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# Rocky Public Library



## MINUTES

Rocky Mountain House Library Board

Wednesday, June 26, 2024 7pm

Library Meeting Room

**Present:** Ben Worth, Lori Pratt, Karen Travis, Tom Haennel, Ken Moesker  
Mimi Cole, Sydney Graham, Deb Skeels, Lynda Huseby

### 1. CALL TO ORDER

Chair Lori Pratt called the meeting to order on Wednesday, June 26, 2024, at 7:02 pm.

#### 1.1 Agenda and Minutes

**1.1.1** Additions/changes to the agenda: There were no changes.

**1.1.2 Motion #739** Tom moved to adopt the agenda for tonight's meeting. Seconded by Mimi. **CARRIED**

**1.1.3 Motion #740** Tom moved to adopt the May 22, 2024 meeting minutes. Seconded by Ken. **CARRIED**

### 2. ITEMS FOR DECISION

**2.1** Financial Report: Ben presented the financial report and indicated there are no areas of concern or special note. There were no comments so Lori thanked Ben for presenting the report.

**Motion #741** Tom moved to accept the financial report as presented. Seconded by Karen. **CARRIED**



### 3. ITEMS FOR DISCUSSION

**3.1** Welcome new board member Lynda Huseby: Everyone took turns introducing themselves and welcoming Lynda to the board. Her appointment as a town rep fills the last vacancy on the board.

**3.2** Advocacy Committee update re: Market on Main: The Advocacy Committee met to discuss strategy for focusing on lesser-known library programs and services during Market on Main each Thursday throughout the summer. In addition to providing general library information, summer reading club promotion and library memberships, there will be a different interactive feature each week. Ben outlined the plan as follows:

Week 1- Blackout poetry and promotion of writer's groups.

Week 2- Ukulele playing and promotion of Uke'in in the Rockies.

Week 3- Introduction to Dungeons and Dragons, 60 second encounters.

Week 4- Community canvas, promotion of art displays and programs.

Week 5- Resume' and cover letter feedback, resume' services promotion.

Week 6- Variety of games, nerf blasters

Week 7- Gen Z dictionary, the use of slang through different decades.

Week 8- One star book reviews

Week 9- Seed exchange promotion.

Week 10: Promotion of Fall lineup of Showcase Cinema.

The intent is to show the community how diverse and creative our library programs and services are.

**3.3** Library Board Standards of Conduct and Conflict of Interest form:  
Library staff review and sign this form at their annual performance



review. The board has decided to also do the same. Several members have already signed and Ben had copies for those remaining trustees who hadn't to also do so.

**3.4 Upcoming budget requirements:** The budget needs to be submitted at the beginning of October so the Finance Committee will meet over the summer to prepare a draft. The draft budget will be shared with the board two weeks prior to the September meeting, at which time it will need to be finalized.

**3.5 Library Manager Performance Review timeline:** Ben's anniversary date is November 2 so the Personnel Committee needs to present their report and recommendations to the board at the October meeting. Karen will organize a meeting of the committee in August to begin the process.

## **4. ITEMS FOR INFORMATION**

**4.1 Library Manager's Report:** Ben went through his report. The board had a discussion about the training webinar he attended re: body odor and how to respond to it. The main thread that runs through all of these training webinars is to respond with empathy and kindness. Next to New has toiletries for those in need and the rec center receives donations so people can use the shower facilities if required.

**4.2 Library usage stats to the end of May, 2024:** E-usage continues the upward trend as does brand new borrowers. Physical circulation is steady. Patron acquisition requests are accepted and several factors are

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considered as to whether the item is purchased for the collection.

5. **CORRESPONDENCE:** None.
  
6. **ROUND TABLE DISCUSSION:** The board explained the purpose of the round table discussion to the new members. Lynda was informed she is assigned to the Advocacy and Policy committees.
  
7. **NEXT MEETING:** September 25, 2024 7 pm
  
8. **ADJOURNMENT: Motion #742** Deb moved to adjourn at 7:43 pm.  
Seconded by Mimi. **CARRIED**