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# Rocky Public Library



## MINUTES

### Rocky Mountain House Library Board Wednesday, January 26, 2022 7pm Library Meeting Room and Zoom

**Present:** Ben Worth, Robin Begin, Len Phillips, Michelle Swanson

**Via Zoom:** Jen Lefebvre, Mike Stannix, Karen Travis, Mimi Cole,

**Absent:** Karen Mehlhaff

#### 1. CALL TO ORDER

The meeting of the Rocky Mountain House Library Board was called to order by Chair Robin Begin on Wednesday January 26, 2022, at 7:02 pm.

##### 1.1 Agenda and Minutes

**1.1.1** Additions/changes to the agenda and minutes- Karen T mentioned the library user stats presented today will be to the end of December, not October. The agenda will be amended accordingly.

**1.1.2 Motion #611** Len moved to adopt the November 24, 2021 meeting minutes and amended agenda for January 26, 2022.

Seconded by Jen. **CARRIED**

#### 2. ITEMS FOR DECISION

**2.1** Financial Report: Ben presented the financial report. It includes the end-of year comparative income statement. When all accounting is done there will be a surplus of no more than \$1000 to the end of 2021.

**Motion #612** Michelle moved to accept the financial report as presented. Seconded by Len. **CARRIED**



## 2.2 Election of 2022 board officers and committee appointments:

The nominations for the board executive for 2022 are as follows:

Chair – Mimi Cole

Vice-Chair – Robin Begin

Secretary – Karen Travis

**Motion #613** Jen moved to elect the nominees as presented.

Seconded by Len. **CARRIED**

Membership on committees was proposed as follows:

### Advocacy Committee

Karen Travis, Karen Mehlhaff, Mike Stannix, Robin Begin

### Personnel Committee

Mimi Cole, Karen Travis, Jen Lefebvre, Robin Begin

### Finance Committee

Mike Stannix, Mimi Cole, Len Phillips, Michelle Swanson

### Policy Committee

Jen Lefebvre, Karen Mehlhaff, Len Phillips, Michelle Swanson

**Motion #614** Len moved to accept committee appointments as proposed. Seconded by Jen. **CARRIED**

## 3. ITEMS FOR DISCUSSION

- 3.1** Helen Hunley Funds – library renovations: Approximately \$9500 remains in this fund. Ben presented a quote from Kalyn Innovations Ltd to create a welcoming space for teens in the adult section of the



library. This would include a dedicated makerspace for creative endeavors, like 3D printing. The project would involve moving two bays of shelving, building a wall, possibly installing a secret bookshelf door, and other finishing work. The board asked that noise concerns and control of building access be considered. Also, board members said it is important to involve the town in acquiring permits and ensuring building and fire codes are met. The concept of creating a space that is welcoming to teens and other creative patrons was supported by the board. Ben will continue to work with the contractor to refine the plan and report back at a future date.

#### **4. ITEMS FOR INFORMATION**

**4.1** Library Manager's Report – Ben presented his report. He mentioned that two library staff have been ill since the New Year. Jen enquired whether this is impacting library service. Ben stated the two employees are recovering and no further staff have been away sick so far although with the ongoing pandemic it continues to be a concern. Robin asked about show times for library-sponsored films at Rocky Cinemas. Ben stated that starting next month all films will begin at 7 pm.

**4.2** Library usage stats to the end of December – It was noted that total cardholder numbers are up significantly from last year. This could be due to the ability to sign up through the website and the Market on Main sign-ups. Michelle asked about breakdown by age groups. Ben explained the only distinction that is made is between children and adult memberships.

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**4.3** Library marketing podcast – Karen T told the board about a CBC marking podcast called Under The Influence. Recently the host talked about library marketing so Karen suggested the board may want to listen to it. It describes the how libraries market themselves in informative and entertaining ways. A link will be sent through email.

**5. CORRESPONDENCE:**

None.

**6. NEXT MEETING:** Wednesday, February 23, 2022                      7 pm

**7. ADJOURNMENT:**

**Motion #615** Jen moved to adjourn at 7:55 pm. Seconded by Mimi

**CARRIED**