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Rocky Public Library



MINUTES

Rocky Mountain House Library Board Wednesday, September 25, 2024 7pm Library Meeting Room and Zoom

Present: Ben Worth, Karen Travis, Tom Haennel, Deb Skeels, Lynda Huseby

Zoom: Sydney Graham

Absent: Lori Pratt, Mimi Cole, Ken Moesker

1. CALL TO ORDER

Acting Chair Karen Travis called the meeting to order on Wednesday, September 25, 2024 at 7:02 pm.

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda: Ben asked to add Discussion Item 3.7 Letters of Appreciation to the agenda.

1.1.2 Motion #743 Tom moved to adopt the agenda, as amended, for tonight's meeting. Seconded by Lynda. **CARRIED**

1.1.3 Motion #744 Tom moved to adopt the June 26, 2024 meeting minutes. Seconded by Karen. **CARRIED**

2. ITEMS FOR DECISION

2.1 Library closure September 23, 2024: The library was closed this day so all staff could attend a professional development conference in Lacombe. Ben received approval from the board via email prior to the event. However, a motion for formal approval is also needed retroactively.



Motion #745 Deb moved to approve the closure of the library for the day on September 23, 2024, so that staff could attend the PRLS Fall Conference. Seconded by Tom. **CARRIED**

2.2 Financial Report: Ben presented the snapshot of the RCU accounts and the comparative income report to the end of August. Tom mentioned a company that can provide plastic covers for protecting items at a reasonable cost. He will share the information with Ben to investigate.

Motion #746 Lynda moved to accept the financial report as presented. Seconded by Tom. **CARRIED**

2.3 2025 Budget: The Finance Committee met a few times to prepare a draft budget to present to the board. Both councilors said the municipalities would be open to a 3% increase. Ben went through the draft budget line by line and answered questions. Sydney recommended asking for an increase of \$10,000 from each municipality over the previous budget. Discussion ensued.

Motion #747 Deb moved to approve a budget in which the library requests a shared local appropriation of funding from the town and county in the amount of \$358,000. Seconded by Lynda. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Library closures: Concerns have been raised over unexpected library closures. The board feels it is very important to maintain the posted hours. One Thursday in August it closed at 6 pm rather than 8 pm. One



day in each of the first three months of the year it also closed. Both situations were due to a lack of available staff. The interviews Ben held recently to hire a casual position were unsuccessful. He will conduct new interviews next week. The board stated that if participation in Market on Main would cause library closures due to staff being at the booth instead of the library, then maintaining library hours should take precedent. On those days if there are not other volunteers available to man the booth it would be cancelled.

3.2 Program cancellations: Tom enquired about the frequency of cancellation of the Dungeon and Dragons program. He asked if staff could stand in for other staff if they are not available so that in-house programs, especially those for teens, continue to run uninterrupted. Ben will address this.

3.3 Library website – Library Manager’s discussions: There has been a great deal of dissatisfaction with the new library website since Parkland Regional Library has changed it. Patrons, including board members, report it is difficult to navigate and retain searches. PRL is open to feedback and will share updates with Ben. The board may want to look into creating an independent website in the future if complaints continue.

3.4 Friends of the Library Society: Ben has had some success contacting community members interested in reviving this. The existing dormant executive will need to be contacted to meet with new members and transition to a new executive as per society by-laws. Tom suggested the



Advocacy Committee should meet to get the process going. Ben will send out a doodle poll to the committee to find a meeting time.

3.5 Library Manager Performance Review Trustee questionnaire: Tom explained that the Personnel Committee would like board members to participate in the evaluation by completing a questionnaire similar to the one staff are receiving. He will send it out in the next week. Participation is voluntary but encouraged. All feedback needs to be provided by October 4, 2024.

3.6 Library Trustee Term Updates: Karen mentioned that this is the time of year when all trustees indicate if they are staying on for another year. Deb's term as a county representative ends in December. She will not be seeking another term so the county will appoint a new person at their organizational meeting in October. No one else indicated they will be leaving.

3.7 Letters of Appreciation: Ben brought to the attention of the board that a letter of appreciation for service to the library and community should be sent to Len Phillips, former town rep on the board, and Debbie Baich, former town mayor. Ben and Lori will sign on behalf of the board.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report: Ben presented his report. The board asked that the vandalism incident be reported to the RCMP even though the culprits could not be identified. Tom said he knows people who could



volunteer with the Gaming Extravaganza in November and he will help with the promotion. Library staff will provide feedback on the PRLS conference and Ben will share this with the board. Punch passes for Showcase Cinema were discussed. They will replace season's passes which are harder to re-imburse if a showing is cancelled.

4.2 Library usage stats: The board reviewed the usage stats to the end of August. The past trend of increased e-usage continues. New memberships are up. A suggestion was made to replace exam bookings with room bookings in general starting in January. It would give a better picture of the use of that space.

5. CORRESPONDENCE: None.

6. ROUND TABLE DISCUSSION: Tom shared he will be attending the Ontario Library Conference. The board members who attended the PRLS Conference were very impressed with it. This will be discussed more at our next meeting, along with the staff feedback.

7. NEXT MEETING: October 23, 2024 7 pm

8. ADJOURNMENT: Motion #748 Deb moved to adjourn at 9:09 pm.
Seconded by Tom . **CARRIED**