



**MINUTES**  
**Rocky Mountain House Library Board**  
**Wednesday, June 26, 2019 Library Meeting Room**

**Present:**

Ben Worth Maryon Siemens Mimi Cole Mike Day Jason Alderson Cindy Winchell  
Robin Begin Mike Stannix Jordan DeSousa

**Absent:** Cammie Liard

**1. CALL TO ORDER**

The regular monthly meeting of the Rocky Mountain House Library Board was called to order by Chairperson Jason Alderson at 7:00 p.m. on Wednesday, June 26, 2019 in the Library Meeting Room. Introduction of our new member Mike and visitor Jordan were made.

1.1 Agenda & Minutes

1.1.1 Additions/Changes to the agenda and minutes – move items # 4.2 and 4.3 to be included into 2.2

1.1.2 Motion to adopt the minutes and agenda as amended

**Motion # 501** Mimi moves to accept the agenda as amended and minutes of the May 22, 2019 meeting **CARRIED**

1.1.3 Business Arising – none

**2 ITEMS FOR DECISION**

2.1 Financial Report - Wade and Noble Accounting have completed their balance sheet of the RMH Library Board as of December 31, 2018. Ben presented the current account summary and May Balance sheet.

**MOTION # 502** Robin moves accept the financial report as presented **CARRIED**

2.2 Mike spoke to explain that historically the library board used the “cash” system of accounting. In 2018 it was changed to the “accrual” system. Along with this change the board arranged for Heather Lyon to do the accounting for us. This change did create some problems with reporting the payroll expenses and showed a deficit in 2018. Mike discovered that our reporting to the government needs to be in made using the “cash” system. We have changed back to this system with Heather. It has now cleared up the deficit showing in 2018 to a Net Income in 2018 of \$23,634.00. Good news.



Wade & Noble suggested keeping 6 – 8 mths of operating costs in reserve. James suggested we specify the amount we set as reserve instead of being grouped into “unrestricted net assets”. As a result Showcase Cinema amounts and the 2 Reserve accounts could be combined and renamed Reserves. This amount would still be less than the suggested amount in reserve but would grow by putting budget surpluses in during the year.

The Helen Hunley reserve will remain but will now be titled “restricted”.

**Motion # 503** Mimi moves that the Showcase cinema and 2 reserves accounts be renamed “unrestricted reserve accounts”. Seconded by Mike Stannix **CARRIED**

**Motion # 504** Robin moves to rename the Helen Hunley account into a restricted reserve fund account. Cindy seconded **CARRIED**

The balance sheet will now reflect this change.

- 2.3 The current Library credit card will be discontinued in August. Ben presented options from the Credit Union for business cards. The current card has a limit of \$3000 which has proven to be too low at times. Ben has used his personal card to overcome this and been reimbursed. Discussion about “cash back” card options.

**Motion #505** Jason moves that Ben apply for a new credit card from Credit Union increasing the limit to a maximum of \$10,000, with Ben as the single authorized user. Mimi seconded **CARRIED**

### 3. ITEMS FOR DISCUSSION

3.1 Plan of Service – Jordan from Public Library Services Branch presented. The Plan of Service is a guide to the library service, usually covers 1 – 5 years of operation. The Board duty is to determine what the library services to the community will be and how it is measured for success. In the Library regulation section 13 it states that it is a legal requirement to have a POS. The Rocky Board needs to have an updated POS by June 2021. The operational grant applications are submitted by June also. The board needs to decide if the POS will be developed by the whole board or the Advocacy committee. It is necessary to do a needs assessment of the community, state service priorities, set goals that will benefit the community and an objective that can be measured. The POS is kept in mind during the year while meeting and making decisions. There is a workbook on the PLSB web site to help us and Jordan offered to be of assistance to us.

### 4. ITEMS FOR INFORMATION

4.1 Library Manager’s Report  
Ben presented his report.

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# Rocky Public Library



**MOTION # 506** Robin moves to accept the report as presented. **CARRIED**

4.2 & 4.3 moved to 2.2

4.4 The board discussed who sat of which committee. Mike said it is helpful to have a leader of each group to get things done. Mike S is now on the Advocacy and Finance Committee.

5. **CORRESPONDENCE** – none

6. **NEXT MEETING** Sept 25, 2019 7 PM.

7. **ADJOURNMENT**

**MOTION # 507** Jason moves to adjourn at 8:28pm. **CARRIED**