



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
March 25, 2015
4:15 pm, Teck Coal Room, Hinton Municipal Library**

PRESENT: H. Smit (Chair), T. McHugh, P. Wilkinson, L. Beamish, G. Barrow (for R. Maguhn)

ALSO PRESENT: T. Million (Librarian)

REGRETS: S. Riggan, J. Staples

ORDER: Chair Smit called the meeting to order. The time was 4:15 pm.

ADOPTION OF AGENDA:

WILKINSON – That the Agenda be adopted as presented. CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

WILKINSON – That the Minutes of the Regular Board Meeting of February 25, 2015 be adopted as presented. CARRIED UNANIMOUSLY

BOARD TRAINING: Dolly Parton Imagination Library
Dominique and Pam presented information about this potential partnership with the Rotary Club.

CORRESPONDENCE:

1. YRL Annual Report
2. Email re. Punch Jackson Award submission: We were not successful this year

MCHUGH – That the correspondence be accepted for information. CARRIED UNANIMOUSLY

REPORTS:

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

Total accounts payable for March: \$3,387.40

**WILKINSON - That we accept the Treasurer’s Report and that the Accounts for March in the amount of \$3,387.40 be paid.
Seconded by BEAMISH.**

CARRIED UNANIMOUSLY

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

Library use

- Circulation to local users: 4,867 items
- Circulation average: per day 173 items; per hour 20 items
- Top circulating collections: AV material, Picture books, eResources, Adult fiction
- ILL/Resource sharing: Loaned to other libraries: 1593; borrowed: 822
- Library memberships: new: 35; renewed: 56
- Internet use: 158; guests: 63; wireless 12
- Website use: 351 users; 957 sessions, 2,142 page views (eResources was top page)

Program statistics

- Pre-school programs: 162 attended – 11 sessions
- School-age programs: 294 attended – 13 sessions
- Teen programs: 7 attended – 2 sessions
- Adult programs: 55 attended – 5 sessions
- All ages programs: 70 attended - 1 session

Outreach statistics

- Programs: 81 attended – 8 sessions
- Community calendar submissions – 4 groups
- Community ticket sales – 2 events

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

Library Fire Marshall position and procedures created in consultation with Rec Centre, 2014 audit in progress, Facebook Team created.

4. **Library Plan of Service**

Board members to review the expanded Plan of Service and provide suggestions to Tara for how to organize or categorize items, or additional information that should be added.

5. **Landscaping Committee**

Committee met and responsibilities outlined. Information on ‘work bee’ date to come.

BEAMISH - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. **Library hours of operation.** Discussion of options for expanding library hours of service.

**WILKINSON – That the library hours of operation be expanded as follows: Friday opening 10-8, Saturday and Sunday open 12-4, with an implementation date of May 1, 2015.
Seconded by BARROW**

CARRIED UNANIMOUSLY

2. **Policy Recommendations – Library membership fees and library fines.**
Discussion of the options, and financial ramifications of each.

BEAMISH – That library membership fees and library fines be modified as presented, and that the changes be implemented May 1, 2015.

Seconded by WILKINSON

CARRIED UNANIMOUSLY

- 3. Archives hours of operation.** Discussion continued regarding the options for altering hours of operation for the Archives. Tara will provide additional information on the goals and metrics for success for next month's meeting.
- 4. Board/Staff get-together.** Event scheduled for 7pm, Friday, April 17th. Hank will send an email to all Board members to coordinate food and drink. Invitations to be prepared and distributed to each staff member.

NEW BUSINESS:

- 1. Computer replacements.** Tara will proceed with getting quotes for replacing all computers within the library, and will consult with the Town IT department regarding the computers that are Town-owned.
- 2. Participatory Budget.** Reviewed suggested project ideas for submission in the 2015 Participatory Budget process. Board to consider the three options, or suggest additional project ideas, with the idea of selecting one to develop further.

FYI:

- 1. Town Council –**
- 2. Upcoming programming –** Many events planned for Spring Break
- 3. Historical driving tour brochure –** draft brochure distributed

OTHER QUESTIONS / COMMENTS: None

AGENDA ITEMS FOR NEXT MEETING, Wednesday April 22nd, 2015

1. Landscaping committee
2. Archives hours of operation
3. Computer replacement
4. Participatory budget ideas

WHAT BOARD MEMBERS HAVE READ

“Longbourne” by Jo Baker (Leigh); **“A Widow for 1 Year”** by John Irving (Peter); **“The Gathering Blue”** by Lois Lowry (Hank); **“The Maid: A Novel of Joan of Arc”** by Kimberly Cutter (Tara); **“Our Man In Havana”** by Graham Greene (Terri).

NEXT MEETING

The next regular scheduled meeting is on Wednesday, April 22, 2015.

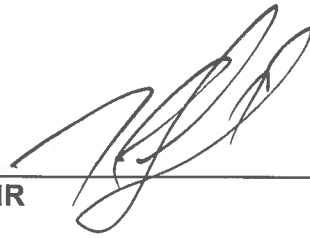
ADJOURNMENT

MCHUGH – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:14 pm.

CHAIR

A handwritten signature in black ink, appearing to be 'M. Mchugh', is written over a horizontal line. The signature is cursive and somewhat stylized.