



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
May 27, 2015**

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

PRESENT: H. Smit (Chair), P. Wilkinson, T. McHugh, L. Beamish, J. Staples

ALSO PRESENT: T. Million (Librarian), L. Wallace (guest)

REGRETS: S. Riggan, R. Maguhn

ORDER: Chair Smit called the meeting to order. The time was 4:19 pm.

ADOPTION OF AGENDA:

WILKINSON – That the Agenda be adopted as amended.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

STAPLES– That the Minutes of the Regular Board Meeting of April 22, 2015 be adopted as amended.

CARRIED UNANIMOUSLY

BOARD TRAINING: Lil Wallace, Town of Hinton: In Camera procedrues.

Lil provided the Board with information about how the 'in camera' process functions. Information provided on when to go 'in camera', and how to record that on agendas/minutes.

CORRESPONDENCE:

1. Letter sent from Board to Council.
2. Email from Ann Myrholm re. fall networking meeting confirms date for September 16, 2015. Tara and Ann will prepare the Agenda: any suggestions to be provided to Tara at June meeting.

MCHUGH – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

REPORTS:

1. **Library Statistics** presented by T. Million
Error noted on Circulation Stats page, will be corrected. Circulation numbers increasing in most categories. E-resources increasing significantly year over year. Library Board members wish to express congratulations to library staff on a successful quarter of programming and services.

- 2. **Librarian's Report** presented by T. Million
Rotary Club will proceed with partnership for the Dolly Parton Imagination Library program. Board member will be added to the committee for the project. Project agreement will be presented at next meeting. Archives: Humidifier leaked again. ACTION ITEM: Tara to investigate options for repair/replacement.
- 3. **Landscaping Committee**
Successful work-bee, for a total of 118 hours of labour. Consensus to have Tara place an ad thanking all volunteers, the mill, and Christine Allen.

** Leigh Beamish joined the meeting **

- 4. **Grant Committee Report** presented by P. Wilkinson
Peter participated in the spring grant-funding process. He has agreed to participate in the fall grant run as well.

MCHUGH - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

- 5. **Treasurer's Report** presented by T. Million:
No general statement of the budget as Town has not been able to generate the report.
NOTE: Terri McHugh informed the Board that she would excuse herself from discussion and vote related to the month's accounts as her husband's company (A1 Signs) is a payee this month.

**WILKINSON - That we accept the Treasurer's Report and that the Accounts for May in the amount of \$3900.27 be paid.
Seconded by STAPLES.**

CARRIED UNANIMOUSLY

In Camera

**BEAMISH – That the board meeting move in camera. The time was 5:46.
Seconded by STAPLES**

CARRIED UNANIMOUSLY

**STAPLES – That the board meeting move out camera. The time was 6:44.
Seconded by MCHUGH**

CARRIED UNANIMOUSLY

**MCHUGH – That the library open at 11:00 a.m. on Thursday June 4, 2015 to accommodate the all-staff meeting scheduled to run from 8 a.m. – 11 a.m.
Seconded by WILKINSON**

CARRIED UNANIMOUSLY

OLD BUSINESS

1. Archives Update –

Dominique has completed her training and continues to familiarize herself with the Archives. Board discussed the option to provide a co-op placement contract to a student from the UBC Masters program for three months in the fall. The contract student would work on an assessment of the archives, and would provide a report for moving forward. ACTION ITEM: Tara will consult with HR on how this process would work.

BEAMISH – That the Board asks Tara to pursue the process of creating a co-op position as a short-term contract for Archives assessment.

CARRIED UNANIMOUSLY

2. Participatory Budget –

Because Council and Town administration are re-vamping the Participatory Budget program the consensus was to defer further discussion of projects until more details are available.

NEW BUSINESS:

1. MOA with Yellowhead County –

Board reviewed the proposed contract. ACTION ITEM: Tara will request comment from Town Corporate Services prior to June meeting.

2. June 6th Library Board Basics Workshop –

Tara will ensure all Board members are registered. Members are requested to arrive by 8:30. Hank will ensure that pop/juice/water are available. Tara will coordinate coffee and lunch.

3. Professional Development –

Tara has completed two additional courses towards her MLIS. YRL conference (September 18th) information was provided. Board invited to attend.

STAPLES – That the \$1000 agreed annual contribution to MLIS course costs be paid to Tara Million.

CARRIED UNANIMOUSLY

FYI:

1. Information distributed about upcoming programs
2. Dolly Parton Imagination Library program launch will not be held in conjunction with COW bus programs
3. Aboriginal collection launch will take place prior to June 28th, date TBA
4. Summer reading program launch will be Father's Day

OTHER QUESTIONS / COMMENTS: None

AGENDA ITEMS FOR NEXT MEETING, Wednesday, June 24th, 2015

1. Fall networking meeting agenda ideas
2. Dolly Parton Imagination Library – agreement, committee details
3. Archives humidifier options
4. Board recruitment for coming year

5. YRL conference: Any Board members interested in attending?
6. Computer replacement: Status update
7. Motion to ensure bills are paid over summer break

WHAT BOARD MEMBERS HAVE READ

“The Longest Ride” by Nicholas Sparks (Judy); **“The Pirate Hunter: The True Story of Captain Kidd”** by Richard Zacks (Peter); **“The Five Red Herrings”** by Dorothy Sayers (Terri); **“Shadow’s End”** by Sheri S. Tepper (Tara)

NEXT MEETING

The next regular scheduled meeting is on Wednesday, June 24th, 2015.

ADJOURNMENT

MCHUGH – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:50 pm.

CHAIR

