



MINUTES

Rocky Mountain House Library Board

Wednesday, February 24, 2021 7pm via Zoom

Present:

Ben Worth, Robin Begin, Mike Stannix, Karen Travis, Mimi Cole, Karen Mehlhaff,
Jen Lefebvre, Len Phillips

Absent:

Cammie Liard

1. CALL TO ORDER

The meeting of the Rocky Mountain House Library Board was called to order by Chair Robin Begin at 7:00 pm on Wednesday February 24, 2021 via Zoom

Ben introduced our new town council rep Len Phillips. Welcome to the library board Len!

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda

Ben asked that the Financial Report be added to the agenda as an item for decision

Motion #572 Mimi moved that the agenda be amended as requested. **CARRIED**

2. ITEMS FOR DECISION

2.1 2020 PLSB Annual Report: Ben went through the report line by line with the board. He noted that the report is due at the end of February. Len was asked to provide his contact information so it can be added to the library board team. It is difficult to compare stats to the previous year due to closures and disruptions. One example is



operating hours that have been greatly reduced (1,973 hrs) compared to last year (2,500). The library did provide continuous programming despite a drop in numbers. Children's program stats are much lower due to cancellation of the summer reading program among others.

Motion #573 Robin moved that the Annual Report be accepted as presented and submitted to PLBS. **CARRIED**

2.2 Financial Report: Ben presented the current bank statement and comparative income statement for the month of January, 2021. Len asked if expenses will be down this year due to reduced services. Ben affirmed that many expenses like janitorial services are reduced so a reduction to overall expenses can be anticipated.

Motion #574 Len moved to accept the financial report as presented. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Library Bookkeeping: Mike reported back to the board that he had a meeting with the library's bookkeeper, Heather Lyon. They discussed moving to Quickbooks Online instead of keeping the very old desktop version of SAGE which is located at the library. Advantages of a web based platform include multiple-user function and file security (backups). The need to move to a new platform is imperative due to the age of the version of our current software.

Motion # 575 Robin moved that we advise our bookkeeper to convert to Quickbooks Online. **CARRIED**



3.2 Helen Hunley Funds: Ben informed the board there is just over \$13,000 remaining in this fund. It can be used for anything other than regular operating expenses. The plan is to create more storage space and convert the glass display case to a children's reading nook. This would use slightly less than half of the remaining funds. Two contractors have been approached and one quote has been received from Trevor Kalyn. The board asked if we could get at least one more quote, if not two, to compare at our next meeting before making a final decision.

3.3 Plan of Service and timeline to complete: The Advisory Committee along with Ben have begun work on this. The final plan is due on June 15 in order to secure operating funding from Municipal Affairs. Karen T proposed a timeline to complete by the deadline. The board reviewed the library needs assessment survey. It will be accessible online through the library webpage and facebook. A print version will also be available. Several ways of promoting the survey were suggested including word of mouth, contacting Laura at the town office and Mike at the County office, an ad in the Mountaineer and Western Star, inclusion in school newsletters and webpages. We have a budget of \$300 to offer prize draws as an incentive to complete the survey. Ben will look into getting gift cards from various local businesses and possibly chamber bucks. Jen suggested making at least one question mandatory so people don't just submit a blank survey to entry for the draw. Survey deadline is March 31.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report – Ben presented his report. The library is included in Step 3 of re-opening so if all goes well the earliest it can be open to the public is March 22, 2021. Meanwhile, staff are continuing to adapt services and explore online professional development opportunities.

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Rocky Public Library



Motion #576 Robin moved to accept Ben's report as presented. **CARRIED**

5. CORRESPONDENCE: None

6. NEXT MEETING: Wednesday, March 24, 2021 7 pm

7. ADJOURNMENT

Motion Karen Travis moved to adjourn at 8:20 pm. **CARRIED**