



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
November 19, 2014
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. Maghun)

ALSO PRESENT: T. Million (Librarian)

REGRETS:

ORDER: Chair Smit called the meeting to order. The time was 4:50 pm.

ADOPTION OF AGENDA:

MCHUGH – That the Agenda be adopted as amended.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

MCHUGH – That the Minutes of the Regular Board Meeting of October 15, 2014 be adopted as presented.

CARRIED UNANIMOUSLY

BOARD TRAINING: Board Basics Training review – H. Smit

Hank provided a review of training materials from a recent Board Basics training session he attended.

Consensus of Board that when Provincial Library sends out the call for hosting a Board Basics training session in the coming year that Tara should submit Hinton for consideration.

In future months the Board will look into more about what a “Friends of the Library” group would do and how it would operate.

CORRESPONDENCE:

No correspondence

REPORTS:

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

Total accounts payable for November: \$8,579.78

WILKINSON - That we accept the Treasurer’s Report and that the Accounts for November in the amount of \$8,579.78 be paid.

Seconded by BEAMISH.

CARRIED UNANIMOUSLY

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

Library use

- Circulation to local users: 4107 items
- Circulation average: per day 158 items; per hour 18 items
- Top circulating collections: AV material, Picture books, Adult fiction, Adult non-fiction
- ILL/Resource sharing: Loaned to other Libraries:1468; borrowed: 830
- Library memberships: new 26; renewed 75
- Internet use:166; Guests: 136; Wireless 28
- E-Library use: Overdrive: 335; Zinio: 40; Press Display: 121; 3M Cloud: 75; Hoopla Digital: 30
- Website use: 412 users; 1,007 sessions; 2,290 page views (e-resources was top page)

Program statistics

- Pre-school programs: 180 attended – 13 sessions
- School-age programs: 263 attended – 14 sessions
- Teen programs: 106 attended – 10 sessions
- Adult programs: 562 attended – 15 sessions
- All ages programs: 82 attended – 3 sessions

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

Discussion of issue raised by patron regarding noise from programs; suggestion that in future a quiet area could be established away from the children & teen areas for those who wish quiet.

Discussion of criminal record checks for staff; existing staff will not be required to have a criminal record check. New internal or external positions will require one.

Discussion of annual survey; suggestion to re-word question regarding opening hours to better identify the times patrons would like to be able to use the library. Suggestion to include current library card cost in fee question.

4. **Library Plan of Service** – reviewed October and November accomplishments relative to Plan of Service.
Board would like to review items from the Plan of Service early in 2015 to identify any that have not been started, are no longer priorities, or require further action.

MCHUGH - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. **ME Libraries and collecting birthdates.** Review of issue previously discussed via email, and reaffirmation that previous consensus decision is the preferred option.

BEAMISH – That the library will require patron birthdates as part of registration for their library card, to comply with requirements for the ME Library card program.

CARRIED UNANIMOUSLY

- 2. Christmas library hours and staff celebrations.** Review of standard Town building closures, and suggested holiday hours for the library.

WILKINSON – That the suggested library Christmas hours be adopted as presented except to change the time of closing on December 24th to 2pm.

Seconded by MCHUGH

CARRIED UNANIMOUSLY

RIGGAN – That library staff and patrons be provided with free tea, coffee and hot chocolate over the Christmas holidays, as a Thank You from the Library Board.

Seconded by MCHUGH

CARRIED UNANIMOUSLY

NEW BUSINESS:

- 1. Internet use & children.** Discussion of current internet use policies related to children, and ways these policies can be clarified.

MCHUGH – That the recommended changes to the children’s internet use policy form be accepted as presented.

CARRIED UNANIMOUSLY

- 2. Giving Tuesday – Presented by Judy Staples.** Discussion about upcoming Giving Tuesday fundraising day (December 2, 2014) and how BRIDGES is encouraging businesses and individuals to participate. Consensus that the library will host a Donation Jar for BRIDGES for Giving Tuesday.

FYI:

- 1. Town Council** – Council is proceeding with budget discussions. Plans are underway to see more community activities at the Green Square.
- 2. Upcoming programming** – distributed at meeting.

OTHER QUESTIONS / COMMENTS:

1. Journey Into Christmas will be November 21 and 22. Funds raised could go towards programming materials such as puppets and e-readers.
2. \$1500 additional donation from Telus, over and above the grant amount, will be used for tech-related materials.

AGENDA ITEMS FOR NEXT MEETING, Wednesday December 17, 2014

1. Further discussion on whether to form a committee to look into criminal record checks in more detail.
2. Review of Annual Patron Survey responses.

WHAT BOARD MEMBERS HAVE READ

“Lady Almina & the Real Downton Abbey” by The Countess of Carnarvon and **“Coqualeetza”** by Dorothy Matheson Mclvor (Judy S.); **“The Maltese Falcon”** by Dashiell Hammett (Terri M.); **“The Great Upheaval”** by Jay Winik (Peter W.); **“Inferno”** by Dan Brown (Hank S.); **“The Giver”** by Lois Lowry and **“Gen X Librarian”** (Tara M.); **“Blind”** by ?? (Skylar R.); **“Quiet”** by Susan Cain (Leigh B.)

NEXT MEETING

The next regular scheduled meeting is on Wednesday, December 17, 2014.

ADJOURNMENT

MCHUGH – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:00 pm.

CHAIR