



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

**PRESENT:** H. Smit (Chair), J. Staples, L. Beamish, S. Riggan, R. Maguhn

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

**REGRETS:** T. McHugh, P. Wilkinson

**ORDER:** Chair Smit called the meeting to order. The time was 4:20 pm.

**ADOPTION OF AGENDA:**

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES:**

**RIGGAN – That the Minutes of the Regular Board Meeting of November 19, 2014 be adopted as amended.**

CARRIED UNANIMOUSLY

**BOARD TRAINING:** Tabled until January 2015

Following last month’s discussion, Tara has had Hinton added to the list for possible hosts for Board Basics Workshop in 2015.

**CORRESPONDENCE:**

1. Yellowhead Regional Library Board confirmed Hank Smit as the representative from Hinton.
2. Library Association of Alberta notice for nominations for Punch Jackson Award. **Action:** Committee to form, including Hank Smit, Leigh Beamish and staff member(s) to discussion submission, to have something prepared by next meeting for review.

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

CARRIED UNANIMOUSLY

**REPORTS:**

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

Total accounts payable for December: \$9,825 (\$600 added to amount listed in agenda package, for Active Living allowance, J. Fissel)

**SMIT - That we accept the Treasurer’s Report and that the Accounts for December in the amount of \$9,825 be paid.**

**Seconded by MAGUHN.**

CARRIED UNANIMOUSLY

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

**Library use**

- Circulation to local users: 3782 items
- Circulation average: per day 164 items; per hour 19 items
- Top circulating collections: AV material, Adult fiction, Picture books, Adult non-fiction
- ILL/Resource sharing: Loaned to other libraries: 1281; borrowed: 777
- Library memberships: new: 50; renewed: 47
- Internet use: 126; guests: 65; wireless 7
- E-Library use: Overdrive 315; Zinio 175; Press Display 120; 3M Cloud 81; Hoopla 33
- Website use: 365 users; 1,082 sessions, 2,461 page views (eResources was top page)

**Program statistics**

- Pre-school programs: 117 attended – 10 sessions
- School-age programs: 220 attended – 13 sessions
- Teen programs: 5 attended – 1 session
- Adult programs: 67 attended – 7 sessions
- All ages programs: 0 sessions

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

Discussion about meeting with staff member and union rep. Discussion about Annual Survey outreach component. Discussion about Rotary presentation regarding the Archives. Discussion about fire alarms and staff training.

**4. Library Plan of Service** – reviewed November and December accomplishments.

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

CARRIED UNANIMOUSLY

**OLD BUSINESS**

- 1. Criminal records checks.** Town recommended that four staff in existing positions be ‘grandfathered’ in regarding this requirement. New staff has completed the checks.  
**Action:** Hank and Tara to send a letter indicating the board’s decision regarding this matter: that the check is required for new and promoted staff, is not required for existing staff in current positions, and is required when an existing staff member transfers into a new position. Letter to be cc’d to Town HR and Division Director.

**NEW BUSINESS:**

- 1. ALC 2015 Session proposal (Jasper conference).** Tara has had a proposal to present at the 2015 conference accepted. Session is on creating an outreach position at Hinton Municipal Library. Dominique will be invited to be a co-presenter at the conference. Both will have free registration for the conference as a result.
- 2. Annual Patron Survey results.** Some concerns from the public came out of the surveys and are being addressed. Item #6 is a priority for discussion this year. Items

#2 and #5 should be addressed in the future. Discussion regarding weeding the collection to make the criteria clear (weeding based on condition, publication date, and circulation history). Results of the survey could be made public (website, newspaper, display). Will discuss further at the February meeting. **Action:** 16 surveys requested follow-up from the Board; board members will each respond to 4. Possible changes to hours based on survey results will be on Jan agenda; Tara will pull circulation stats to assist in making the decision.

3. **Library Plan of Service priorities for 2015.** Items to discuss: 1E – Endowment Fund – possibly change this to Friends of the Library group. 4E – Expand hours. 4G – Promote video conferencing: technologies have changed, need to clarify if there is a need for this. **Action:** put on Jan agenda for further discussion.
4. **Landscape volunteer.** Discussion and **action:** Hank will draft a letter to Laura at the Town to determine what areas the Library is responsible for and identify any issues related to having a volunteer work on landscaping.

#### FYI:

1. **Town Council** – Council is working on the 2015 budget.
2. **Upcoming programming** – Future plans distributed at meeting, working document for January – April, May – August and September – December 2015
3. **Hosting a board/staff get-together.** Board & patrons: three-days of fines & fees amnesty proposed. Thursday – Saturday Feb 12-14, with Saturday, Feb 14 from 1-3pm featuring food & decorations for library patrons. Board & staff: Proposed pot-luck get-together, date and details to be discussed in January.

**MAGUHN – That February 12, 13 and 14, 2015 be “Amnesty Days” where patron fees and fines are waived.**

**Seconded by BEAMISH.**

CARRIED UNANIMOUSLY

**OTHER QUESTIONS / COMMENTS:** None

#### **AGENDA ITEMS FOR NEXT MEETING, Wednesday January 28, 2015**

1. Landscaping letter
2. Plan of Service
3. Discussion of hours
4. Policy recommendations
5. Board/Staff get-together (set date)

#### **WHAT BOARD MEMBERS HAVE READ**

“**Northanger Abbey**” by Val McDermid, “**Mr. Penumbra’s 24-hour Book Store**” by Robin Sloan, and “**Overcoming the 5 Dysfunctions of a Team**” by Patrick Lencioni (Tara); “**The Dogs of Christmas**” by W. Bruce Cameron (Judy); “**A Suitable Boy**” by Vikram Seth (Leigh); “**Common Ground**” by Justin Trudeau (Ryan); “**Tiger’s Curse**” by Colleen Houck (Skylar); “**Pillars of the Earth**” by Ken Follett (Hank)

**NEXT MEETING**

The next regular scheduled meeting is on Wednesday, January 28, 2015.

**ADJOURNMENT**

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

CARRIED UNANIMOUSLY

The time was 6:30 pm.

  
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CHAIR