



MINUTES

Rocky Mountain House Library Board

Wednesday, November 26, 2025 7pm

Library Meeting Room

Present: Ben Worth, Lori Pratt, Karen Travis, Denise Boniface,
Lynda Huseby, Elyse Morin, Mimi Cole, Tyler McCauley

Absent: Lori Sunde-Cooper

1. CALL TO ORDER

The meeting was called to order at 7:01 pm by Chair Lori Pratt.

Introductions were made for the benefit of the new trustees.

1.1 Agenda and Minutes

1.1.1 Additions/Changes to the agenda: Chair Lori added Item 2.1.1 Board to Board Meeting to Items for Discussion.

1.1.2 Motion #812 Elyse moved to adopt the agenda for tonight's meeting as amended. Seconded by Mimi. **CARRIED**

1.1.3 Motion #813 Mimi moved to adopt the October 22, 2025 meeting minutes. Seconded by Lynda. **CARRIED**

1.1.4 Motion #814 Tyler moved to approve the minutes of the Emergency Meeting that took place on November 12, 2025.

Seconded by Elyse. **CARRIED**

2. ITEMS FOR DISCUSSION

2.1 Budget presentations at Town and County Councils: Lori and Ben reported on their presentations to both councils regarding our budget shortfall. The Town of Rocky Mountain House Council agreed to



provide \$23,000 in emergency funding for the 2025 budget. The Clearwater County Library Board (CCLB) appeared at the County Council meeting prior to Ben and Lori. Tyler mentioned it was a very confusing presentation but during the discussion they agreed to give our library \$46,000. The details on how or when that will occur have not been decided. The members of the CCLB had no contact with Lori and Ben at the meeting.

- 2.1.1** Board to Board Meeting: Lori has been in contact with the Chair of the CCLB to set up a meeting between the two boards. A meeting has been scheduled for Monday, December 1 at 7 pm at the Caroline Public Library. Tyler offered to drive anyone needing a ride to the meeting. We will meet at the Rocky Public Library at 6:15 on Monday to carpool to Caroline.

- 2.2** Library Trustee Evaluation: This came up during board orientation and Lori noted that it is due at our November meeting annually. Karen provided the questionnaire that has been used in the past. It is meant to be used for self-evaluation and self-reflection. It also gives new trustees an idea of the expectations and responsibilities of board membership. Answers are not shared with others but if any questions come up as a result of this exercise, trustees are encouraged to ask Ben or Lori. Karen encouraged all new board members to check out the Alberta Library Trustees Association webpage. The Trustees Toolkit is particularly helpful. The link to the website is [HERE](#)



3. ITEMS FOR DECISION

3.1 Financial Report: Ben presented the snapshot of the Rocky Credit Union accounts and the Variance Report. He mentioned the invoice for payroll by the town is delayed. The budget should be on track once that occurs. Some expense lines that are over budget will be compensated by those that are under.

Motion #815 Tyler moved to approve the financial report as presented.
Seconded by Denise. **CARRIED**

3.2 Library Manager's Performance Appraisal: Ben was asked to leave the room.

Motion #816 Tyler moved to go In Camera at 7:29 pm. Seconded by Lynda.
CARRIED

Motion #817 Tyler moved to come Out of Camera at 7:39 pm. Seconded by Elyse. **CARRIED**

Ben returned to the meeting. The board congratulated him on an excellent performance review and a successful year.

Motion #818 Lynda moved to approve a step increment on the wage scale for Ben retroactive to his anniversary date of November 1, pending resolution of 2025 funding. Seconded by Tyler. **CARRIED**

Motion #819 Lynda moved that Ben receive his Tenth Anniversary Service Award of \$150. Seconded by Karen. **CARRIED**



3.3 New Year's Eve hours: Ben requested an adjustment to hours of operation on New Years Eve so that staff could go home earlier.

Motion #820 Tyler moved to adjust library hours to be from 10 am to 2 pm on Wednesday, December 31, 2025. Seconded by Elyse.

ITEMS FOR INFORMATION

4.1 Library Manager's report for November: Ben went through his report. A decision will be made tomorrow on the date to hold a staff bowling/pizza party. He extended an invitation to board members to attend. Mimi will get greeting cards for staff and leave them with Ben. All trustees are asked to sign the cards at the library starting next Monday. Forty-six people attended the Gaming Extravaganza. Lori asked Ben to approach the local radio station to announce the December Showcase Cinema since the director will be there to introduce the film.

4.2 Library usage stats for October 2025: Usage, particularly E-usage, is up this month. There was some discussion about the Library of Things. Mimi was very impressed with the internet hub she borrowed. Karen mentioned there are many other things available for borrowing through PRL like radon detectors. Snowshoes are available at our library.

4.3 Town Trustee remuneration: The Town of Rocky has adjusted the remuneration it pays trustees to include special meetings and committee work. The County continues to pay County Reps an annual lump sum.



5 CORRESPONDENCE: None.

6 ROUND TABLE DISCUSSION: Karen visited the Edmonton Public Library which has very impressive interactive displays. They also have an extensive Makerspace that includes recording studios, sewing centers, gaming areas, crafts and so much more. Lots of Security was visible and it felt like a safe space. Karen will not be able to attend the January board meeting, so she let everyone know she'd like to have someone else take over as Secretary when executive positions are decided. Denise expressed gratitude for being appointed to the library board and looks forward to working with everyone. Elyse attended a French Immersion conference at the Banff Springs Hotel recently. Mimi reminded us of the Alberta Association of Library Trustees annual online conference tomorrow. Tyler is learning about the various roles he has taken on. He has some 3-D printers if the library is interested. Lynda said there is a board game group that meets at the library on Fridays at 7 pm. For more information look up the RMH Games Club on Facebook. Lori was grateful for being able to appear at the council meetings. Ben has invited Ron Sheppard from Parkland Regional Library to our CCLB and RMHLP inter-board meeting on Monday.

7 NEXT MEETING: January 28, 2026 7 pm.

8 ADJOURNMENT: Motion #821 Tyler moved to adjourn at 8:10 pm.
Seconded by Elyse. **CARRIED**