



**Town of Hinton  
HINTON MUNICIPAL LIBRARY BOARD  
Regular Meeting  
September 17, 2014  
4:15 pm, Teck Coal Room, Hinton Municipal Library**

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

**ALSO PRESENT:** T. Million (Librarian)

**ABSENT:** R. Maguhn

**ORDER:** Chair McHugh called the meeting to order. The time was 4:24 pm.

**ADOPTION OF AGENDA:**

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

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES:**

**WAYMARK – That the Minutes of the Regular Board Meetings of August 27, 2014 be adopted as presented.**

**CARRIED UNANIMOUSLY**

**BOARD TRAINING:** How Public Library Service Works in Alberta – YRL conference report presented by T. Million.

Information about the role of Library Boards and Municipal Councils under the Alberta Library Act. Discussion of implications and **actions:** Terri and Tara to set up a time to meet with Ryan and Mayor to share information. Tara to set up time to meet with Laura to discuss building maintenance and boundaries.

**CORRESPONDENCE:**

1. **Email from Barb Kneteman** re resignation.  
**Action:** Terri to send a letter in response acknowledging resignation.
2. **Letter from Minister of Municipal Affairs** re 2015 Awards for Excellence.  
Discussion and **action:** Terri to follow up on guidelines for awards and consider possible submissions.

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

**CARRIED UNANIMOUSLY**

**REPORTS:**

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

Total self-generated revenue for August: \$1,940.45  
Total revenue for August: \$41,173.95  
Total accounts payable for September: \$5,043.86

**STAPLES - That we accept the Treasurer's Report and that the Accounts for September in the amount of \$5,043.86 be paid.**

**Seconded by Wilkinson.**

CARRIED UNANIMOUSLY

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

**Library use**

- Circulation to local users: 3,577 items
- Circulation average: per day 155 items; per hour 18 items
- Top circulating collections: AV material, adult fiction, picture books, adult non-fiction
- ILL/Resource sharing: Loaned to other Libraries: 1,386; borrowed: 627
- Library memberships: new 41; renewed 40
- Internet use: 108; Guests: 94; Wireless 5
- E-Library use: Overdrive: 325; Zinio: 33; Press Display: 67; 3M Cloud: 47; Hoopla Digital: 27
- Website use: 301 users; 853 sessions; 2,115 page views (eResources was top page)

**Program statistics**

- Pre-school programs: 41 attended – 3 sessions
- School-age programs: 70 attended – 3 sessions
- Teen programs: 10 attended – 2 sessions
- Adult programs: 30 attended – 3 sessions
- All ages programs: 107 attended – 6 sessions
- Eureka Summer Reading Program totals: 270 books read; 92 registered (37 boys and 55 girls); 30 library activities with 707 total attendance; 2 community activities with 160 total attendance
- Adult Summer Book Bingo totals: 92 books read; 56 registered; 23 sheets returned

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

Highlights of my activities include:

- Completed planning for fall in-service day for all library staff
- Attended YRL conference and met with YRL Director re. Alberta Library Act
- Canadian Library Month and Archives Week planning
- Meeting with Operating Budget Committee and Capital Budget Committee

Discussion and **action**: once TELUS arranges a time to present the Community Action Team funding for the Techie Teen Movie Makers to the library (\$2,000), Tara will contact board members so they can be present.

My priorities over the next month include:

- Training and integrating new staff
- Creating work spaces for new staff and reorganizing current staff work spaces
- Continue drafting Collection Development Plan

- 4. **Library Plan of Service** – presented by T. Million:
  - Service Response Goals Report included student cards for the Learning Connection, attending the InfoFair and the FASD Awareness Day event, and planning for Canadian Library Month and Archives Week.
  - Discussion and **action:** Tara and Terri to send a letter to the editor of the Voice regarding library involvement in FASD Awareness Day.

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

CARRIED UNANIMOUSLY

**OLD BUSINESS**

- 1. **Capital Budget Committee.** Library Capital Inventory and Cost Estimate for replacements discussed, as well as amortization periods. **Action:** Tara to forward information to Town as part of 2015 budget process.
- 2. **Operating Budget Committee.** Discussion of draft 2015-2017 Operating Budget, including self-generated income and impact of 0% revenue increase on library services. **Actions:** Operating Budget draft changed to reflect current board policies. Discussion of changes to self-generated income tabled to January, 2015 meeting under Policy Review.

**WAYMARK - That the Draft 2015-2017 Operating Budgets be approved as amended and that they be submitted to council as the Library’s proposed 2015-2017 Operating Budgets.**

**Seconded by Staples.**

CARRIED UNANIMOUSLY

- 3. **Fall in-service plan.** Confirmation that the EPL trainer will be Karla Palichuck, Manager of Londonderry Branch, and the in-service date will be Monday, Nov 17 from 9am-5pm.
- 4. **Hinton Library logo.** Tabled to October meeting.

**NEW BUSINESS:**

- 1. **2015 Board members.** Confirmation of who will be continuing. Up to 3 board positions are open. **Action:** Tara to follow up with Town regarding the incorrect contact information in Town ad for board members. All board members to encourage community members to apply.
- 2. **National Reading Campaign Aboriginal Policy Initiative Round Table.** Discussion of invitation for Tara to participate on Round Table in Toronto.

**WAYMARK - That Tara Million represent the Hinton Municipal Library at the National Reading Campaign Aboriginal Policy Initiative Round Table in Toronto from October 26-28, 2014.**

**Seconded by Staples.**

4 IN FAVOUR, P. WILKISON OPPOSED  
MAJORITY CARRIES MOTION

- 3. **Town of Hinton Community Profile.** Discussion of community profile, including lack of information about the Library. **Action:** Terri to contact Town and Mayor regarding the Community Profile.

**FYI:**

1. **Upcoming programming** – distributed at meeting.

**OTHER QUESTIONS / COMMENTS:**

1. Call for volunteers for Culture Days paper quilting activity – Sat, Sept 27 from 10am-noon. **Action:** Judy W. volunteered.
2. Call for board members to attend Yellowhead County Library Board Networking meeting in Edson – Thurs, Oct 2 time to be determined. **Action:** Hank S. and Judy W. volunteered. Tara will keep entire board informed of agenda and time.

**AGENDA ITEMS FOR NEXT MEETING, Wednesday October 15, 2014**

1. Board training on archives.
2. Hinton library logo.
3. Board member applications.

**WHAT BOARD MEMBERS HAVE READ**

“Stars” by [redacted] ? (Judy S); “Harry Potter and the Philosopher’s Stone” by J.K. Rowling (Terri); “The Whistling Season” by Ivan Doig (Peter); “Wesley the Owl” by Stacey O’Brien (Hank); Judy W. and Tara read work related items this month.

**NEXT MEETING**


The next regular scheduled meeting is on Wednesday Oct 15, 2014.

**ADJOURNMENT**

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

CARRIED UNANIMOUSLY

The time was 7:06 pm.

  
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 CHAIR