

Box 1497, 4922-52 Street
Rocky Mountain House, AB
T4T 1B1
Phone: (403)845-2042
Fax: (403)845-5633
armh@prl.ab.ca
rmhlibrary.prl.ab.ca

Rocky Public Library



MINUTES
Rocky Mountain House Library Board
Wednesday, February 27, 2019 Library Meeting Room

Present:

Mike Day Ben Worth Cindy Winchell Jason Alderson
Maryon Siemens Mimi Cole Cammie Liard

Absent: Robin Begin

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 PM on Wednesday, February 27, 2019 in the Library Meeting Room.

1.1 Agenda & Minutes

1.1.1 Additions/Changes to the agenda and minutes - none

1.2 Motion to adopt the minutes and agenda

Motion # 477 Mimi moves to accept the minutes and agenda. **CARRIED**

1.3 Business Arising - March 2019 Between the Lines newsletter presented

7:06 PM Robin Begin arrived and joined the meeting

2. ITEMS FOR DECISION

2.1 Financial Report

Ben presented his report. The Town of RMH has approved the 2019 municipality budget. The amount requested by the library has been approved and is represented in the budget. The comparative income statement has presented and there are no issues. Ben says we need approximately 6 months of operating cost in the bank to conduct business. The library did not participate in the Polar dip fundraiser held.

Motion # 478 Mike moves to accept the Financial report as read **CARRIED**

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2.2 New library operating system

The library will have a reduction in services from March 7 – 13 in the change over to the new library software named Polaris. The library will remain open however people will only be able to take out books on the shelf in our library, with a card. Polaris will be up and running March 14. The staff has anxiety with the change and a discussion occurred about whether it is necessary to close the library to allow the staff more training time. Ben will be posting multiple notices to inform the public and users of the library of the upcoming reduction of services. The board is confident with the staff's ability and the public's understanding during the time of transition.

MOTION #479 Robin moved to accept this as information. **CARRIED**

2.3 Closing early on Sat March 16 – see above

2.4 Maryon has spoken with Lesley at the Olds Public Library to get information about bringing the Banff Film Festival to RMH as a public library fund raiser. Olds raises as much as \$4000 each year. The board supports this and Maryon is to continue by speaking to Moe at the Cinema to find out if the cinema meets the BFF technical requirements.

7:37 PM Cammie left the meeting

3. ITEMS FOR DISCUSSION

3.1 Ben confirmed that Jason, Robin and 3 staff members will be going to the annual ALA conference in Jasper. As Jason's cost will be covered by the town, Mike Day expressed interest in attending also as it is within the library's budget.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report
Ben presented his report.

MOTION #480 Mimi moves to accept the report as presented. **CARRIED**

5. CORRESPONDENCE –

Letter from the town about the budget approval
Letter from Heather Lyon (book keeper) The board had difficulty understanding the first paragraph about the GST adjustments. The board is also waiting for answers on the

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December Comparative Income Statement that shows that we have a deficit of \$40,771.60. Is this deficit going to follow future income statements? Also waiting answers to whether the Showcase cinema account can be merged with other savings accounts? Ben will take these questions to Wade Noble & Partners LLP and get answers. The board would also like Wade Noble to review Heathers explanation about the GST. Ben will report back. The meeting date is yet to be set.

6. NEXT MEETING March 27, 2019 7:00 PM. Mike Day will not be able to make it.

7. ADJOURNMENT

MOTION # 481 Maryon moves to adjourn at 7:56. **CARRIED**