



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
May 21, 2014
4:15 pm, Teck Coal Room, Hinton Municipal Library**

PRESENT: T. McHugh (Chair), P. Wilkinson (Recorder), J. Waymark, J. Staples

ALSO PRESENT: T. Million (Librarian)

ABSENT: B. Kneteman, R. Maguhn, H. Smit

ORDER: Chair McHugh called the meeting to order. The time was 4:15 pm.

ADOPTION OF AGENDA:

WAYMARK – That the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

WILKINSON – That the Minutes of the Regular Board Meetings of March 19 and April 16, 2014 be adopted as printed.

CARRIED UNANIMOUSLY

BOARD TRAINING: Tabled to June meeting – training will be on Hoopla.

CORRESPONDENCE:

1. **Letter to Julie Neale** re acknowledging resignation from Board.

WAYMARK – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

REPORTS:

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

Total self-generated revenue for April: \$2,286.70

Total accounts payable for May: \$3,177.81

STAPLES - That we accept the Treasurer's Report and that the Accounts for May in the amount of \$3,177.81 be paid.

Seconded by Wilkinson.

CARRIED UNANIMOUSLY

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

Library use

- Circulation to local users: 3,601 items
- Circulation average: per day 138 items; per hour 16 items
- Top circulating collections: AV material, adult fiction, picture books, adult non-fiction
- ILL/Resource sharing: Loaned to other Libraries: 1,680; borrowed: 849
- Internet use: 150; Guests: 86; Wireless 20
- E-Library use: Overdrive: 349; Freading: 7; Zinio: 48; Press Display: 46; 3M Cloud: 47
- Website use: 387 users; 1,156 sessions; 2,705 page views (eResources was top page)

Program statistics

- Pre-school programs: 90 attended – 3 sessions
- School-age programs: 40 attended – 3 sessions
- Adult programs: 43 attended – 6 sessions
- All ages programs: 219 attended – 6 sessions

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

Highlights of my activities from April 16-May 21 include:

- Prepared Public Libraries Board Annual Grant application for provincial funding
- Hired new Library Assistant and scheduled training, including YRL Polaris training
- Began working towards Collection Development Plan – compiling community demographics and reviewing Crew/MUSTIE weeding procedures with staff
- Submitted grant applications for Culture Days and Telus
- ACF public performance license was purchased
- Judged Homeschoolers 1st Annual Science Fair
- Library technology development included: voice mail, Shaw wi-fi, and Supernet bandwidth increases

My priorities over the next month include:

- Hiring process for staff vacancies
- Attending CLA Conference May 26-June 2
- Continue drafting Collection Development Plan
- Planning for September in-service day for staff

4. **LAA Conference Report** – presented by T. Million:

- Staff report and Librarian's report on individual sessions presented
- Overall, the conference was very worthwhile as it gave staff a chance to see the broader picture of Alberta libraries and how Hinton fits in to modern library directions

5. **Library Plan of Service** – presented by T. Million:

- Service Response Goals Report included partnering with YRAF, working closer with youth groups, collection displays targeting families, attending Health and Safety night, expanding programs and increasing literacy focus of programs, expanding advertising for SRP and promoting WiFi

STAPLES - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. **Update on vacant staff positions.** Tara provided an update on hiring process and a revised Organizational Chart reflecting new staff positions. Probable completion date for all changes to be implemented is early July. Discussion of how new hires will involve capital purchases for desk furniture. Tara to prepare estimates for next meeting.
2. **Results of 1st Job Performance Review for Tara Million.**

WAYMARK - That the meeting move in camera. The time was 5:25pm.

CARRIED UNANIMOUSLY

WAYMARK - That the regular meeting resume. The time was 5:35pm.

CARRIED UNANIMOUSLY

NEW BUSINESS:

1. **2014 Provincial Grant submission.** Reviewed application and budget package being submitted for 2014 Provincial Grant. Consensus to proceed with submission.
2. **Meeting agenda and minutes.** Discussion of options for posting agenda before meeting and attaching reports to the minutes. No decision reached. Consensus that once meeting packages reach a final form, Board will move forward with deciding how to post and what to attach to minutes.

FYI:

1. **Upcoming programming** – information distributed.

OTHER QUESTIONS / COMMENTS:

1. Tara brought Policy 29 to the Board's attention (The Library is closed on Saturdays of long weekends in the summer: Canada Day, Heritage Day, and Labour Day weekend.) and requested confirmation of policy. Discussion and decision that the library will close on Saturday, August 2nd for August long weekend and on Saturday, August 30th for the September long weekend, however the library will remain open on Saturday, June 28th as the Canada Day stat falls on a Tuesday this year.

AGENDA ITEMS FOR NEXT MEETING, Wednesday June 18, 2014

1. Hoopla and Cloud training.
2. Dates and costs for September in-service.
3. Budget for staff furniture.
4. Meeting agenda and minutes.

WHAT BOARD MEMBERS HAVE READ

“**American Rust**” by Philipp Meyer (Peter); “**Blackthorn Winter**” by Kathryn Reiss (Judy S); “**The Secret of Magic**” by Deborah Johnson (Judy W); “**Snow Blind**” by Christopher Golden, “**A Storm of Swords**” by George R.R. Martin, and “**Just After Sunset**” by Stephen King (Tara); “**Maisie Dobbs: A Novel**” by Jacqueline Winspear (Terri).

NEXT MEETING

The next regular scheduled meeting is on Wednesday June 18, 2014.

ADJOURNMENT

WAYMARK – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 6:18 pm.

CHAIR