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# Rocky Public Library



## MINUTES Rocky Mountain House Library Board Wednesday, March 25, 2020 Library Meeting Room

### Present in person:

Ben Worth Maryon Siemens Mimi Cole Mike Day

**Present via Zoom:** Jason Alderson Cammie Liard Robin Begin

**Absent:** Mike S Karen Travis

### 1. CALL TO ORDER

The meeting of the Rocky Mountain House Library Board was called to order by Mimi Cole at 7:05 p.m. on Wednesday March 25, 2020 in the Library.

1.1.1 Agenda – no changes or additions to the agenda

**Motion # 537** Jason moved to accept the agenda as presented **CARRIED**

1.1.2 Adopt the February 26, 2020 minutes

**Motion # 538** Mike D moved to change 2.3 line 1 “their update” to “a portion”

Also to strike 2.3, line 7, sentence “The board suggests to remove the actual dollar amount and rewrite it stating a minimum of 6 months of operating costs is needed in the reserve fund” to be replaced with “The board says to specify a dollar amount that is based on 2020 figures to be equal to a minimum of 6 months of normal operating costs to be kept in the reserve fund”. **CARRIED**

### 2.0 ITEMS FOR DECISION

2.1 Financial Report – written report and verbally presented.

### 3.0 ITEMS FOR DISCUSSION

3.1 As of March 17 the RMH Public Library has been closed to the public due to COVID-19 until AHS recommendations support reopening. This will significantly affect the service and budget of the library. There will be cost savings due to AB Library conference and Personal Development courses

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~~being cancelled, reduced need for staff hours and in library programming is canceled~~ Ben was found some online courses and webinars that he encourages the staff to do. He hopes the Crisis training workshop will still go ahead in the future. Ben has encouraged staff who are able to work from home to do so. The onsite staff have been doing a deep cleaning and organizing of the programming rooms. Staffing has remained the same since March 17. Ben projects that there will be 2 more weeks of work for the 3 PT staff. The FT staff will continue to work offering alternative delivery of library service. I.e: ordering and processing materials, social media programming, launching or streaming online delivery, live FB reading sessions and preparing summer programs. The library will operate with reduced staffing Monday – Friday.

There was conversation about whether the Library Policy Book has policy that would have addressed the procedure of how to handle the initial crisis preceding the direction of AHS on March 17 to close. This could be from pandemic, flood, fire etc. The Policy committee will investigate it.

Ben filed an application for a summer student in February. He is not sure how it will play out.

### 3.2 The ALC has been cancelled

3.3 Wanita has resigned from her position as the Children's Program Coordinator. Ben and Wanita dated and signed a letter to that effect. He sent her an email to acknowledge the decision and thank her for her years of service. Ben will check with the town about the hiring policy he needs to follow to fill the position. It is currently filled by a temporary agreement as Wanita was on medical leave pending her return.

## 4.0 ITEMS FOR INFORMATION

4.1 Ben presented his report - We expect the digital circulation to increase over the library closure period. We are within the recommendations of spending up to 10% of the acquisitions budget on electronic material. Ben has redirected 10% or ~\$2000 allotment of the budget to E book/digital purchase.

**5.0 CORRESPONDENCE** - a letter of complaint was received about the library closures on Tuesday & Thursday evenings (prior to library COVID 19 closure) due to a staff shortage. A page was hired to fill that need. Ben was unable to respond to the letter as there was no contact information.

**6.0 NEXT MEETING** April 22, 2020 7 pm..

## 7.0 ADJOURNMENT

**MOTION # 539** Mike D moves to adjourn at 8:27 pm. **CARRIED**