



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
April 16, 2014**

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

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

ALSO PRESENT: T. Million (Librarian), L. Howarth (Director of Community and Protective Services)

ABSENT: B. Kneteman, J. Staples

ORDER: Chair McHugh called the meeting to order. The time was 4:13 pm.

ADOPTION OF AGENDA:

WILKINSON – That the Agenda be adopted as amended, replacing item 5.c and adding item 8.b.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES: TABLED PENDING REVISIONS

BOARD TRAINING: Tara presented an overview of library card fees in Alberta, including information about how much of Hinton's budget is based on fees. Discussion followed. Consensus reached that library card fees will be a discussion item during 2015 budget preparations.

CORRESPONDENCE:

- 1. Letter of Resignation from Shiho Hayashi**
- 2. Invitation from YRL for Library Trustee in-service**
Action: Tara will confirm dates with YRL and email out to Board
- 3. Yellowhead County Library Board invitation to Networking Meeting – Oct 2, 2014**
Action: Tara will confirm her attendance with YCLB and Board will decide their attendance closer to the date

WAYMARK – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

REPORTS:

- 1. Treasurer's Report and 1st Quarter Financials** presented by T. Million:

Total revenue from all sources to end of March is \$178,134 – 29% of budgeted amount.

Total operating expenditures to end of March is \$178,134 – 26% of budgeted amount. Discussion followed of specific budget lines, operating and capital reserves, and what each revenue stream includes.

Total accounts payable for April: \$6,871.74

**WILKINSON - That we accept the Treasurer's Report and that the Accounts for April in the amount of \$6,871.74 be paid.
Seconded by Waymark**

CARRIED UNANIMOUSLY

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

Library use

- Circulation to local users: 4,009 items
- Circulation average: per day 154 items; per hour 18 items
- Top circulating collections: AV material, picture books, adult fiction, adult non-fiction
- ILL/Resource sharing: Loaned to other Libraries: 1,707; borrowed: 897
- Internet use: 154; Guests: 65; Wireless 19
- Overdrive downloads: 310

Program statistics

- Pre-school programs: 96 attended – 8 sessions
- School-age programs: 117 attended – 6 sessions
- Adult programs: 135 attended – 11 sessions
- All ages programs: 49 attended – 2 sessions

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

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

- 2013 Annual Audit complete and accounts are all in order
- Annual Workplace Inspection completed
- Union Grievance 2014-2 was upheld at Step 2 – when only 1 union staff member is scheduled manager cannot assist patrons, when more than 1 union staff member is scheduled manager can assist patrons
- Employee Incident Report 14-11 was archived by Town Health and Safety Committee
- Interim coverage for Information Technician position working well
- Revised Information Technician, Library Program and Service Coordinator, Public Services Librarian, and Library Assistant job descriptions
- Have attended all current library programs
- Have expended approximately 25% of collection development budget
- All staff have provided suggestions for possible technology development

My priorities over the next month include:

- Highlighting existing and new e-library services and technology
- Hiring process for staff vacancies
- Grant applications
- Collection Development Plan

4. **Library Plan of Service** – presented by T. Million:
Service Response Goals Report included 2 grant applications, Cloud library services, and increasing Facebook posts

WAYMARK - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. **Update on vacant staff positions.** Tara provided an update on hiring timeline – Library Assistant position to be filled first and to start in early May; job description revisions for Library Program and Service Coordinator, Public Services Librarian, and Information Technician to be finalized second with hiring for vacancy anticipated in early June.
2. **Quality of Life grants.** Judy W. provided an update on the recommendations of the Advisory Committee to Council who approved the allocations.
3. **Programming budget.** Tara recommended that the programming budget be increased by \$3,000. Discussion followed.

MAGUHN - That the Board approve Tara Million to expend an extra \$3,000 in the ‘Other Professional and Special’ expense line, as long as the original 2014 budget envelope is maintained.

Seconded by Waymark

CARRIED UNANIMOUSLY

NEW BUSINESS:

1. **1st Job Performance Review for Tara Million.**

WILKINSON - That the meeting move in camera. The time was 7:03pm.

CARRIED UNANIMOUSLY

MAGUHN - That the regular meeting resume. The time was 7:19pm.

CARRIED UNANIMOUSLY

2. **Agenda and minutes.** Discussion of options for posting agenda before meeting and attaching reports to the minutes - tabled to May meeting.

FYI:

1. **Library Board Basics Workshops** – information sent in meeting package
2. **Upcoming programming** – information distributed

OTHER QUESTIONS / COMMENTS:

1. Has a Thank-You card been received from Hetty Wilderdijk? No.

AGENDA ITEMS FOR NEXT MEETING, Wednesday May 21, 2014

1. Agenda and minutes.

WHAT BOARD MEMBERS HAVE READ

“**The Hobbit**” by J.R.R. Tolkien and safety manuals (Hank); “**Kitchen Confidential**” by Anthony Bourdain and “**Doctor Sleep**” by Stephen King (Ryan); “**Sarah’s Key**” by Tatiana de Rosnay (Laura); “**Behind the Beautiful Forever’s**” by Katherine Boo (Peter); “**The Marriage Bureau for Rich People**” by Farahad Zama (Judy W); “**Death in Reel Time**” by Brynn Bonner (Terri); “**Why Teams Win: 9 Keys to Success in Business, Sport and Beyond**” by Saul Miller, “**A Storm of Swords**” by George R.R. Martin, and “**Aphrodite: Olympians Vol. 6**” by George O’Connor (Tara)

NEXT MEETING

The next regular scheduled meeting is on Wednesday May 21, 2014.

ADJOURNMENT

WILKINSON – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:45 pm.

CHAIR