



## MINUTES

### Rocky Mountain House Library Board

Wednesday, February 26, 2025 7pm

### Library Meeting Room

**Present:** Ben Worth, Lori Pratt, Mimi Cole, Ken Moesker, Karen Travis, Tom Haennel, Lynda Huseby, Barbara Gibson, Teresa Willigar

## 1. CALL TO ORDER

The meeting was called to order by Chair Lori Pratt on Wednesday, February 26, 2025 at 7:00 pm.

### 1.1 Agenda and Minutes

**1.1.1** Additions/changes to the agenda: The following items were added to the agenda:

1.1.4 Introduction of new board member

2.4 Committee appointment update

**1.1.2 Motion #771** Tom moved to adopt the agenda for tonight's meeting as amended. Seconded by Karen. **CARRIED**

**1.1.3 Motion #772** Tom moved to adopt the January 22, 2025 meeting minutes. Seconded by Lynda. **CARRIED**

**1.1.4** Teresa Willigar was welcomed as the new library board trustee appointed by Clearwater County. Everyone introduced themselves. Ben will be giving a board orientation to Teresa.

## 2. ITEMS FOR DECISION

**2.1** Financial Report: Ben presented the snapshot of RCU accounts and the monthly variance report. He noted that the operating grant from the



province should be expected in August or September. Showcase Cinema has a slim margin as a fund-raiser. At least 60 people need to attend to realize a profit. Advertising ideas for this program were discussed. Ken asked how donors to the library are recognized. The library is a registered charity so receipts can be issued. Ideas were exchanged on additional ways to show appreciation. Tom suggested a tiered approach based on the amount donated. Ben will draft a policy for further discussion.

**Motion #773** Lynda moved to accept the financial report as presented. Seconded by Tom. **CARRIED**

**2.2 Annual Stats Report:** This report is required by Alberta Municipal Affairs each year in order to receive funding. Ben went through the draft report and made edits as discussed. The board wondered if a gate counter could be priced out and possibly purchased to provide a more accurate stat on in-person attendance. Tom also wondered if Sunday use of free wi-fi from outside the library could be identified.

**Motion #774** Ken moved to approve the Annual Stats Report as revised and submit it to the Province of Alberta. Seconded by Mimi. **CARRIED**

**2.3 RCU Reserve Accounts – maturity and consolidation:** The board has previously discussed consolidating the two reserve accounts when they mature. Ben shared the rates currently offered by Rocky Credit Union. Library policy states that we should have six months operating



expenses in reserves (\$214,000 based on the 2020 budget). We are currently well below that target. There are surplus amounts available to add to reserves.

**Motion #775** Ken moved to call a meeting of the Finance Committee and report back to the board with their recommendations. Seconded by Barbara. **CARRIED**

**2.4** Committee appointment update: The final trustee vacancy has been filled so the following updates to library committee appointments are recommended:

Finance Committee: Ken (Lead), Barbara, Lori, Tom

Personnel Committee: Lynda (Lead), Karen, Lori, Teresa

Advocacy Committee: Tom (Lead), Mimi, Karen, Lynda

Policy Committee: Barbara (Lead), Ken, Mimi, Teresa

**Motion #776** Lynda moved to adopt the committee appointments as recommended. Seconded by Teresa. **CARRIED**

### 3. ITEMS FOR DISCUSSION

**3.1** Uber/Taxi certificates for YA: Tom attended a conference where he learned about an Alberta community that provides gift cards to youth for transportation to library programs via Uber or taxi. He wondered if we could approach the local cab company for this service. The board acknowledged this would have budget implications and would likely be cost-prohibitive outside the town limits. Potential for abuse of the service was also discussed. Ben will talk to the library that has implemented this



to see how it's working. One possibility could be a pilot project to provide this service for a special event like the gaming extravaganza.

**3.2** Review of challenged materials, programs and displays: The board had an extensive discussion about the trend in libraries toward increased challenges to materials and programs. Our policy on this is very robust and trustees are encouraged to review it. Defending intellectual freedom is a core value of libraries. Ben related his experience that often just having a discussion resolves concerns.

**3.3** Review of action items: Ben provided the list of outstanding action items. They were reviewed one by one. Some can be built into the Plan of Service survey. Lori will donate toiletries to give out as a pilot project. The Friends of the Library will begin monthly meetings starting March 25, the night before the board meeting.

## ITEMS FOR INFORMATION

**4.1** Library Manager's Report: The board reviewed Ben's report. He noted that 30 people attended the Mario Kart tournament. Ken asked if staff have training on using the AED machine. All but two employees are certified.

**4.2** Library usage stats to the end of January 2025: Ken enquired why stats from 2019 are included. The reason is that 2019 was the last year where stats could be comparable due to the effect of the pandemic on use starting in 2020. It also helps identify trends.



**5 CORRESPONDENCE:** None.

**6 ROUND TABLE DISCUSSION:** The following ideas were shared in the round table discussion. Library staffer Bailey was commended for providing excellent customer service. The Rocky Learning Center provides reading material to newborns and their mothers. Information on library membership and programs could be included. For book clubs, the library can provide inter-library loans or bring in kits of books from PRL. The U of A mixed choir will be performing in late April at the Lutheran Church. Stuffy sleepovers are popular. Kids leave their stuffy overnight and the library staff moves them around and posts their antics on social media. Starting in the fall, Red Deer Polytechnic will host local monthly talks by instructors that will be open to the public. The program is called The Philosopher's Circle. Could the library get a TicToc account to engage more with youth?

**7 NEXT MEETING:** March 26, 2025 7 pm

**8 ADJOURNMENT:**

**Motion #777** Lynda moved to adjourn at 9:09 pm. Seconded by Ken.

**CARRIED**