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Rocky Public Library



MINUTES

Rocky Mountain House Library Board

Wednesday, September 28, 2022 7pm

Meeting Room and Zoom

Present: Ben Worth, Mimi Cole, Robin Begin, Michelle Swanson, Len Phillips, Karen Travis

Via Zoom: Karen Mehlhaff

Absent: Jen Lefebvre

1. CALL TO ORDER

Chair Mimi Cole called to order the meeting of the Rocky Mountain House Library Board on Wednesday September 28, 2022, at 7:03 pm.

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda and minutes: Ben added Item 2.3 Day of Truth and Reconciliation

1.1.2 Motion #637 Len moved to adopt the agenda as amended for tonight's meeting. Seconded by Michelle. **CARRIED**

Motion #638 Michelle moved to approve the minutes for the June 22, 2022 meeting. Seconded by Len. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: Ben presented the financial report. There is \$9584 remaining in the Helen Hunley Fund and just over \$2000 in Showcase Cinema Reserves. Ben will follow up with corporate donors next week.



Motion #639 Karen T moved to accept the financial report as presented.
Seconded by Len. **CARRIED**

2.2 2023 Library Budget: The Finance Committee (Len, Michelle, Mimi and Ben) met prior to the board meeting and came up with two funding scenarios for 2023. One asks for a 7.9% increase in funding and the other requires a 15.4% increase. They felt the 7.9% would be more feasible. Areas where costs have increased substantially are 1. the town payroll fee, 2. licenses and fees (eg. Beanstack, Zoom, Quickbooks) and 3. staffing expenses. Revenue from overdue fines was discussed. It is not a stable funding source because it relies on patrons doing what we discourage them to do, i.e.. return materials late. Fines have not been charged since the start of the pandemic. Removing fines from the budget as a revenue source does not mean they can't be charged. They would just show up as a surplus elsewhere in the budget. Ben presented three drafts of the budget. Draft One incurs 7.9% increase in revenue and 2.7% increase in staff expense. Draft Two incurs 15.4% increase in revenue and 8.78% increase in staffing expense. Draft Three incurs 7.9% increase in revenue and 3.91% increase in staff expense. In this case, the staff salary grid would be adjusted to address changes that stay within the overall 7.9% budget increase. A few expenses like telephone, waste management and board expenses have gone down.

Motion #640 Karen M moved to approve Draft 3 of the budget for submission to the municipal councils. Seconded by Robin. **CARRIED**



2.3 Truth and Reconciliation Day: September 30 has been declared a federal statutory holiday. The Town of Rocky Mountain House has declared it a civic holiday. In keeping with the spirit of the day and to allow staff to participate in planned activities, Ben asked if the library could be closed for the day. The board asked the library to post the reason for the closure and give the public information on events.

Motion #641 Michelle moved to close the library this year only and to reconsider closure each year hereafter. Seconded by Karen T. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Training for Board Members: New board members should be announced on October 25. The Board Executive will meet with each new member to provide an orientation and answer any questions about their role and responsibility as a library board member.

3.2 Board advocacy, PRLS learning session: Ben and Karen T attended a workshop hosted by the Parkland Regional Library called "Advocacy: Whose role is it anyway?" It was very informative and gave them some ideas for building more advocacy for our library. One idea is to host an open house in conjunction with a community survey. Ben will investigate a good time to do this.

3.3 Ben's annual performance review: Ben's anniversary date is fast approaching so the Personnel Committee will meet as soon as possible to conduct his annual review. The same method as last year will be



used which includes a self-evaluation by Ben and a questionnaire for library staff. The committee will have the results and a recommendation ready for the board to review prior to our October meeting.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report: The board reviewed Ben's report. He noted that PRLS is co-hosting a virtual conference called Stronger Together on October 6 and 7. Ben will send out a link to register for it. Ben is also investigating new library seating. He will consult with staff and then send some furniture options to the board for review. This could be an option for using the last of the Helen Hunley funds.

4.2 Library usage stats to the end of August 2022: Circulation stats are up from last August. With the exception of wifi sessions, which are up significantly, e-usage is down from a year ago.

5. CORRESPONDENCE: Ben received a budget reminder from Clearwater County.

6. NEXT MEETING: October 26, 2022

7. ADJOURNMENT:

Motion #642 Len moved to adjourn at 8:45 pm. Seconded by Karen M
CARRIED