



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
September 18, 2013
4:15 pm, Teck Coal Room, Hinton Municipal Library**

PRESENT: J. Kreiner, P. Latimer, J. Macridis, J. Neale, J. Waymark

EXCUSED: F. Hanington, P. Wilkinson

RECORDER: J. Waymark

ALSO PRESENT: H. Wilderdijk

ORDER: Vice Chair Neale called the meeting to order. The time was 4:15 pm.

ADOPTION OF AGENDA:

MACRIDIS – That the Agenda be adopted as amended.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

LATIMER – That the Minutes of the Board Meeting of August 21, 2013 be adopted as printed.

CARRIED UNANIMOUSLY

BUSINESS ARISING: None.

CORRESPONDENCE:

- 1. From Minister Doug Griffith.** Invitation to apply for Minister's awards for excellence and innovation in Public Library Service.

MACRIDIS – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

REPORTS:

The Treasurer's Report was presented by H. Wilderdijk:

Total funds deposited to account to September 17, 2013 \$21,710.82

Total accounts payable for September 2013: \$ 4,689.05

MACRIDIS - That we accept the Treasurer's Report and that the Accounts for September in the amount of \$4,689.05 be paid.

Seconded by Kreiner.

CARRIED UNANIMOUSLY

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Statistics for August 2013

- Memberships registered: 798
- Circulation to local users: 5,103 items
- ILL/Resource sharing: Loaned to other Libraries: 1,568 items; Borrowed for local patrons: 776 items
- Internet use: 249; CAP 99; Members 150
- Teck Coal room use: 51 hours at no charge; 3 hours paid. Income \$28.00
- Overdrive downloads of eBooks and audio books: 415

LATIMER – That the Statistics be accepted for information and that in the future outcomes from the Plan of Service goals be included.

CARRIED UNANIMOUSLY

Librarian's Report

Ergonomic improvements have been made at the circulation desk and will soon follow at Pam's work area. Staff reported discomfort performing certain functions and Cathy Tipler kindly addressed these. Changes have been implemented: cordless mice and keyboard, a phone head-set and an anti-fatigue mat are in place; a new desk for Pam is on order.

- 3M has come through, realizing that our problems were not of our own making. The top 3M technician came from Toronto and was here for three days. Everything is finally working as it should, and the staff is aware of the intricacies of several of the 3M functions. Gates, self-checkout, CD and DVD unlocker are all operating smoothly now.
- Programs have started with the Book Club meeting and Story Time this week. We will participate in the Town's after-school program with Pam reading a chapter book in installments and other library-related activities. Sessions using our VC set-up with the RISE network included an interactive puppet show; next week RISE will feature a series for Savvy Seniors re scams and fraud.
- The Growing Great Kids committee is making good progress in getting the word out. On Sept. 25 the "Together We Raise Tomorrow" Community conversation will be held in the Library, 11:30 – 1:30 and again 4:30 – 6:30. Library Board members are encouraged to support this important conversation. Hetty was asked to be a speaker at the Growing Great Kids Harvest Supper on Oct. 2.
- Pam enjoyed the YRL conference last Friday; she found it informative and worthwhile. She brought back some practical ideas.
- October is Library Month and staff is planning for a few events, such as a Block Party for everyone "on our block" on Oct. 30 and a Snapshot Day on Oct. 15, reflecting a day in the life of the Library with pictures, guest book and a few refreshments served. Board support will be very much appreciated on this day.
- Planning for the 30th anniversary of this Library has also begun. We will celebrate this on Friday Jan 31. I anticipate making Jan 31 my last day at work, as long as the hiring of a new Head Librarian goes according to plan. Your input is essential.
- The Archives requires an update to the software at a cost of approx. \$3,000. We will work with John Close of GYPSD to ensure this works within the current computer set-up.

WAYMARK - That the Librarian's Report be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS:

1. **Succession Planning.** The draft of the posting and the updated job description were shared with the Board. A discussion followed and the Board asked Hetty to forward recommendations reflecting the Board's input to the Town's Human Resources Manager:
 - a) Keep the job title as "Head Librarian".
 - b) Include the important role the Head Librarian has working with the Yellowhead County Library Board.
 - c) Make the posting more reflective of the modern, vibrant Library this is, and which is considered by many to be their "Third Place".
 - d) Salary to reflect the prospective Head Librarian's experience.
 - e) Board to participate in the short-listing process.

NEW BUSINESS:

1. **Budget Planning 2014.** Hetty shared the Town's guidelines regarding the expectation of a status quo budget for 2014 and the first draft of the 2014 Library Operating budget, showing a small surplus. The Library Board discussed the 2014 budget draft in detail and made changes, effectively eliminating the surplus by adding dollars to the book and DVD budgets, and to the staff benefits budget.

**WAYMARK – That the Hinton Municipal Library Board approves the Library's 2014 Operating Budget as amended.
Seconded by Latimer.**

CARRIED UNANIMOUSLY

2. **Library Board Member recruitment.** The term for several Board members ends after the October meeting and all have the option to re-apply. Forms will be available at the Library soon. The Town of Hinton website allows online applications as well.
3. **Christmas Hours.** The Library Board sets hours around the Christmas time and Hetty prepared an overview with several options. A discussion followed.

MACRIDIS – That the Hinton Municipal Library be closed on Tuesday Dec. 24 and be open on Tuesday Dec 31 from 10 – 4.

CARRIED UNANIMOUSLY

OTHER QUESTIONS / COMMENTS: The Town of Hinton has asked the Board to appoint one of its members to the Quality of Life Grant Committee. Would the Board like to wait until the Organizational Meeting in November or would Judy Waymark like to stay on this committee? Waymark would like to stay and this decision was endorsed by the Board.

TOWN COUNCIL UPDATE: Councillor Macridis talked about the election process and the Democracy Week celebration BBQ at the Government Centre on Sept. 23 at 12noon with everyone invited.

AGENDA ITEMS FOR NEXT MEETING, Wednesday October 16, 2013

1. Head Librarian Succession Planning
2. Plan of Service Review, including outcomes
3. Board member recruitment
4. November meeting date

WHAT BOARD MEMBERS HAVE READ

“**Luke’s story**” by Tim LaHaye and Jerry Jenkins, “**Sarah**” by Marek Halter and “**Blood in the water**” by Jane Haddam (Jane M.); “**Death of a celebrity**” by M.C Beaton, “**Gemini contenders**” by Robert Ludlum and “**Commentary on whole bible, book of Hebrews**” by Matthew Henry (Pat); “**Love saves the day**” by Gwen Cooper and “**Cuckoo’s calling**” by Robert Galbraith (Judy); “**Gap creek**” by Robert Morgan and “**Bridge of scarlet leaves**” by Kristina McMorris (Hetty); “**Second honeymoon**” by James Patterson (Julie).

NEXT MEETING

The next regular scheduled meeting is on Wednesday October 16, 2013.

ADJOURNMENT

WAYMARK – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 6:00 pm.

CHAIRMAN