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Rocky Public Library



MINUTES

Rocky Mountain House Library Board Wednesday, April 27, 2022 7pm Library Meeting Room and Zoom

Present: Ben Worth, Karen Travis, Mimi Cole, Robin Begin

Via Zoom: Jen Lefebvre, Michelle Swanson, Karen Mehlhaff

Absent:, Mike Stannix, Len Phillips

1. CALL TO ORDER

Chair Mimi Cole called to order the meeting of the Rocky Mountain House Library Board on Wednesday April 27, 2022, at 7:00 pm.

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda and minutes: A motion to accept the Financial Report was inadvertently not made at the March meeting. Board members were asked to vote on it via email the next day. Motion #620 was made by Len via email and seconded by Jen via email. Motion was carried by the board via email. The March minutes will be amended to reflect this.

1.1.2 Motion #623 Robin moved to adopt the March 23, 2022 meeting minutes as amended and agenda for April 27, 2022.

Seconded by Karen M. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: Ben presented the financial report. Local Appropriation now appears on the variance report. He noted the Canada Summer Jobs Grant has been approved. Fines will be reinstated soon



and TIFF is anticipated to return this Fall. Mimi inquired as to how the library finances are looking overall. Ben replied that staff are being cautious on program spending and no problems are apparent.

Motion #624 Karen M moved to accept the financial report as presented. Seconded by Jen. **CARRIED**

2.2 Library Board Policy updates: The Policy Committee has been working with Ben on more revisions. Language has been updated throughout the document for consistency and correctness. The Board Governance Policy was updated to include advocacy, fund raising and event planning as board member requirements.

Motion #625 Karen T moved to adopt these changes to the Board Governance Policy. Seconded by Michelle. **CARRIED**

The Financial Management and Facility Policies were extensively updated. A policy statement was added to allow the library space to be rented, not just the meeting room. A facility rental fee is included. Michelle asked if there is a minimum length of time for rental. Since rent is charged by the hour it will be one hour. The maximum number of items that can be borrowed at one time is increasing from 50 to 100. Jen asked to remove the words post-secondary from the policy on administering exams as well as the 18+ age requirement. A policy was added stating staff are not required to witness the signing of documents for patrons. The Art Exhibit policy includes an agreement that explains the details and is signed by the artist. Expansive changes were made to



policies regarding privacy and patron conduct (previously called patron behaviour). Several forms and agreements were added as schedules to the Appendix, including the Meeting Use Agreement form (updated) and the Facility Use Agreement form (new). Ben will send the detailed changes made by the Policy Committee via email.

Motion #626 Jen moved to accept the Financial Management and Facility Polices changes as presented. Seconded by Robin. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 PLSB Board Basics virtual sessions: Ben forwarded an email to the board from Public Library Services Branch inviting members to attend upcoming virtual sessions on library board basics. Karen T encouraged everyone to attend whatever sessions they can as the information can be very beneficial. Ben will look into getting copies of the publication Library Board Basics for anyone who does not have a copy.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report: Ben presented his report to the board. He also mentioned the library will be participating in all Market on Main evenings this summer. Board members are encouraged to volunteer. The issue as to whether to keep the public washrooms locked was discussed. The board felt keeping them locked and removing gender designation would be more inclusive. Robin suggested staff check the public washrooms throughout the day. Consideration must be made for the safety of the janitorial staff. Ben meets with the town on

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Monday to discuss.

4.2 Library usage stats to the end of March 2022: Circulation of materials continues to go up. Circulation of e-resources is down. Programs numbers are improving, including children's programming.

5. CORRESPONDENCE: None

6. NEXT MEETING: Wednesday, May 25, 2022 7 pm

7. ADJOURNMENT:

Motion #627 Robin moved to adjourn at 8:20 pm. Seconded by Karen T
CARRIED