



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
November 13, 2013**

4:15 pm, Teck Coal Room, Hinton Municipal Library

PRESENT: B. Kneteman, J. Kreiner, T. McHugh, J. Staples, J. Waymark,
P. Wilkinson

EXCUSED: J. Neale and R. Maguhn

RECORDER: J. Kreiner

ALSO PRESENT: D. Currie and H. Wilderdijk

ORDER: Chair McHugh called the meeting to order. The time was 4:36 pm.

ADOPTION OF AGENDA:

KNETEMAN – That the Agenda be adopted as printed.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

WILKINSON – That the Minutes of the Board Meeting of October 16, 2013 be adopted as printed.

CARRIED UNANIMOUSLY

BUSINESS ARISING: None.

CORRESPONDENCE:

1. From Minister Heather Klimchuk – Letter and donation of the book “Alberta Government House 1913 – 2013”

WAYMARK – 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 Nov. 12, 2013	\$25,853.22
Total accounts payable for November 2013:	\$13,377.36

CURRIE - That we accept the Treasurer’s Report and that the Accounts for November in the amount of \$13,377.36 be paid.

Seconded by Waymark.

CARRIED UNANIMOUSLY

Statistics for October 2013

- Memberships registered: 987
- Circulation to local users: 5,444 items
- ILL/Resource sharing: Loaned to other Libraries: 1,624 items; Borrowed for local patrons: 796 items
- Internet use: 259; CAP 101; Members 158
- Teck Coal room use: 83.5 hours; 77.5 at no charge and 6 paid, income \$128.10
- Overdrive downloads of eBooks and audio books: 401

Program Statistics

- Three Bridging the Gap programs with 21 seniors and children participating at each.
- Adult programs: 51 participants – 4 sessions
- Pre-school programs: 93 children – 10 sessions
- School-age programs: 74 youth – 5 sessions
- Snapshot Day: 100 adults & children
- Block Party: 35 Neighbours from Recreation & Culture, FCSS, Daycare and Parent Link.

KNETEMAN – That the Statistics be accepted for information

CARRIED UNANIMOUSLY

Librarian's Report

Hetty welcomed the new members on the Board and congratulated Jane for being re-appointed. October was a good month for the Library with lots of events and activities. Staff made the "Snapshot Day" into a great event. The guestbook shows comments and smiles of visitors and staff.

- Hetty attended the YRL Librarian's meeting on Oct. 18 and she attached the highlights of this meeting.
- The meeting with the Yellowhead County Library Board was a great event. Kevin Dodds of YRL explained that in the spring of 2014 all Alberta library card holders should be able to register their card to work in any of the libraries they plan to visit. The meeting was also a tribute to Hetty's contributions to Yellowhead County Libraries.
- Staff made Hetty's 30 year anniversary on Nov. 1 fantastic with a delicious breakfast at Maureen's home and a most thoughtful card. The Town Manager delivered flowers to her desk and expressed his appreciation for her long-term service.
- Hetty was asked by Caryn Lansing about what changes were made in our program delivery after becoming aware of the Early Childhood Mapping results and shared the many ways in which socialization, sharing and tolerance were integrated in Library programs.
- The current art exhibit is by local artist Lucas Sharman who has never had his works displayed before.
- Staff was grateful to Wayne and Marilyn Campbell for stepping in for the Armchair Traveller program when scheduled presenter Bill Bulger was ill.
- Hetty met with Olga Uloth of FCSS and Christopher Read of Recreation to discuss challenges we share and synergies to help each other.
- The Library hosted a RISE VC session on "Being an executor of a will". Four people attended and were grateful for the opportunity.
- The Archives are doing well and Marilyn is working on records and fonds. She is very happy with the new software and support she is receiving to make things work for her.

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

CARRIED UNANIMOUSLY

OLD BUSINESS:

1. **Succession Planning.** Three interviews are scheduled, the first on Nov. 14, the others on Nov. 22 and 25 and will be conducted by Gordie Lee and Laura Howarth with Judy and Peter to attend the 1st interview, Julie and Peter the 2nd and 3rd interview. The participating Board members will communicate outcomes with the whole Board. Hetty still hopes to make Jan 31, 2014 her last work day but will re-assess her retirement date to at least have a few days to work the new Librarian in.

NEW BUSINESS:

1. **Plan of Service discussion.** A discussion followed and the newly appointed Board members expressed that it is a workable document, with clarity and reachable goals, and stated that many goals are already well into action.
2. **Board Policies discussion.** The Policies are reviewed from time to time and the question was raised if there are any policy issues to be addressed. All and any issues are brought to the Board meetings and are usually addressed. Some house cleaning of the Policies will be done.
3. **2014 Budget discussion.** The new Board members were informed about the budget process and that the Library's 2014 budget was already submitted to the Town after being approved in September. Town Council will begin review of the Budget soon and more information will be forthcoming. The final approval of the Town's 2014 budget will happen after public consultation has been conducted.

OTHER QUESTIONS / COMMENTS: None

TOWN COUNCIL UPDATE: Councillor Currie thanked Hetty for her 30 years working at the Library and the great work she has done during these many years. Council will meet to discuss and plan based on citizen comments received during the election campaigns. Focus is on growth and making Hinton attractive for business. Currie answered questions posed by Board members

AGENDA ITEMS FOR NEXT MEETING, Wednesday December 18, 2013

1. Head Librarian Succession Planning
2. 2014 Budget discussion
3. 30th Anniversary of Library and Hetty's retirement event on Jan 31, 2014

WHAT BOARD MEMBERS HAVE READ

"Sycamore row" by John Grisham (Judith); **"Woman upstairs"** by Claire Messud, **"Silent wife"** by S.A. Harrison and **"Ocean at the end of the lane"** by Neil Gaiman (Barb); **"Sing you home"** by Jodi Picoult (Jane); **"Baking cakes in Kigali"** by Gaile Parkin (Judy); **"Light between oceans"** by M.L. Stedman (Hetty); **"Venice"** by Peter Ackroyd and **"LA confidential"** by James Ellroy (Terri).

NEXT MEETING

The next regular scheduled meeting is on Wednesday December 18, 2013.

ADJOURNMENT

WILKINSON – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 5:36 pm.

CHAIR

DRAFT