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Rocky Public Library



MINUTES

Rocky Mountain House Library Board Wednesday, November 24, 2021 7pm Library Meeting Room and Zoom

Present: Ben Worth, Len Phillips, Karen Travis,

Via Zoom: Jen Lefebvre, Karen Mehlhaff, Mimi Cole, Robin Begin

Absent: Mike Stannix, Michelle Swanson

CALL TO ORDER

The meeting of the Rocky Mountain House Library Board was called to order by Chair Robin Begin at 7:04 pm on Wednesday November 24, 2021.

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda and minutes- Karen T asked about the date for the next board meeting. A decision on meeting in December will be decided today. The agenda will be amended accordingly.

Motion #606 Len moved to adopt the October meeting minutes and agenda for November 24 meeting. Seconded by Karen M. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: Ben presented the financial report. He noted that approximately \$5000 from the Helen Hunley Fund has since been transferred to chequing to cover reno costs. This year spending has been restricted to offset lack of revenue. The library is on course to reach a net zero balance by the end of the year. Len reported that Parkland Regional Library will not be reinstating fines until long term



stability is reached. **Motion #607** Jen moved to accept the financial report as presented. Seconded by Karen M. **CARRIED**

2.2 December holiday closures and staff pay: The board discussed library closure during the December holiday period. It was noted that Christmas Day and Boxing Day occur on a weekend this year. School resumes on January 5. **Motion #608** Mimi moved to accept the following schedule. December 24: Library closed, paid day off as an appreciation for staff. December 25-28: Library closed. December 27 and 28 are days in lieu of December 25 and 26. December 29-30: Library open regular hours. December 31: Library closed. Day off in lieu of January 1 when the library is closed. January 3: Regular library hours resume. Seconded by Karen M. **CARRIED**

2.3 Policy updates: Ben has been working through a number of policy revisions and clarifications. He proposed one RMHPL Governance Policy update that states there will be no regular board meeting in December. He also proposed several updates to the RMHPL Human Resources Policy. These revisions and additions are intended to align library policies more closely with those of the Town. **Motion #609** Karen T moved to accept the policy updates as presented. Seconded by Karen M. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Presentation to Town Council: Robin and Ben made a budget presentation to Town Council which received very positive feedback. The



Council is supportive of the library and thanked them for the great presentation.

3.2 Provincial mandates for programming outside the library: Alberta Municipal Affairs has provided further clarification that libraries can work with third parties to offer programs instituting the Restriction Exemptions Program (REP). Ben will be conducting a survey to obtain opinions on attending library-sponsored film screenings at Rocky Cinemas if the REP is in place. The survey will be emailed to past attendees, board members and other interested individuals. It will also be available through library social media. Rocky Cinemas would also have to be in agreement with the REP if requested.

3.3 Children's area renovations: Ben provided pictures of the completed work in the children's area. There is now more storage space as well as a cozy reading nook. Approximately \$10,000 remains in the Helen Hunley Fund that should be expended in the next year. Board members and staff are asked to think of ideas for using this.

3.4 Staff service recognition: Michelle will be reaching 10 years of service in early December. She will be presented with a gift and a card that all board members are encouraged to sign. The board thanks Michelle for her service to our library community.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report – Ben presented his report. The Gaming Extravaganza was a great success with 29 people participating.

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Programming staff are currently planning for some form of in-person children's holiday programming which would be allowed under current provincial mandates.

4.2 Library usage stats to the end of October: Take and Make kits continue to increase in popularity. Circulation of library material is also up.

5. CORRESPONDENCE:

None.

6. NEXT MEETING: Wednesday, January 26, 2022 7 pm

7. ADJOURNMENT: Motion #610 Karen M moved to adjourn at 8:45 pm.
Seconded by Len **CARRIED**