



Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
January 28, 2015

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

PRESENT: H. Smit (Chair), T. McHugh (Secretary), P. Wilkinson, J. Staples, L. Beamish, S. Riggan, D. Currie (for R. Maguhn)

ALSO PRESENT: T. Million (Librarian)

REGRETS: none

ORDER: Chair Smit called the meeting to order. The time was 4:07 pm.

ADOPTION OF AGENDA:

MCHUGH – That the Agenda be adopted as amended.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

BEAMISH – That the Minutes of the Regular Board Meeting of December 17, 2014 be adopted as presented.

CARRIED UNANIMOUSLY

BOARD TRAINING: Halifax Public Library

Tara Million provided the Board with a photographic tour of the new Halifax Central Library.

CORRESPONDENCE:

1. Letters to library staff re. criminal record checks.
2. Email to library patron re. library card charges.
3. Email from YRL regarding Hank Smit being awarded LAA conference registration & accommodation (through draw of YRL board members).

CURRIE – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

REPORTS:

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

Total accounts payable for January: \$32,208.82

**STAPLES - That we accept the Treasurer’s Report and that the Accounts for January in the amount of \$32,208.85 be paid.
Seconded by WILKINSON.**

CARRIED UNANIMOUSLY

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

Library use

- Circulation to local users: 3642 items
- Circulation average: per day 152 items; per hour 18 items
- Top circulating collections: AV material, Adult fiction, Picture books, Adult non-fiction
- ILL/Resource sharing: Loaned to other libraries: 1156; borrowed: 767
- Library memberships: new: 22; renewed: 48
- Internet use: 137; guests: 53; wireless 6
- E-Library use: Overdrive 275; Zinio 172; Press Display 103; 3M Cloud 75; Hoopla 40
- Website use: 343 users; 1,043 sessions, 2,585 page views (eResources was top page)

Program statistics

- Pre-school programs: 48 attended – 1 session
- School-age programs: 75 attended – 8 sessions
- Teen programs: 3 attended – 1 session
- Adult programs: 0 attended – 2 sessions
- All ages programs: 0 sessions

3. **Librarian's Report** presented by T. Million: There was a page missing in the Agenda package from the Archives Report, so it was read aloud and will be included in the electronic meeting package.

4. **Library Plan of Service** – reviewed January accomplishments.

MCHUGH - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. **Landscaping Volunteer** – Hank has been in correspondence with a person who is interested in enhancing the exterior landscaping in front of the library. The Board agrees that more information from the Town will be required, and Hank will pursue further details. Discussion will continue in February when more information is available.
2. **Annual Patron Survey** – Board members reported back on conversations from respondents who requested further contact. They will provide Tara with the completed survey forms for files.
3. **Library & Archive hours of operation** – Reviewed circulation statistics as a preliminary step in deciding whether or not to extend library and archive hours of operation. Further discussion will continue in February.
4. **Library Plan of Service: Priorities for 2015** – Reviewed items from Plan of Service that have not been started, specifically the Endowment Fund, Video-conferencing, and Posting Videos to Website.
 - a. Discussion concluded that videos could be posted to YouTube channel instead.
 - b. Terri will collect information about the process of creating a 'Friends of the Library' group (perhaps instead of an Endowment Fund). Discussion for February.
 - c. Consensus that video-conferencing is not a priority for the library.

NEW BUSINESS:

1. **Punch Jackson Award.** Tara will complete the award submission, focusing on the Techie Teen Movie Maker program.
2. **Patron Appreciation Party.** February 14 from 1-3pm. All available Board members will attend. Dale will seek out donations for door prizes, and for cake and food. Valentine's themed decorations will be used.

**WILKINSON – That up to \$500 be allocated to the Patron Appreciation Party, from the Advertising & Promotions budget.
Seconded by RIGGAN.**

CARRIED UNANIMOUSLY

3. **Board/Staff Get-together.** Board would like to invite staff to a potluck gathering, at Hank's home. Tara will discuss possible dates with staff (April 10, 17, 24 proposed).
4. **Policy Recommendations.** Some policy changes would require by-law changes, requiring Council approval. Preliminary discussion of possible policy changes; discussion will continue in February after the Board reviews changes between existing and proposed policies and wording.

FYI:

1. **Town Council** – Council is working on the 2015 budget. Anticipating that it will be finalized by the end of March
2. **Upcoming programming** – Future plans distributed at meeting

OTHER QUESTIONS / COMMENTS: None

AGENDA ITEMS FOR NEXT MEETING, Wednesday February 25, 2015

1. Endowment Fund/Friends of the Library
2. Landscaping volunteer
3. Policy recommendations
4. Board/staff get-together
5. Hours of operation

WHAT BOARD MEMBERS HAVE READ

“Son” by Lois Lowry (Hank); **“The Impact of a Single Incident”** by RL Pendergast (Peter); **“All The Light We Cannot See”** by Anthony Doerr (Leigh); **“A Stubborn Sweetness”** by Katherine Patterson, **“The Storied Life of AJ Fikry”** by Gabrielle Zevin (Judy); **“Longbourn”** by Jo Baker (Terri); **“Longbourn”** by Jo Baker, **“300”** by Frank Miller (Tara).

NEXT MEETING

The next regular scheduled meeting is on Wednesday, February 25, 2015.

ADJOURNMENT

BEAMISH – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 6:54 pm.



CHAIR