



**Town of Hinton  
HINTON MUNICIPAL LIBRARY BOARD  
Regular Meeting  
June 18, 2014**

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

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

**ALSO PRESENT:** T. Million (Librarian), M. Arsenault (Library Assistant)

**ABSENT:** R. Maguhn

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

**ADOPTION OF AGENDA:**

**WILKINSON – That the Agenda be adopted as presented.**

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES:**

**WAYMARK – That the Minutes of the Regular Board Meetings of May 21, 2014 be adopted as amended.**

CARRIED UNANIMOUSLY

**BOARD TRAINING:** M. Arsenault presented training on 3M Cloud and Hoopla e-resources.

**CORRESPONDENCE:**

1. **Request from Chinook Arch Library Board** re collective advocacy  
Discussion and decision to have T. McHugh draft a letter in support to be presented at next board meeting.

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

CARRIED UNANIMOUSLY

**REPORTS:**

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

Total self-generated revenue for May: \$2,482.94

Total revenue for May: \$55,382.37

Total accounts payable for June: \$8,659.54

**SMIT - That we accept the Treasurer's Report and that the Accounts for June in the amount of \$8,659.54 be paid.**

**Seconded by Waymark.**

CARRIED UNANIMOUSLY

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

**Library use**

- Circulation to local users: 3,539 items
- Circulation average: per day 136 items; per hour 19 items
- Top circulating collections: AV material, adult fiction, adult non-fiction, picture books
- ILL/Resource sharing: Loaned to other Libraries: 1,655; borrowed: 762
- Library memberships: new 28; renewed 48
- Internet use: 134; Guests: 76; Wireless 17
- E-Library use: Overdrive: 300; Freading: 6; Zinio: 43; Press Display: 95; 3M Cloud: 45; Hoopla Digital: 38
- Website use: 336 users; 893 sessions; 2,121 page views (eResources was top page)

**Program statistics**

- Pre-school programs: 0 sessions
- School-age programs: 436 attended – 13 sessions
- Adult programs: 42 attended – 4 sessions
- All ages programs: 0 sessions

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

Highlights of my activities from May 22-June 18 include:

- AS400 training with Town and Summer Reading Program training with YRL
- WMMF requested that the Library host a program in their Kid's Tent – we will be hosting Music Makers on July 19 from 1-3pm
- May 26-June 2 – attended CLA in Victoria, BC
- Visited 3 Ecole Mountain View School Grade 4 classes to promote the Archives for their units on Alberta history and distributed Picture Hinton books

My priorities over the next month include:

- Hiring process for staff vacancies
- Continue drafting Collection Development Plan
- Begin Annual Report for library website
- Planning for September in-service day for staff

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

- Overall, the conference was very worthwhile as it focused heavily on change management in libraries, which gave me ideas that I have been able to put into practice here and share with other Town of Hinton staff

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

- Service Response Goals Report included partnering with Literacy Coalition, donating Picture Hinton books and promoting the Archives to Grade 4's, providing Hoopla library services, and attending the Health and Safety Fair

**CURRIE - That the Reports be accepted for information.**

CARRIED UNANIMOUSLY

**OLD BUSINESS**

1. **Meeting agenda and minutes.** Discussion of timeline for providing Agenda and Minutes to Town for internal filing, inclusion in Council packages, and posting on Town website for public access. Consensus reached that the Board wants only the approved minutes to be posted on the Town website for public access. **Action:** Tara to investigate procedure for changing when Minutes are posted on Town website and report back to Board.
2. **Update on vacant staff positions.** Tara provided an update on hiring process.

**NEW BUSINESS:**

1. **September in-service plan.** Discussion of concept, dates, and budget. Consensus reached that the Board is in support of concept but would like more information before proceeding. **Action:** Tara to check EPL's availabilities and report back to Board.
2. **Capital Budget purchases.** Discussion of Capital Reserves and 2014 allocations to Capital Reserves, as well as YRL's special allocation. **Action:** Tara will invite D. Parent to attend the next Board meeting, will research replacement costs for Library equipment, and will include Operating and Capital Reserves in the 2<sup>nd</sup> Quarter report for July meeting.
3. **Policy updates.** Changes to Policies 35.c, 35.d, 36.b, and 36.c required to meet TRAC operating guidelines.

**STAPLES - That Policy 35.c, 35.d, 36.b, and 36.c be amended as presented.  
Seconded by Smit.**

CARRIED UNANIMOUSLY

**FYI:**

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

**OTHER QUESTIONS / COMMENTS:**

1. Could someone from the Library come to BRIDGES to present information on Library services and programs? **Action:** Tara will make arrangements.
2. D. Currie gave an update from Council – July 21 is Town Manager's last day and Mike Schwirtz will be the Interim Town Manager until a replacement is hired in the fall.

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

1. Advocacy letter.
2. Dates for Fall in-service.
3. D. Parent and Capital Budget.

4. Meeting agenda and minutes.

**WHAT BOARD MEMBERS HAVE READ**

**“All The Light We Cannot See”** by Anthony Duerr (Barb); **“You Could Live A Long, Long Time: Are You Ready?”** by Lyndsay Green, **“Bend in the Road”** by Nicholas Sparks, and **“Dear Life”** by Alice Munro (Judy S); **“Sycamore Row”** by John Grisham, **“The Scarecrow”** by Michael Connelly, and **“Summer’s Child”** by Diane Chamberlain (Judy W); **“The Golden Compass”** by Philip Pullman (Tara); **“A Taste for Death”** by PD James (Terri); **“Crimes Against My Brother”** by David Adams Richards (Peter); **“Adventures of Huckleberry Finn”** by Mark Twain (Hank); **Council packages** (Dale).

**NEXT MEETING**

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

**ADJOURNMENT**

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

CARRIED UNANIMOUSLY

The time was 6:46 pm.

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**CHAIR**