



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD**

**Regular Meeting
February 25, 2015**

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

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

ALSO PRESENT: T. Million (Librarian), L. Howarth (Director of Community & Protective Services)

REGRETS: L. Beamish

ORDER: Chair Smit called the meeting to order. The time was 4:17 pm.

ADOPTION OF AGENDA:

MCHUGH – That the Agenda be adopted as amended to include 8.e Library Board meeting on May 27.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

RIGGAN – That the Minutes of the Regular Board Meeting of January 28, 2015 be adopted as presented.

CARRIED UNANIMOUSLY

BOARD TRAINING: Library Board Basics workshop
Hinton will be hosting a Library Board Basics workshop on June 6, 2015. Board members were asked to reserve the date.

CORRESPONDENCE:

1. Punch Jackson Award submission package
2. Email from Timothy Maloney re. library card. Board consensus that we will send him a card from the Hinton Municipal Library.
3. Emails to/from Laura Howarth regarding landscaping volunteer

WILKINSON – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

REPORTS:

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

Review of 2014 budget preliminary results, discussion of how to allocate remainder.

**WILKINSON – That the budgeted amount of \$19,262.00 be transferred to Capital Reserves.
Seconded by STAPLES.**

CARRIED UNANIMOUSLY

**STAPLES – That, after the auditor’s final review of 2014 budget, any surplus funds be divided evenly between Capital Reserve and Operating Reserve.
Seconded by MCHUGH**

CARRIED UNANIMOUSLY

Total accounts payable for February: \$2,558.17

**MCHUGH - That we accept the Treasurer’s Report and that the Accounts for February in the amount of \$2,558.17 be paid.
Seconded by WILKINSON.**

CARRIED UNANIMOUSLY

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

Library use

- Circulation to local users: 3809 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: 1361; borrowed: 809
- Library memberships: new: 25; renewed: 59
- Internet use: 142; guests: 94; wireless 25
- E-Library use: Overdrive 349; Zinio 247; Press Display 111; 3M Cloud 89; Hoopla 40
- Website use: 377 users; 1,219 sessions, 2,807 page views (eResources was top page)

Program statistics

- Pre-school programs: 65 attended – 3 sessions
- School-age programs: 119 attended – 9 sessions
- Teen programs: 15 attended – 2 sessions
- Adult programs: 47 attended – 3 sessions
- All ages programs: 0 sessions

**RIGGAN – That we put an ad in the newspaper to thank sponsors who contributed to the Patron Appreciation Party and amnesty days.
Seconded by WILKINSON**

CARRIED UNANIMOUSLY

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

4. **Library Plan of Service** – Tabled to March meeting.

CURRIE - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

- 1. Board/Staff Get-together.** Staff was asked for feedback on best date. April 17th has been selected for the event.
- 2. Library & Archive hours of operation.** Review of charts detailing opening hours at the Rec Centre, as well as other libraries and archives. Various options were discussed, weighing pros and cons for each scenario. Decision expected to be made at March meeting.
- 3. Policy Recommendations.** Three items require a by-law change by Council, with consensus that we will proceed with that process. Discussion continued regarding membership fees and fines, with special consideration regarding the financial implications in light of changes to County funding. Discussion will continue at March meeting.

RIGGAN – That the three proposed by-law changes be forwarded to Town Council for decision.

Seconded by STAPLES

CARRIED UNANIMOUSLY

NEW BUSINESS:

- 1. Friends of the Library background info.** Terri presented some general information about how a Friends group would be created, what Friends groups do, and the relationship between the Board and a Friends group. ACTION: Terri will contact member of a Friends of the Library group for further details and possibly invite them to present information to the Hinton board.
- 2. Annual Library Report for the Province.** Review of the completed report.

MCHUGH – That we approve the Annual Library Report as presented.

Seconded by WILKINSON

CARRIED UNANIMOUSLY

- 3. LAA Conference registration & attendance.** Tara, Dominique and Hank will be attending. Funding for one additional Board member and one additional staff member is within the budget.

RIGGAN – That LAA registration be submitted for no more than one additional Board member and one additional staff member for the 2015 conference.

Seconded by MCHUGH

CARRIED UNANIMOUSLY

- 4. Library hours of operation for April 4, 2015.** Discussion regarding value of opening on Saturday of the Easter long weekend.

RIGGAN – That the library close for Saturday April 4, 2015.

Seconded by STAPLES

CARRIED UNANIMOUSLY

5. **Library board meeting date for May, 2015.** Meeting date of May 27th conflicts with Town's long-service awards. Consensus to defer May meeting to Thursday, May 28th. ACTION: Tara will ensure that a meeting space is booked (e.g. People's Centre, Rec boardroom, Guild, etc.)
6. **Annual Patron Survey follow-up.** Paperwork to be submitted to Tara for files.
7. **Landscaping volunteer.** Discussion with Laura Howarth related to the Town's involvement and thoughts on the idea. A follow-up meeting will be arranged between the Board committee (Hank Smit, Leigh Beamish), Tara, Laura and Gordie, with the potential volunteer in attendance to provide additional details.

FYI:

1. **Town Council** – Budget open-house to be held at the Library on Thursday, March 5th from 5pm – 7:30pm.
2. **Upcoming programming** – March events calendar distributed at meeting

OTHER QUESTIONS / COMMENTS: None

AGENDA ITEMS FOR NEXT MEETING, Wednesday March 25, 2015

1. Hours of operation
2. Memberships/fines
3. Board/staff get-together – planning
4. Landscaping volunteer (if follow-up meeting has been held)

WHAT BOARD MEMBERS HAVE READ

“**World Without End**” by Ken Follett (Hank); “**Lucia**” by Andrea Di Robilant (Peter); “**Grey Mountain**” by John Grisham and “**Provence Cure for the Broken-hearted**” by Bridget Asher (Judy); “**Horns**” by Joe Hill (Tara)

NEXT MEETING

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

ADJOURNMENT

RIGGAN – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:21 pm.

CHAIR

