



**Town of Hinton  
HINTON MUNICIPAL LIBRARY BOARD  
Regular Meeting  
June 24, 2015**

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

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

**ALSO PRESENT:** T. Million (Mgr of Library Services), P. Stewart (Asst Mgr of Library Services)

**REGRETS:** S. Riggan, J. Staples

**ORDER:** Chair Smit called the meeting to order. The time was 4:14 pm.

**ADOPTION OF AGENDA:**

**BEAMISH – That the Agenda be adopted as presented.**

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES:**

**BEAMISH– That the Minutes of the Regular Board Meeting of May 27, 2015 be adopted as presented.**

CARRIED UNANIMOUSLY

**BOARD TRAINING:** Review of Library Board Basics workshop (June 6, 2015).

All who attended agreed that it was a very worthwhile and informative training session. Board agrees that it's a good idea to volunteer to host sessions in the future, as well.

**CORRESPONDENCE:**

1. Letter from J. Archibald. A response will be sent, including copies of the documents requested, as well as a copy of the Plan of Service.
2. Email communication to and from Town of Hinton staff regarding weeding – for information.

**MCHUGH – That the correspondence be accepted for information.**

CARRIED UNANIMOUSLY

**REPORTS:**

1. **Treasurer's Report** presented by T. Million:  
Review of monthly accounts payable, and budget year to date.

**WILKINSON - That we accept the Treasurer's Report and that the Accounts for June in the amount of \$5423.97 be paid.  
Seconded by MAGUHN.**

CARRIED UNANIMOUSLY

- 2. **Library Statistics** presented by T. Million  
Reviewed reports on programs and outreach, including impacts from Aboriginal Day celebration and the Archives re-opening, highlighting the teamwork and involvement of all library staff.
- 3. **Librarian's Report** presented by T. Million  
Review of some highlights from the past month. Looking into the pros and cons of getting SuperNet from AB Library Services/YRL, no decision required as yet. Hiring process is underway for technicians. Pam Stewart has started in her role as Assistant Manager of Library Services.

**MCHUGH - That the Reports be accepted for information.**

CARRIED UNANIMOUSLY

**In Camera**

**WILKINSON – That the board meeting move in camera. The time was 5:03.  
Seconded by BEAMISH**

CARRIED UNANIMOUSLY

**WILKINSON – That the board meeting move out camera. The time was 6:01.  
Seconded by MCHUGH**

CARRIED UNANIMOUSLY

**WILKINSON – That the Board requests a meeting between Mayor Rob Mackin, Mike Schwirtz, Tara Million, and Hank Smit as soon as can be arranged.  
Seconded by MCHUGH**

CARRIED UNANIMOUSLY

**OLD BUSINESS**

- 1. **Yellowhead County Library Board MOA –**  
Proposed agreement was reviewed by Town Corporate Services. Feedback reviewed.

**BEAMISH – That the Board enter into a five-year agreement with the Yellowhead County Library Board.  
Seconded by MAGUHN**

CARRIED UNANIMOUSLY

- 2. **Dolly Parton Imagination Library**  
Review of agreement between the Library and the Rotary Club of Hinton regarding the Dolly Parton Imagination Library project. Board Liaison for the program will be Terri McHugh.

**3. Archives humidifier**

Awaiting quote and recommendations from Town of Hinton maintenance staff regarding the humidifier. When those come in Tara will distribute information to Board via email and a decision will be made via email vote.

**4. Computer replacements - update**

Some of the new computers have arrived and are being set up. Estimated to be complete by early July. Discussion on what to do with any of the old computers that have useful life left in them. Consensus that their hard drives should be wiped clean, and distribute to Pine Valley (2), Lions Manor (1), and to the Town of Hinton if they are wanted.

**NEW BUSINESS:**

**1. Summer bill payment**

**MAGUHN – That the library Accounts Payable for the months of July and August be paid. Seconded by WILKINSON**

CARRIED UNANIMOUSLY

**2. Annual Report**

The annual report for 2014 will be prepared in July. Tara will distribute to the Library Board via email for review and approval.

**3. Fall Networking Meeting agenda**

Meeting with Yellowhead County Library Board in September. Ideas for the agenda include SuperNet information, Makerspace ideas/technology

**4. Board recruitment for the coming year**

Applications will be requested in the fall. Board members should encourage others they know to apply to participate on the Board in the coming year.

**5. YRL & Rural Libraries conferences**

Both conferences will be valuable to library staff and Board members.

**BEAMISH – That the Board agrees that up to 3 staff and 1 Board member attend the YRL fall conference in Edmonton (September 18<sup>th</sup>), and that up to 3 staff and 1 Board member attend the Rural Libraries conference in Grande Prairie (September 24/25).**

**Seconded by MAGUHN**

CARRIED UNANIMOUSLY

**FYI:**

- 1. Town Council: Riverfront Park pilot project will be open for the summer, feedback is encouraged. Council currently discussing the idea of moving the mine truck to Green Square – feedback is sought for this, as well.

- 2. 2015 Sustainability Report Card for the Town of Hinton – for review and information. Discussion on how to implement some form of report card reporting at the end of the current Library Plan of Service cycle.

**OTHER QUESTIONS / COMMENTS:** None

**AGENDA ITEMS FOR NEXT MEETING, MONDAY, SEPT. 21, 2015:** None

**WHAT BOARD MEMBERS HAVE READ:**

**“When the Elephants Dance”** by Tess Uriza Holthe (Peter). **“King of Torts”** (audiobook) by John Grisham (Leigh). **“Bringing Fossils to Life”** by Donald Plothero & **“Dinosauria”** (Ryan). **“The 5 Dysfunctions of a Team”** by Patrick Lencioni (Pam). **“Memory Keepers Daughter”** by Kim Edwards (Tara). **“The Girl Who Played With Fire”** by Stieg Larsson (Hank).

**NEXT MEETING**

The next regular scheduled meeting is on Monday, September 21, 2015.

NOTE: Date changed to accommodate the Board and staff travelling to Grande Prairie for the Rural Libraries conference.

**ADJOURNMENT**

**MCHUGH – That the meeting be adjourned.**

CARRIED UNANIMOUSLY

The time was 7:15 pm.

CHAIR

