will then be decided if/who board members and/or staff will attend this year ALC in Jasper.

3.2 The Town has passed the 2020 budget last week. Jason confirmed that council approved our budget without any discussion, but that he wasn't entirely sure if that meant that our full request was approved or as was discussed during Ben's presentation to council, that they may only approve our request less \$12,000.00 Ben will contact the office and follow up.



3.3 Introduction's and a welcome to new Board member Karen Travis were made at the beginning of tonight's meeting.

3.4 During the severe weather in January the library had 3 occasions where patrons were reluctant to leave the library at closing time. Staffing at closing time is usually 2 people, 1 adult employee and 1 younger (page). This led to security issues with verbal abuse directed at the employees. On 1 occasion the RCMP were on hand for another matter and handled the problem. The staff now have the schedule and contact for the Town by-law officer so they can call for assistance. In addition, it was noted that the no-smoking sign on the front door needs to be updated. Ben has already requested signage from the town.

3.5 The Library Board Member Job Description says termination of trusteeship may occur after non-attendance of 3 consecutive meetings. Discussion ensued that we need to pay attention to this and/or change it to minimum attendance of #/ total meetings per year.

4.0 ITEMS FOR INFORMATION

4.1 Ben presented his report. There was a 38% decrease in new membership in 2019 from 2018. Speculation as to why and the importance of connecting with the community. A 10% decrease in public computer login's in 2019 from 2018. This may be due to people with their own devices?

4.2 There is \$20,718.77 in the Helen Hunley fund. Ben, with staff's input is putting together an order for furniture and space usage ideas. He will report back at the next meeting.

4.3 Election of 2020 officer's and committee appointments

Chair – Robin Begin
Vice Chair – Mimi Cole
Secretary – Maryon Siemens

Advocacy Committee members - Robin, Cammie and Karen
Finance Committee members - Jason, Cammie and Mike S
Personal Committee members - Mimi, Mike D, Karen and Maryon
Policy Committee members - Mimi, Maryon, Jason and Robin

MOTION # 529 Jason moves to accept all nominee's for Chair, Vice Chair and Secretary. **CARRIED**

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MOTION #530 Jason moves to accept all 2020 committee members as above.
CARRIED

5.0 CORRESPONDENCE - none

6.0 NEXT MEETING February 26, 2020 7pm.

7.0 ADJOURNMENT

MOTION # 531 Jason moves to adjourn at 8:50 pm. **CARRIED**