



MINUTES

Rocky Mountain House Library Board Wednesday, January 28, 2026 Library Meeting Room

Present: Ben Worth, Lori Pratt, Denise Boniface, Lynda Huseby, Elyse Morin, Mimi Cole, Tyler McCauley, Lori Sunde-Cooper

Absent: Karen Travis

Lori Sunde-Cooper was appointed as recorder for the meeting in the absence of the Secretary.

1. CALL TO ORDER

The meeting was called to order at 7:06 pm by Chair Lori Pratt.

1.1 Agenda and Minutes

1.1.1 Additions/ Changes to the Agenda: Ben added item 2.5 Policy Updates to Items for Decision.

1.1.2 **Motion #822** Mimi moved to adopt the agenda for tonight's meeting as amended. Seconded by Elyse. **CARRIED**

1.1.3 **Motion #823** Tyler moved to adopt the minutes of the November 26, 2025 meeting. Seconded by Linda. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report

Ben reported that a donation was received from Helen Hunley Foundation with no conditions; it will be a discussion for the Board to decide where to allocate the funds.

Library Manager and staff were frugal towards the end of the year when income was uncertain.

Ben suggested surplus can be allocated to Reserves.

Motion #824 Tyler moved to approve the financial report as presented. Seconded by Denise. **CARRIED**

2.2 TD and Reserve Funds

Ben reported that he had spoken to various financial institutions regarding investment terms and rates.

Term Deposits of Reserve Funds maturity dates are coming due as follows:
\$8,000 riser term due Feb 22, 2027. Rates are: 2.69%. 3.3%.

\$96,000 riser term due 2028. Rates are: 3.3%. 4.4%. 4.5%.

Decision was deferred. Ben will present a summary of the options at the next meeting.

2.3. Annual Library Usage Stats Report

Ben presented the Survey Report and the Annual Report.

Motion #825 Lynda moved to adopt and submit the Survey Report and the Annual Report as presented. Seconded by Mimi. **CARRIED**

2.4 Election of Board Executive and Committee Appointments

2.4.1 Board Executive

Chair - Lori Pratt was nominated

Vice Chair - Mimi Cole was nominated

Secretary - Lori Sunde-Cooper was nominated

Chair Lori called for further nominations from the floor.

Motion #826 Denise moved to elect the nominated individuals. Seconded by Elyse. **CARRIED**

2.4.2 Board Committees

Finance Committee - Lori P, Denise, Tyler, Lynda. Tyler - Lead

Personnel Committee - Lori P, Lori SC, Elyse, Mimi. Elyse - Lead

Advocacy - Lynda, Karen, Mimi, Elyse. Karen - Lead

Policy - Tyler, Denise, Karen, Lori SC, Lori P. Tyler - Lead

Motion #827 Tyler moved to appoint the named individuals to the Board Committees. Seconded by Mimi. **CARRIED**

2.5 Policy Updates

2.5.1 HR Policies

Ben reviewed the recommended HR Policy updates, as circulated prior to the meeting and noted with red text. All references to outdated FOIP legislation were updated to the current Protection of Privacy Act and Access to Information Act. Discussion included the addition of Policy 16.2.11 No Triangulation.

Policy 16.3 Relatives and Workplace Relationships - Ben suggested adjusting the amount for prize eligibility from \$50 to \$100. Board consensus was to retain the amount at \$50.

Lynda asked about Bereavement Leave Policy; Ben will review current standards and report back to the Policy Committee.

Lori SC asked about the purpose of section 16.2.12 regarding staff probation.

Board consensus was to delete the section.

Motion #828 Denise to accept the HR Policy changes as amended. Seconded by Elyse. **CARRIED**

2.5.2 Policy FM-9 Reserve Funds

Ben reviewed the recommended policy changes, as noted with red text.

Board consensus was for Operating Reserves to retain 4 months (33%) of normal operating expenses (\$169,855.95 based on 2026 budget figures). Board consensus was for Capital Reserves to be set at 10% of capital assets. **Motion #829** Tyler moved to accept the Policy FM-9 Reserve Funds changes as amended. Seconded by Lori SC. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Advocacy Committee - Plan of Service next steps

3.2 Advocacy Committee - Friends of the Library

Ben advised that the results of the 2025 public survey have been compiled.

Ben will arrange a meeting with the Advocacy Committee meeting.

4. ITEMS FOR INFORMATION

4.1. Library Manager's Report

Ben referred to the report which was circulated prior to the meeting and opened discussion with the Board. Trivia nights will continue at Rival Trade each 3rd Wednesday of the month.

4.2 Library Usage Stats to the end of December 2025

Ben reviewed the report which was circulated prior to the meeting. Wi-Fi usage was up. Programs - take home kits were reduced. Virtual - one on-line gaming session in January 2025 had low attendance and the program was discontinued.

5. CORRESPONDENCE - none

6. ROUND TABLE DISCUSSION

- Lynda - Shared details about the Coldest Night of the Year hosted by the MRWS and the Warming Shelter as a fundraiser: February 28, 2026; 5pm start; meal at 6pm. It will be a 2 km or 5 km walk. She suggested a Library team. Details will be sent to the Board.
- Denise - Shared that the Boys & Girls Club is facing challenges to maintain the after school service. There may be an opportunity for Library programming geared towards these children. Ben will explore options.
- Tyler - Shared that the Clearwater Library Board is receiving support to develop governance and management practices.
- Lori P - Shared that the Town and County Inter-municipal Collaboration Committee meeting will be broadcast online: February 2, 2026; 1-4 pm.

7. **NEXT MEETING** - Wednesday, February 25, 2026 at 7 pm.

8. **ADJOURNMENT - Motion #830** Lynda moved to adjourn at 8:48 pm. Seconded by Mimi. **CARRIED**