



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
October 15, 2014**

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

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

ALSO PRESENT: T. Million (Librarian)

REGRETS: H. Smit

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

ADOPTION OF AGENDA:

MCHUGH – That the Agenda be adopted as amended.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

STAPLES – That the Minutes of the Regular Board Meetings of September 17, 2014 be adopted as presented.

CARRIED UNANIMOUSLY

BOARD TRAINING: Coal Branch Archives - presented by M. Campbell.

The Board met at the Valley IGA prior to the regular meeting to view the deli photo display featuring photos supplied by the Coal Branch Archives, then came back to the Library for a tour of the Coal Branch Archives.

CORRESPONDENCE:

1. **Letter to Kim Worthington** re Hinton Community Profile.
Report: Terri and Tara met with Kim regarding the Community Profile and when Kim redoes the profile in January she will be adding in the Library's information.
2. **Letter to Barb Kneteman** re resignation from the Board
3. **Letter to Parklander Editor** re FASD Awareness Day article
Report: Letter to the editor was printed in this week's Parklander.
4. **Correspondence from Council** re Oct 14 standing committee meeting
Ryan verbally expressed the Mayor and Council's thanks for coming to the standing committee meeting on Oct 14 and presenting information on the Board and Council's respective roles. The information was well received and useful, especially seeing as there are a number of new councillors. As well, Council is enthusiastic about the concept of the Library being the community's Third Space.

WAYMARK – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

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

3rd quarter financial report presented by T. Million – at this point we are on target to have a balanced budget for 2014, although that will be dependent on the final costs for the staff in-service on Nov 17 and the shared costs for moving the desks to the back of the library. From Jan to Sept total expenditures were \$470,939 and total revenue was \$470,939, both approximately 74% of the total expected budget for 2014.

Discussion of costs for staff Christmas function and hours of operation during Christmas holidays. **Action:** Tara to check on costs of previous Library Christmas parties and how costs were paid. Tara to ask staff at All-Staff meeting on Oct 17 what has been done in the past. Tara to find out what dates Town buildings are closed for Christmas and what Town does for staff Christmas functions. Tara to put on November agenda for further discussion.

Total accounts payable for October: \$13,790.88

**STAPLES - That we accept the Treasurer's Report and that the Accounts for October in the amount of \$13,790.88 be paid.
Seconded by Waymark.**

CARRIED UNANIMOUSLY

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

- Circulation to local users: 3,981 items
- Circulation average: per day 144 items; per hour 17 items
- Top circulating collections: AV material, adult fiction, picture books, adult non-fiction
- ILL/Resource sharing: Loaned to other Libraries: 1,495; borrowed: 772
- Library memberships: new 48; renewed 56
- Internet use: 164; Guests: 115; Wireless 23
- E-Library use: Overdrive: 291; Zinio: 30; Press Display: 83; 3M Cloud: 50; Hoopla Digital: 25
- Website use: 416 users; 989 sessions; 2,342 page views (eResources was top page)

Program statistics

- Pre-school programs: 44 attended – 6 sessions
- School-age programs: 186 attended – 7 sessions
- Teen programs: 72 attended – 7 sessions
- Adult programs: 52 attended – 8 sessions
- All ages programs: 271 attended – 6 sessions

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

Highlights of my activities include:

- Canadian Library Month programming and library services
- Meeting with Yellowhead County Library Board regarding 2014 funding allocation
- Submitting Operating Budget and impact statements to Division

- Submitting technology purchases to YRL for 2014 allocation claim

Discussion of issues raised by patrons including: plants in library and charging non-library members to use the computers. **Action:** Tara will see if there are volunteers interested in helping with the library plants and include the computer charge in January's policy review meeting.

Discussion of upcoming re-negotiation of contract with Yellowhead County Library Board. No action required.

Discussion of criminal record checks for staff. **Action:** Tara to require all staff to submit a current criminal record check with reimbursement for cost.

Discussion of Saturday openings. **Action:** Tara to compile circulation and program attendance numbers for long weekend Saturdays, comparative to regular Saturdays, and include this in January's policy review meeting.

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 weeding and re-organizing collection

4. **Library Plan of Service** – tabled

5. **Yellowhead County Library Board fall networking meeting**

Discussion of presentations at networking meeting, including: emergency preparedness as a board responsibility, free library cards, and Tara's invitation to the National Reading roundtable. **Action:** Tara to ask Nina to send her information from the free library card presentation for January's policy review meeting.

MAGUHN - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. **Hinton Library Logo.** Discussion of possible ways a library logo could be used and the recent requests for our logo that Tara has had. **Action:** Tara to put logo on December's agenda for committee formation.
2. **2015 Board Member applications.** One application received to date.

NEW BUSINESS:

1. **Creating an information package for Jan policy reviews.** Discussion of what information board members are interested in receiving for policy review. **Action:** Tara to compile information on membership fees as a percentage of budget, circulation stats for long weekends, and Hinton demographic information as compared to library patron demographics. Tara to prepare recommendations for policy changes for December meeting.

2. Library Board Basics Workshop – Stoney Plain – Oct 25

MAGUHN - That Hank Smit attend the Library Board Basics Workshop in Stoney Plain on October 25, 2014 with travel expenses to be reimbursed.

Seconded by Staples.

CARRIED UNANIMOUSLY

3. YRL Board Member appointment – rep for Hinton Municipal Council

Action: Terri to continue to represent Hinton Municipal Council on YRL Board, unless Council directs otherwise.

4. Emergency Social Services Forum – Edmonton – Nov 25 and 26

Discussion of forum and Library's role in Town disaster plan. **Action:** Tara to focus on understanding the Town's disaster plan rather than attend the ESSF in Edmonton.

5. ME Libraries and collecting birthdates

Discussion of ME Library service and requirement to collect birthdates as part of registration process. **Action:** Tara to send information on options out to Board for email discussion and decision as soon as they are received from YRL.

FYI:

1. **Town Council** – Council is beginning 2015 budget discussions, participatory budget pilot project is underway.
2. **Upcoming programming** – distributed at meeting.

OTHER QUESTIONS / COMMENTS:

1. Judy Waymark was thanked for her years of service as a Trustee and cupcakes were enjoyed by all.

AGENDA ITEMS FOR NEXT MEETING, Wednesday November 19, 2014

1. Welcome to new board members.
2. Nominations and elections for Chair, Vice-Chair, and Secretary.
3. Normal agenda to be kept short.

WHAT BOARD MEMBERS HAVE READ

“**The Best Yes**” by Lysa Terkeurst and “**Dear Life**” by Alice Munro (Judy S); “**Elizabeth I**” by Margaret George (Terri); “**Gutenberg’s Apprentice**” by Alix Christie (Peter); “**Animal Farm**” by George Orwell (Ryan); “**Tuesdays with Morrie**” by Mitch Albom (Judy W); “**Oryx and Crake**” by Margaret Atwood (Tara)

NEXT MEETING

The next regular scheduled meeting is on Wednesday, November 19, 2014.

ADJOURNMENT

WAYMARK – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 6:51 pm.

CHAIR

DRAFT