



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

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

PRESENT: T. McHugh (Chair), P. Wilkinson, B. Kneteman, J. Staples (Recorder), R. Maguhn, T. Million (Librarian)

ABSENT: J. Neale, J. Waymark

ORDER: Chair McHugh called the meeting to order. The time was 4:18 pm.

ADOPTION OF AGENDA:

MAGUHN – That the Agenda be adopted as amended, adding items 5.2 and 5.3.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

WILKINSON – That the Minutes of the Regular Board Meeting of January 15, 2014 be adopted as printed.

CARRIED UNANIMOUSLY

BOARD TRAINING: tabled to March meeting.

CORRESPONDENCE:

1. **To Hetty Wilderdijk** – in regards to lifetime membership.
2. **From Kevin Dodds** – YRL survey for member library boards.
3. **From Maureen King** – letter of resignation.

STAPLES – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

REPORTS:

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

Total funds deposited to account to date:	\$4,288.96
Total accounts payable for February:	\$2,290.52

WILKINSON - That we accept the Treasurer’s Report and that the Accounts for February in the amount of \$2,290.52 be paid.

Seconded by Maguhn

CARRIED UNANIMOUSLY

2. **January Statistics** presented by T. Million

Library use

- Circulation to local users: 4,969 items
- ILL/Resource sharing: Loaned to other Libraries: 1,902; borrowed: 745
- Internet use: 224; CAP 95; Members 129
- Teck Coal room: 61.5 hours; 61.5 free; 0 paid, income \$0
- Overdrive downloads: 420

Program statistics

- Pre-school programs: 56 children, 4 adults – 7 sessions
- School-age programs: 82 youth, 17 adults – 6 sessions
- Adult programs: 94 adults, 5 youth – 3 sessions
- All ages programs: 233 attended – 4 sessions

KNETEMAN – That the statistics be accepted for information

CARRIED UNANIMOUSLY

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

My activities from Jan 15-Feb 19 included:

- Attending a Council meeting and being introduced to Mayor and Councilors
- Meetings with Rec Center and FCSS, Early Childhood Mapping Coalition, and Director of Community and Protective Services
- Establishing weekly information sharing meetings with myself and library technicians (Public Services Librarian, Information Technician, Archives Technician, and Library Program and Service Coordinator)
- Establishing bi-monthly staff meetings with all staff (except Library Clerks)
- Establishing bi-weekly information sharing meetings with myself and all Library Assistants
- Establishing regular meetings with the Library Program and Service Coordinator regarding short term and long range program plans
- Organizing training and professional development for staff, including attendance at Library Association of Alberta (LAA) conference, circulation desk training, and webinar training (which the Youth Center Coordinator was invited to attend as well)
- Beginning collection development and using YRL's Coordinated Collection Development tool (CCD)
- Training on Polaris system with YRL
- Attending library programs: Whiskey-Jack's Naturalist program, Family Literacy Day event, Bridging the Gap, and Armchair Travellers
- Working on finishing Annual Report
- Of note: the Information Technician has submitted her letter of resignation and established a timeline for her retirement – her last working day will be March 14

My priorities over the next month include:

- Creating a 'working alone' procedure
- Creating a sick notification and shift replacement procedure
- Reviewing and revising Information Technician position
- Managing the transition to, and hiring of, a new Information Technician

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

CARRIED UNANIMOUSLY

OLD BUSINESS

1. **30th Anniversary – January 31, 2014.** The 30th anniversary and Hetty's retirement party were very successful. 118 people attended the 30th anniversary. There were 52 entries received for the 3 Kobo e-readers, which were won by Jane Macridis, Mariette Tremblay, and Susan Smithies. Approximately 48 Picture Hinton books and library bags were given away during the afternoon. 58 people attended Hetty's retirement party.
2. **Amnesty Day – February 14, 2014.** Amnesty Day was well received by the public: 204 items were returned on that day, \$82.50 of existing charges were waived, and \$62.00 of new charges were waived. Board discussed making it an annual event. **Action:** Tara will put on agenda in Jan, 2015.
3. **Board Member Replacement.** One applicant received to date. Board discussed. **Action:** Chair McHugh to contact applicant and let them know that Tara will forward their application to the Town for consideration.

NEW BUSINESS:

1. **LAA Conference – April 24-26, 2014**
 2. **ASA Conference – May 22-24, 2014**
 3. **ACA Conference – June 26-28, 2014**
- All three conferences and budgets for staff attendance were discussed together. Budgets for Tara and staff's attendance at all conferences were within allocated amounts in the 2014 Operating Budget.

KNETEMAN - That the Board approve the Registration costs for the Librarian and staff to attend the LAA, ASA, and ACA conferences.

Seconded by Maguhn

CARRIED UNANIMOUSLY

Action: All Board members should review the LAA conference information and let Chair McHugh know if they would like to attend.

4. **2013 Annual Report.**
Tara presented the 2013 Annual Report.

MAGUHN – That the Board approves the 2013 Annual Report for submission to the Province of Alberta.

CARRIED UNANIMOUSLY

5. **Information Technician position.** Discussion of how long Maureen has held this position. Tara will be reviewing and revising the job description, including duties and qualifications, and then Human Resources will advertise the position.

OTHER QUESTIONS / COMMENTS: None.

AGENDA ITEMS FOR NEXT MEETING, Wednesday March 19, 2014

1. Board training to be done by Tara – overview of staff and job titles

2. Board photo for website

WHAT BOARD MEMBERS HAVE READ

“Pride and Prejudice” by Jane Austen (Terri); “World War Z: An Oral History of the Zombie War” by Max Brooks and “The 100-year-old Man Who Climbed Out the Window and Disappeared” by Jonas Jonasson (Tara); “The Fall of Giants” by Ken Follett (Peter); “Longbourn” by Jo Baker (Barb); “Hungry for Life” by Dave Blundell and “Baker Street Letters” by Michael Robertson (Judy)

NEXT MEETING

The next regular scheduled meeting is on Wednesday March 19, 2013.

ADJOURNMENT

KNETEMAN – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 5:45 pm.

CHAIR