



MINUTES

Rocky Mountain House Library Board

Wednesday, January 27, 2021 7pm via Zoom

Present:

Ben Worth, Robin Begin, Mike Stannix, Karen Travis, Mimi Cole, Karen Mehlhaff,
Jen Lefebvre

Absent:

Cammie Liard, Jason Alderson

1. CALL TO ORDER

The meeting of the Rocky Mountain House Library Board was called to order by Chair Robin Begin at 7:05 pm on Wednesday January 27, 2021 via Zoom

Ben introduced the new board members, Karen Mehlhaff (county) and Jen Lefebvre (town). Welcome to the board Karen and Jen!

1.1 Agenda & Minutes

1.1.1 Additions/Changes to the agenda

No additions or changes to the agenda.

1.1.2 Motion to adopt the agenda and December 16, 2020 minutes.

Motion #568 Mimi moves to accept the agenda and December 16, 2020 minutes. Seconded by Karen M **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report- Ben reported that revenue was down this past year due to pandemic restrictions imposed on revenue generators like Showcase Cinema. However, expenses



were lower as well, resulting in an overall surplus of \$8531.82. The GST rebate adjustment is not factored in yet but the numbers are very close to projections.

Motion #569 Robin moved to accept the Financial Report as presented **CARRIED**

2.2 Bookkeeping- new software expense- Ben explained that the version of the bookkeeping software SAGE that our bookkeeper uses is too out of date to upgrade. A recommendation was put forward to transfer to cloud-based Quickbooks. Cost would be \$425. Budget is \$200 but the difference could come from another part of the budget. Mike questioned why the bookkeeper doesn't upgrade it under her license so that there is not a cost to upgrade from our budget. Ben and Mike will follow up and report back.

3.0 ITEMS FOR DISCUSSION

3.1 Library improvements and purchases – Helen Hunley funds – There is \$15,345 left in this fund. Ben is considering using it for additional storage and a reading nook where the glass display case currently is. He has not received any quotes back yet.

3.2 Library Board Basics Workshop/ Virtual Board Orientations – Public Library Services Branch is offering tailored virtual workshops to teach library board basics. Several board members expressed interest so Ben will send out a doodle poll to pick the best dates and time to set this up.

3.3 Election of 2021 board officers and committee appointments for 2021- results

Chair: Robin Begin

Vice Chair: Mimi Cole

Secretary: Karen Travis

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Rocky Public Library



Advocacy Committee: Mimi Cole, Karen Travis, Karen Mehlhaff, Mike Stannix

Personnel Committee: Karen Travis, Mimi Cole, Robin Begin, Jen Lefebvre

Finance Committee: Robin Begin, Mike Stannix, Cammie Liard, New Town Council Rep

Policy Committee: Jen Lefebvre, Karen Mehlhaff, Cammie Liard, New Town Council Rep

(Note: Jason Alderson is no longer on town council so a new rep will need to be appointed)

Motion #570 Mimi moved to establish the executive and committee membership as outlined. Seconded by Robin. **CARRIED**

3.4 Trustee recognition – Maryon Seimens & Mike Day: Karen Travis suggested a Book Dedication Program to honour the years of service these retiring board members provided. Each retiree picks a book that has special significance for them. It can be fiction or non-fiction, no restrictions. The library will purchase the book for the collection and affix a book plate inside the front cover with their name, years of service and reason for choosing that book. This will serve as a lasting and meaningful tribute to all future library trustees who fulfill their obligation to serve on the board. Karen will create a pamphlet explaining the program to share with the board.

3.5 5-year Plan of Service- This is required by PLSB in order to obtain operating funds. It is due June 15. The Advocacy Committee heads this up with help from Ben. Parkland Regional Library is also available to assist. The local FCSS did a needs assessment last year that we can access. Ben will share it with the Advocacy Committee. Service organizations and businesses should also be consulted. A library survey needs assessment should be distributed and top priorities compiled to present at our next meeting in February.



3.6 Updating library cheque signing authority- Robin, Mimi, Mike and Ben will get set up for cheque signing authorization at Rocky Credit Union. Cheques will still require two signatures.

3.7 Google Drive – accessing board documents – Ben wants everyone to have access to the Google Drive that contains several board documents. Files can be uploaded and shared on the drive. Jen volunteered to send everyone a video on how to access and use Google Drive effectively.

4.0 ITEMS FOR INFORMATION

4.1 Library Manager’s Report – Ben presented his report. The library now offers curbside faxing and printing pick-up during public access restrictions to the building. Ben is putting an ad in the Mountaineer. Several board members complimented staff (Neil, in particular) on the creative and engaging RPL Facebook Page.

5.0 CORRESPONDENCE: None

6.0 NEXT MEETING: Wednesday, February 24, 2021 7 pm

7.0 ADJOURNMENT:

Motion #571 Robin moved to adjourn the meeting at 8:17 pm **CARRIED**