



**Town of Hinton  
HINTON MUNICIPAL LIBRARY BOARD  
Regular Meeting  
March 19, 2014**

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

**PRESENT:** T. McHugh (Chair), J. Waymark (Recorder), P. Wilkinson, B. Kneteman, J. Staples, R. Maguhn, H. Smit,

**ALSO PRESENT:** T. Million (Librarian)

**ABSENT:** J. Neale

**ORDER:** Chair McHugh called the meeting to order. The time was 4:19 pm.

**ADOPTION OF AGENDA:**

**WILKINSON – That the Agenda be adopted as amended, adding items 5.1 and 6.g.**

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES:**

**STAPLES – That the Minutes of the Regular Board Meeting of February 19, 2014 be adopted as printed.**

CARRIED UNANIMOUSLY

**BOARD TRAINING:** Tara presented an organizational chart of the library staff and gave an overview of their responsibilities.

**CORRESPONDENCE:**

1. **From J. Neale** – email of resignation.

**Action:** Tara will arrange advertising in regards to filling the vacancy.

**KNETEMAN – That the correspondence be accepted for information.**

CARRIED UNANIMOUSLY

**REPORTS:**

1. **YRL Report** presented by T. McHugh:

Meeting was informative – of note, there will be one-time monies for technology expenditures distributed calculated on \$0.50/capita

2. **Treasurer’s Report** presented by T. Million:

Total funds deposited to account in February	\$2,255.60
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Total accounts payable for March: \$1,639.01

**WAYMARK - That we accept the Treasurer's Report and that the Accounts for March in the amount of \$1,639.01 be paid.**

**Seconded by Kneteman**

CARRIED UNANIMOUSLY

3. **February Statistics** presented by T. Million

**Library use**

- Paid memberships: 191; Free memberships: 23; Total registered in 2014: 214
- Circulation to local users: 4,597 items
- ILL/Resource sharing: Loaned to other Libraries: 1,598; borrowed: 823
- Internet use: 226; CAP 83; Members 143
- Teck Coal room: 48.5 hours; 41.5 free; 7 paid, income \$94.50
- Overdrive downloads: 275

**Program statistics**

- Pre-school programs: 87 attended – 10 sessions
- School-age programs: 114 attended – 6 sessions
- Adult programs: 139 attended – 7 sessions
- All ages programs: 77 attended – 6 sessions

**KNETEMAN – That the statistics be accepted for information.**

CARRIED UNANIMOUSLY

4. **Librarian's Report** presented by T. Million:

Highlights of my activities from Feb 20-Mar 19 include:

- Safety orientation with Town Health and Safety Coordinator
- Safety Assessment meeting with Town Health and Safety Coordinator to assess working alone hazard in the library and draft a working alone procedure – assessment is complete and procedure is almost finalized
- Finishing sick notification and shift replacement procedures
- Training and orientation with Yellowhead Regional Library in Spruce Grove
- Responding to a Union Grievance, submitted Feb 21
- Submitting 2013 Annual Report
- Submitting budget variance report for 2013 annual audit
- Assigning interim coverage for Information Technician position
- Attending library programs: Winter Magic Family program, Book Club, Daycare storytime, Buzzy Bee storytime
- Finalizing Summer Reading Program, including expanding programs and coordinating with Discovery Camp and Youth Centre

My priorities over the next month include:

- Reviewing and revising Information Technician, Library Program and Service Coordinator, and Public Services Librarian job descriptions
- Staff training for interim coverage of Information Technician duties
- Scheduling for staff attendance at LAA conference on April 24

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

CARRIED UNANIMOUSLY

5. **Archives Report on Ladies Auxiliary Branch 249 donation** – submitted by M. Campbell:  
Announcement of completion of donation processing, presentation of display, and media release
6. **Library Plan of Service** – presented by T. Million:  
Service Response Goals Report included cooperative programming with Yarn Bags, art displays, training with Youth Centre coordinator, completion of Ladies Auxiliary Branch 249 donation, Rotary meeting attendance, and expansion of Summer Reading program
7. **Quality of Life Grants** – presented by J. Waymark:  
Update on process involved in Quality of Life grants

**OLD BUSINESS**

1. **Update on Information Technican position.** Tara provided an update on interim coverage during the hiring process
2. **LAA Conference.** Tara provided an update on costs for herself and staff to attend the conference

**SMIT - That the Board approve the LAA travel expenses as presented.**

Seconded by Staples

CARRIED UNANIMOUSLY

**NEW BUSINESS:**

1. **Board photo for website** – taken following meeting
2. **Programming budget** – tabled to April meeting
3. **Library Conferences** – presented by T. Million:  
Budget presented for Tara's attendance at CLA conference (May 28-31 in Victoria, BC)

**MAGUHN - That the Board approve the CLA expenses as presented.**

Seconded by Kneteman

CARRIED UNANIMOUSLY

**FYI:**

1. **Library Board Basics Workshop** – information circulated
2. **Upcoming programming** – information circulated

**OTHER QUESTIONS / COMMENTS:** None.

**AGENDA ITEMS FOR NEXT MEETING, Wednesday April 16, 2014**

1. Programming Budget
2. Quality of Life Grant
3. Information Technician update

**WHAT BOARD MEMBERS HAVE READ**

**“The Mentor Leader”** by Tony Dungy and **“Cake Keeper Cakes”** by Lauren Chattman (Tara); **“The Last Crossing”** by Guy Vanderhaeghe (Peter); **“Still Life with Bread Crumbs”** by Anna Quindlen (Barb); **“The Gods of Guilt”** by Michael Connelly, **“The Dead in Their Vaulted Arches”** by C. Alan Bradley, **“Finding Jim”** by Susan Oakey-Baker, and **“The Light Between Oceans”** by M.L. Stedman (Judy W); **“Hungry For Life”** by Dave Blundell, **“The Power of a Half Hour”** by Tommy Barnett, and **“Simple Abundance: A Daybook of Comfort and Joy”** by Sarah Dan Breathnach (Judy S); **“The Giver”** by Lois Lowry (Hank); and **“Archaeological Guide to Rome”** (Ryan)

**NEXT MEETING**

The next regular scheduled meeting is on Wednesday April 16, 2014.

**ADJOURNMENT**

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

CARRIED UNANIMOUSLY

The time was 6:06 pm.

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**CHAIR**