



MINUTES

Rocky Mountain House Library Board

Wednesday, May 26, 2021 7pm via Zoom

Present:

Ben Worth, Robin Begin, Karen Travis, Mimi Cole, Cammie Laird,
Jen Lefebvre, Len Phillips, Karen Mehlhaff, Mike Stannix

1. CALL TO ORDER

The meeting of the Rocky Mountain House Library Board was called to order by Chair Robin Begin at 7:09 pm on Wednesday May 26, 2021 via Zoom

1.1 Agenda and Minutes

1.1.1 Additions/changes to the agenda and minutes- none.

Motion #586 Len moved to adopted the April meeting minutes and agenda for tonight's meeting. Seconded by Cammie. **CARRIED**

2. ITEMS FOR DECISION

2.1 Financial Report: Ben presented the current RCU balance and comparative income statement for the month of April, 2021. Nothing unusual to report. Ben noted that library staff have been brainstorming fund raising ideas. If the library does some type of lottery we will look for a community organization to partner with in order to obtain the necessary license. Market on Main will be happening this summer and the library will set up a booth each week.

Motion #587 Mike moved to accept the financial report as presented.

Seconded by Len. **CARRIED**

2.2 Plan of Service 2021-2025: The Advocacy Committee asked for comments and



approval of the draft Plan of Service. Everyone agreed it looks good. Minor typos have been corrected. Karen Travis has been appointed Chair of the Advocacy Committee. She asked if all board members could receive a copy of the final plan for their records. It will guide our decision-making for the next five years. Ben will also see that members of town and county councils receive a copy.

Motion #588 Len moved to approve the 2021-2025 Plan of Service.

Seconded by Karen M. **CARRIED**

2.3 Policy Updates: Ben reported that the Policy Committee met and made some policy revisions in three areas.

1. Board/Library Manager relationship policies: Some slight phrasing revisions. The format of the job description for the Library Manager was updated to be consistent with staff job descriptions.

2. Board of Governance policies: Wording changed from Code of Conduct to Standard of Conduct. Wording change to clarify that the Policy Committee will review policies at least once every two years. Advocacy was added as a requirement of board members. The Personnel Committee shall be made up of the Board Chair and three others. Details were added on supporting the library manager in extraordinary circumstances of a personnel nature. Members of the Personnel Committee will be available to address staff grievances. Other minor wording changes were made for clarification.

3. Financial Policies: Credit card limit is increased to \$10,000 as per prior board approval. Various wording changes made to increase clarity and update policy based on current situation. Membership fees clarified for other municipal tax bases. Overdue fines policy now reflects the way fines are accrued in the Polaris library system. Minor changes to travel and expenses. Service awards will be presented to staff on their anniversary date. Fee adjustment made to cinema programming for adults.



Motion #589 Mimi moved to accept the changes put forward by the Policy Committee. Seconded by Karen T. **CARRIED**

3. ITEMS FOR DISCUSSION

3.1 Rocky Pride, diversity art installation- Ben presented a Diversity Park project on behalf of Rocky Pride that would see an art installation in front of the library facility celebrating diversity. He has drafted a letter to town council explaining why the library wishes to support this initiative. The library is a safe and inviting space where all members of the community come for validation and support. The board has no objection to pursuing this so the Chair will also sign the letter to town council. Robin offered to ask a member of the Rocky Pride community to attend a future board meeting if members would like that.

4. ITEMS FOR INFORMATION

4.1 Library Manager's Report – Ben presented his report. Installation of the new storage cabinets in the children's program room should begin this week. Hopefully it will be completed by the time the library re-opens to the public.

Motion #590 Karen M moved to accept Ben's report as presented.

Seconded by Len. **CARRIED**

5. CORRESPONDENCE: None

6. NEXT MEETING: Wednesday, June 23, 2021 7 pm

7. ADJOURNMENT: Motion #591 Karen T moved to adjourn at 8:32 pm. Seconded by Len **CARRIED**