



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

**PRESENT:** B. Kneteman, T. McHugh, R. Maguhn, J. Waymark

**EXCUSED:** J. Kreiner, J. Neale, J. Staples, P. Wilkinson

**RECORDER:** J. Waymark

**ALSO PRESENT:** H. Wilderdijk, L. Howarth and J. Yaworski (Eagle Radio)

**ORDER:** Chair McHugh called the meeting to order. The time was 4:26 pm.

**ADOPTION OF AGENDA:**

**KNETEMAN – That the Agenda be adopted as printed.**

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES:**

**WAYMARK – That the Minutes of the Organizational and Regular Board Meetings of November 13, 2013 be adopted as printed.**

CARRIED UNANIMOUSLY

**BUSINESS ARISING:** None.

**CORRESPONDENCE:**

1. From Hetty Wilderdijk – Letter announcing her retirement
2. Invitation to Hetty's retirement event

**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 Dec. 16, 2013	\$28,657.77
Total accounts payable for December 18:	\$12,487.29

**KNETEMAN - That we accept the Treasurer's Report and that the Accounts for December in the amount of \$12,487.29 be paid.**

**Seconded by Waymark.**

CARRIED UNANIMOUSLY

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**Statistics for November 2013**

- Memberships registered: 1,081
- Circulation to local users: 4,812 items
- ILL/Resource sharing: Loaned to other Libraries: 1,622 items; Borrowed for local patrons: 784 items
- Internet use: 187; CAP 66; Members 121
- Teck Coal room use: 96 hours; 94 at no charge and 2 paid, income \$25.20
- Overdrive downloads of eBooks and audio books: 334

**Program Statistics**

- Two Bridging the Gap programs with 20 seniors and children participating at each
- Adult programs: 58 participants – 4 sessions
- Pre-school programs: 77 children – 10 sessions
- School-age programs: 74 youth – 6 sessions

**WAYMARK – That the Statistics be accepted for information**

CARRIED UNANIMOUSLY

**Librarian's Report**

Congratulations to the Board on hiring a new Manager of Library Services, and thank you for your commitment to the hiring process. Hetty was happy to hear that you all agreed that Tara Million would be the best fit for the Hinton Municipal Library. The staff is eager to meet her.

- In the meantime everything at the Library is going well. The Christmas decorations look good, the displays are full of interesting books and the staff enjoy playing Christmas music too.
- The knitted decorations of The Giving Tree were picked up by Santa's Anonymous and will find their way to young families. Another donation of knitted goods went to the Women's Shelter.
- The Long-Term Service Awards were celebrated at the Town's Christmas Party. It was a wonderful and appreciated event.
- Hetty's efforts to clean up are working although there is a lot more to do.
- The Self-Checkout has once again caused grief. It stopped working from one day to the next. The effort to fix it remotely did not work. A technician came and went, unable to make it work properly. Again Hetty needed to go to the top to get some action and the top technician from Toronto was able to remotely fix the unit.
- The 2014 Budget process is on track. The proposed budget will be presented for public consultation early in 2014 with approval expected in February.
- Maureen and Jan have decided to switch desks in January. It is obviously more important for Jan to provide assistance to Tara as Maureen's job description is related to the circulation duties.
- Hetty will be away from Dec. 20 - Jan 5, work January 6 -10 and then January 13 to 16 to assist Tara, then come back on Jan 30 to offer more assistance and on Jan 31 Hetty will help to celebrate 30 years of Library Service from this location, and enjoy her retirement event.
- Hetty spoke with the Auditor yesterday and he is informed of her leaving.

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

CARRIED UNANIMOUSLY

### OLD BUSINESS

1. **Hiring Process update.** Laura Howarth provided the Board with the whole process of hiring, expressed her appreciation to Board members who assisted with the interviews and gave a brief summary of Tara's background.

### NEW BUSINESS:

1. **2014 Budget discussion.** Councillor Maguhn advised that Town Council is looking at the Budget and feels that public consultation is important.
2. **Board training Plan.** Hetty provided ideas for training. The Board agreed that training sessions at the board meeting would be helpful. It will become an agenda item.
3. **2013 Survey Results.** The annual survey results were shared with the Board. A discussion followed. The overall feedback is very positive.
4. **30<sup>th</sup> Anniversary & Hetty's retirement event.** A short discussion followed. More will be discussed In Camera.

**KNETEMAN – That the Hinton Municipal Library closes at 4pm on Friday Jan 31, 2014**

CARRIED UNANIMOUSLY

**OTHER QUESTIONS / COMMENTS:** None

### **AGENDA ITEMS FOR NEXT MEETING, Wednesday January 15, 2013**

1. Board training, session 1 – online services
2. 30<sup>th</sup> Anniversary of Library and Hetty's retirement event on Jan 31, 2014

### **WHAT BOARD MEMBERS HAVE READ**

**“Legend in green velvet”** by Elizabeth Peters (Terri); **“Just one evil act”** by Elizabeth George (Barb); **“House in the sky”** by Amanda Lindhout & Sara Corbett (Judy); **“Our choice”** by Al Gore and **“Dr. Sleep”** by Stephen King (Ryan); **“How to get filthy rich in rising Asia”** by Mohsin Hamid (Hetty)

### **NEXT MEETING**

The next regular scheduled meeting is on Wednesday January 15, 2013.

### **IN CAMERA**

**WAYMARK - That the Board moves In Camera**

CARRIED UNANIMOUSLY

The time was 5:20pm

H. Wilderdijk left the room, Pam Stewart joined the Library Board

**WAYMARK - That the Regular Meeting resumes**

CARRIED UNANIMOUSLY

The time was 5:40

**WAYMARK – That a Board committee be formed regarding purchasing a gift for Hetty within the 2014 Library Budget.  
Seconded by McHugh.**

THREE IN FAVOUR  
ONE OPPOSED

**ADJOURNMENT**

**WAYMARK – That the meeting be adjourned.**

CARRIED UNANIMOUSLY

The time was 5:45 pm.

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CHAIR