

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 November 25, 2020 Library Meeting Room

Present:

Via Zoom : Mike Day Ben Worth Mimi Cole Maryon Siemens Jason Alderson Robin Begin Cammie Laird Mike Stannix Karen Travis

1.0 CALL TO ORDER

The regular monthly meeting of the Rocky Mountain House Library Board was called to order by Chairperson Robin Begin at 7:06 p.m. on Wednesday, November 25, 2020 in the Library meeting room.

1.1 Agenda & Minutes

No additions to the agenda or October 28 minutes

1.1.2 **MOTION #560** Mimi moves to accept the agenda and Oct 28 minutes.
CARRIED

1.1.3 Business arising - Holiday gifts for Staff. Mimi will purchase Happy Holiday Cards; the Board will sign them and Ben will insert gift cards from local businesses. Staff appreciation costs are in the budget.

2.0 ITEMS FOR DECISION

2.1 Financial Report

Report Ben presented his report. Questions about the Comparative Income Statement. The statement includes the severance payout from this year. We are looking at a small surplus. The Helen Hunley Account balance is \$15,339.00 after the recent purchase of furniture. This needs to be spent sooner than later, Ben will come back in January with ideas to use the remaining balance.

MOTION # 561 Jason moves to accept the financial report as presented. CARRIED

2.2 December hours – Dec 25, 26 and Jan 1 are Statutory holidays. Ben asked the boards opinion for closing on Dec 24 and Dec 31 also. Discussion about remaining open for community wellness, staff appreciation and wellness, whether addition days off would be paid or not. Ben will check policy to see if they would be paid days or not and what we did last year.

MOTION #562 Mimi moves, Karen seconds that the library be closed Dec 24, 25, 26, Jan 1, Jan 2 and have modified/reduced hours on Dec 31. CARRIED

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3.0 ITEMS FOR DISCUSSION

3.1 The Personnel Committee met on Nov 25 to begin the annual Managers Review. The staff surveys will be distributed via a confidential Google sheet and results collected by Dec 5. The committee will meet soon after to review and meet with Ben. They would like a Board meeting this month to present their recommendations. The next meeting will be Dec 16 at 7pm.

3.2 Ongoing Pandemic – Ben wants to bring attention to the library's response to the current provincial regulations. He has suspended in- person programs, decreased capacity in the library to 100 people, pivot to online programing and has yet to determine the restrictions for the Cult & Classic movie showings.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report

Ben presented his report. No questions, compliments on programing in a difficult time.

5. CORRESPONDENCE

Letter from the Town of Rocky Mtn House thanking Ben & Robin for their delegation presentation Nov 17, 2020.

7. NEXT MEETING

December 16, 7pm.

8. ADJOURNMENT

Robin adjourned the meeting at 7:58