



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
January 15, 2014**

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

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

ABSENT: R. Maguhn

RECORDER: J. Neale

ALSO PRESENT: H. Wilderdijk, T. Million, C. Read

ORDER: Chair McHugh called the meeting to order. The time was 4:16 pm.

ADOPTION OF AGENDA:

NEALE – That the Agenda be adopted as amended, moving item 7 to item 4.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

KNETEMAN – That the Minutes of the Regular Board Meetings of December 18, 2013 be adopted as printed.

CARRIED UNANIMOUSLY

SECRETARY POSITION:

With the resignation of Jane Kreiner the secretary position is vacant. Chair McHugh asked Board members to either appoint a secretary or consider rotating the secretary role amongst all the Board members. A discussion followed and options were discussed. Consensus was reached and for now the secretary role will rotate amongst all the Board members with Julie Neale acting as secretary at the January meeting.

BOARD TRAINING:

Jan Fissel presented a PowerPoint and went live to show Board members a selection of popular online services available with one's Library card: Press Display, Consumer Report and Tumblebooks.

CORRESPONDENCE:

- 1. From YRL – Master Membership Agreement amendment passed.**
- 2. From Jane Kreiner – email announcing her resignation from the Board.**
- 3. From Mayor Rob Mackin – Awards & Recognition Policy.**

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 in 2013	\$29,476.27
Total funds deposited to account Jan 2 – 14, 2014	\$ 1,039.95
Total accounts payable for January:	\$22,361.15

KNETEMAN - That we accept the Treasurer's Report and that the Accounts for January in the amount of \$22,361.15 be paid.

Seconded by Staples

CARRIED UNANIMOUSLY

Statistics Totals for 2013

- Memberships registered: 1,184 ; total cardholders in 2013: 2,752
- Circulation to local users: 58,009 items
- ILL/Resource sharing: Loaned to other Libraries: 20,259 items;
Borrowed by local patrons: 9,090 items; Total resource sharing: 29,391
- Internet use: 2,672; CAP 982; Members 1,678
- Teck Coal room use: 678 hours; 650 at no charge and 22 paid, income \$458.88
- Overdrive downloads of eBooks and audio books: 4,090
- Total circulation in 2013: 78,268

Statistics for December

- Circulation to local users: 3,962 items
- ILL/Resource sharing: Loaned to other Libraries: 1,510; borrowed: 691
- Internet use: 201; CAP 66; Members 121
- Teck Coal room: 39.5 hours; 35 free; 4.5 paid, income \$75.60
- Overdrive downloads: 388

Program Statistics for December

- Pre-school programs: 14 children – 1 sessions
- School-age programs: 106 youth – 6 sessions

WILKINSON – That the Statistics be accepted for information

CARRIED UNANIMOUSLY

Librarian's Report

Hetty's Librarian's Report

Welcome to 2014. Hetty expressed her appreciation that Tara could start this week and she has confidence in Tara's ability to lead the staff to make this Library even better than it is today.

- Tara's orientation continues, and they will work for just a few more days together so the position of being the Manager of Library Services is more clear.
- On February 3 Dave and Cathy Pors will share their visit to Torres de Paine in Chile with Armchair Travellers. This will mark the 20th anniversary of Armchair Travellers and Jan will prepare for a celebration with a draw for a travel book prize.
- Marilyn did her year-end report. The Archives again had a great year. Marilyn filled display cases to show the Library's journey through thirty years.

- Staff members have worked hard on finishing a trip through memory lane with the Library's photo collection. The photo albums will be on display on Jan 31th.
- Hetty looks forward to her retirement and wanted to take this chance to thank this Board and all the many Boards she has had the privilege to work with for their guidance and support for all these years.

Tara's Librarian's Report

On her first day of work, Jan 13, Tara was pleased to be welcomed so warmly by Hetty and all the staff. Hetty has been energetically touring her around and introduced Tara to several town staff. As they have gone over the library operations and the position's duties, she is glad to see that much of it is familiar which will help make the transition go smoothly. Her priorities over the next few months will be to ensure that the Town of Hinton continues to receive excellent library service, to support the library staff as they go about their daily duties, and to learn the 'ins and outs' of the Manager position. She looks forward to working with the Library Board and staff to accomplish these goals.

WAYMARK - That the Librarian's Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. **30th Anniversary:** A draft of the Library's newsletter, identifying "30 reasons to love your library" was shared for feedback.

NEW BUSINESS:

1. **Random Acts of Kindness week, Feb. 10 – 15.** Activities and suggestions were proposed by the staff, such as an Amnesty Day for fines, contributions to the Food Bank, Heart healthy program, "blind date" books, etc.

WAYMARK – That the Board will make Feb. 14 Amnesty Day with no fines charged for overdue items returned and will only charge 50% of outstanding fines on this day.

Seconded by Neale

CARRIED UNANIMOUSLY

2. **Meeting and Conference dates in 2014.** Hetty provided the Board with a list of meeting and conference dates and explained budgeting preparation for Board and staff members to attend conferences. Chair McHugh asked Board members to communicate attendance conflicts in advance. Waymark will be away for the February meeting and Neale will be away for the July meeting.
3. **Draft of the 2013 Annual Report.** Hetty was able to prepare a draft 2013 Annual Report, except for the financial data for the Board perusal and feedback. The Annual Report for the Province of Alberta will require the written portion by Feb. 28.

OTHER QUESTIONS / COMMENTS: None.

AGENDA ITEMS FOR NEXT MEETING, Wednesday February 19, 2014

1. 2013 Annual Report
2. Recap of 30th Anniversary
3. Recap on Random Acts of Kindness Day

WHAT BOARD MEMBERS HAVE READ

“Twelve Rooms of the Nile” by Enid Shomer and **“Winter on the Nile”** by Anthony Sattin (Terri); **“In Conquest Born”** by C.S. Friedman and **“Wool”** by Hugh Howey (Tara); **“Orr: My Story”** by Bobby Orr (Peter); **“Lost Child of Philomena Lee”** by Martin Sixsmith (Barb); **“Icons & Idiots”** by Bob Lutz (Christopher); **“Hungry for Life”** by Dave Blundell, **“Refusal”** by Felix Francis and **“Guatemala: A Natural Destination”** by Richard Mahler (Judy); **“Mask Carver’s Son”** by Alyson Richman, **“Bellman & Black”** by Diana Setterfield and **“Fortune’s Rock”** by Anita Shreve (Hetty)

NEXT MEETING

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

IN CAMERA

McHUGH - That the Board moves In Camera

CARRIED UNANIMOUSLY

The time was 5:55pm.

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

McHUGH - That the Regular Meeting resumes

CARRIED UNANIMOUSLY

The time was 6:40pm.

WAYMARK – That the Library Board grant retiring Head Librarian Hetty Wilderdijk with a life-long Library membership card.

Seconded by Kneteman

CARRIED UNANIMOUSLY

KNETEMAN – That the Library Board spend a maximum of \$600.00 on a retirement gift for Hetty Wilderdijk, as per Town Policy, with \$300 to be spent on purchasing Fairmont Dollars and \$300 to be spent on purchasing a gift, and that the Library Board authorizes Judy Waymark to make both purchases on their behalf.

Seconded by Wilkinson

CARRIED UNANIMOUSLY

ADJOURNMENT

STAPLES – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 6:45 pm.

CHAIR