



**Town of Hinton  
HINTON MUNICIPAL LIBRARY BOARD  
Regular Meeting  
August 27, 2014  
4:15 pm, Teck Coal Room, Hinton Municipal Library**

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

**ALSO PRESENT:** T. Million (Librarian), D. Parent (Director of Corporate Services – Town of Hinton)

**ABSENT:** R. Maguhn, H. Smit

**ORDER:** Chair McHugh called the meeting to order. The time was 4:21 pm.

**ADOPTION OF AGENDA:**

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES:**

**WAYMARK – That the Minutes of the Regular Board Meetings of June 18, 2014 be adopted as presented (email motion made July 16, 2014).**

4 EMAIL REPLIES IN FAVOUR – MAJORITY CARRIES MOTION

**BOARD TRAINING:** tabled to September.

**CORRESPONDENCE:**

1. **Letter to Bernie Kreiner** re lifetime membership.
2. **Letter from Bernie Kreiner** re lifetime membership.
3. **Letter from Government of Alberta** re Annual Operating Grant.
4. **Letter from ALTA** re electronic newsletter.

Discussion and **action:** Terri to send in emails of board members to ALTA, Tara to follow up on confirming board's membership type and update contact information.

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

CARRIED UNANIMOUSLY

**REPORTS:**

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

Total self-generated revenue for July: \$2,030.53

Total revenue for July: \$60,955.02

Total accounts payable for August: \$8,059.39

Discussion of 2<sup>nd</sup> quarter financial report and year end projections.

**KNETEMAN - That we accept the Treasurer's Report and that the Accounts for August in the amount of \$8,059.39 be paid.**

**Seconded by Wilkinson.**

CARRIED UNANIMOUSLY

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

**Library use**

- Circulation to local users: 3,834 items
- Circulation average: per day 147 items; per hour 17 items
- Top circulating collections: AV material, adult fiction, picture books, adult non-fiction
- ILL/Resource sharing: Loaned to other Libraries: 1,508; borrowed: 674
- Library memberships: new 43; renewed 51
- Internet use: 125; Guests: 145; Wireless 55
- E-Library use: Overdrive: 318; Freading: 19; Zinio: 103; Press Display: 217; 3M Cloud: 161; Hoopla Digital: 100
- Website use: 294 users; 786 sessions; 1,774 page views (eResources was top page)

**Program statistics**

- Pre-school programs: 91 attended – 4 sessions
- School-age programs: 152 attended – 4 sessions
- Teen programs: 9 attended – 2 sessions
- Adult programs: 29 attended – 5 sessions
- All ages programs: 346 attended – 11 sessions

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

Highlights of my activities include:

- Completing hiring process for staff vacancies
- Collection development including purchase of Native interest materials and weeding project
- Finalizing fall programming line-up
- Annual Report highlights completed and posted on website

My priorities over the next month include:

- Training and integrating new staff
- Continue drafting Collection Development Plan
- Planning for fall in-service day for staff

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

- Service Response Goals Report included plans to attend the FASD Awareness Day, purchase of Native collection books, expanding and advertising fall programming, and developing low tech makerspaces for in-library use

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

CARRIED UNANIMOUSLY

**OLD BUSINESS**

1. **Capital Budget.** D. Parent discussed Town's process for Capital Reserves and answered questions from the board. 2014 Proposed Capital Budget spending discussed. **Action:** Committee for reviewing library capital inventory, determining standard item lifecycles, and replacement costs formed: Terri, Judy W., and Tara. Committee will report back to the board in September as part of 2015 budget process.

**WAYMARK - That Tara proceeds with the 2014 Proposed Capital Budget spending plan as presented to a maximum of \$12,000, with priority given to expending the YRL special technology allocation of \$5,081.50 before October 15, 2014. Seconded by Kneteman.**

CARRIED UNANIMOUSLY

2. **Update on vacant staff positions.** Tara provided an update on staff re-organization and bios for new hires. As of August 27, 2014 all staff positions have been filled.
3. **Fall in-service plan.** Discussion of dates that EPL trainer is available.

**STAPLES - That Fall In-Service be scheduled for Oct 6 or Nov 17, dependant on trainer's availability; that expenses be approved to a maximum of \$1,500, and; that the Library be closed on the date of training with all staff expected to attend the training. Seconded by Wilkinson.**

CARRIED UNANIMOUSLY

**NEW BUSINESS:**

1. **Results of 2<sup>nd</sup> Job Performance evaluation for Tara Million.**

**WILKINSON - That the meeting move in camera. The time was 6:05pm.**

CARRIED UNANIMOUSLY

**WILKINSON - That the regular meeting resume. The time was 6:15pm.**

CARRIED UNANIMOUSLY

2. **Hinton Library logo.** Discussion of logo. **Action:** Tara to check with Town regarding logo policies and report back to board in September.
3. **2015 Operating Budget.** D. Parent invited to speak to Council's directions regarding 2015 operating budgets, multi-year budgeting, and planning for capital expenditures. Deadline for first draft of operating and capital budgets is September 30<sup>th</sup>. Discussion of draft 2015 budget. **Action:** Committee for reviewing 2015 draft operating budget formed: Terri, Peter, and Tara. Committee will report back to the board in September.

**FYI:**

1. **Town Council** – tabled to September meeting.

2. **YRL Annual Report** – distributed with meeting package.
3. **Volunteer Guidelines** – distributed with meeting package. Discussion of guidelines.
4. **September Library newsletter and programming calendar** – distributed at meeting.

**OTHER QUESTIONS / COMMENTS:**

1. Discussion of board members and when terms end. Discussion of recruiting and advertising for new board members. **Action:** Tara will check to make sure library board vacancies are included in Town ad. Those board members whose terms are ending will indicate by September meeting if they intend to reapply or not. All board members to encourage community members to apply in fall.

**AGENDA ITEMS FOR NEXT MEETING, Wednesday September 17, 2014**

1. Board training on advocacy information from ALTA.
2. Capital inventory committee report.
3. Hinton library logo.
4. Operating budget committee report.

**WHAT BOARD MEMBERS HAVE READ**

“**A Rope Just in Case**” by Lillian Beckwith (Barb); “**Angel’s Flight**” by Michael Connelly, “**The Silkworm**” by Robert Galbraith, “**Mr. Mercedes**” by Stephen King, and “**Any Other Name**” by Craig Johnson (Judy W); 2 books by Irene Hammon (Judy S); “**The Subtle Knife**” by Philip Pullman and “**The Accidental Library Manager**” by Rachel Gordon (Tara); “**The Lady in the Lake**” by Raymond Chandler (Terri); “**The Tower, the Zoo, and the Tortoise**” by Julia Stuart (Peter).

**NEXT MEETING**

The next regular scheduled meeting is on Wednesday Sept 17, 2014.

**ADJOURNMENT**

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

CARRIED UNANIMOUSLY

The time was 7:15 pm.

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**CHAIR**