



**Town of Hinton  
HINTON MUNICIPAL LIBRARY BOARD  
Regular Meeting  
September 21, 2015  
4:15 pm, Teck Coal Room, Hinton Municipal Library**

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

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

**REGRETS:** R. Maguhn, J. Staples

**ORDER:** Chair Smit called the meeting to order. The time was 4:11 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 June 24, 2015 be adopted as presented.**  
CARRIED UNANIMOUSLY

**BOARD TRAINING:** Report from YRL Conference – T. McHugh

- Worthwhile conference to attend. Of special interest was the session from Alberta Library Trustees Association (ALTA), discussing their role, and the services they offer to library boards. New website: [www.librarytrustees.ab.ca](http://www.librarytrustees.ab.ca) – includes useful links and information, including a newly revised handbook for board members. We will print our several copies so all board members can have one, and will include one in packages for new board members.
- **AI: Terri** will send request to have a representative from ALTA attend a meeting in the spring for further discussion.
- Congratulations to Pam and Dominique for successful presentation at the YRL conference – went over very well.
- Future board training opportunities:
  - o Terri will register for the Robert’s Rules of Order session in November
  - o Peter will attend the Archives Disaster Planning session
  - o Tara & Pam will attend the Library Emergency Preparedness session
  - o Pam will attend Grant Writing Tips

**CORRESPONDENCE:**  
Review of correspondence sent and received.

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

**REPORTS:**

**1. Chairperson’s Report** presented by H. Smit:

- Update on bylaw review/revision meeting with Town. Bylaw change will be presented at Council on October 6<sup>th</sup>. Other board members are encouraged to attend, if possible, as the Annual Report will be shared with council at that meeting as well.
- Meeting with Yellowhead County Library Board went very well

\*\* L. Beamish joined the meeting. \*\*

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

- Review of 3<sup>rd</sup> quarter budget report, including some new line-item categories from the Town’s new accounting system.

**BEAMISH – That the 2015 computer replacement costs will come from Operating Funds instead of from Capital Reserves.**

**Seconded by MCHUGH**

CARRIED UNANIMOUSLY

- Review of monthly accounts payable, and budget year to date.

**WILKINSON - That we accept the Treasurer’s Report and that the Accounts for September in the amount of \$5589.44 be paid.**

**Seconded by MCHUGH.**

CARRIED UNANIMOUSLY

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

Reviewed stats from June through August, as well as reports from programs, outreach and archives.

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

Noted that a performance review for Tara is overdue. Terri will initiate the process with Laura Howarth from the Town.

**5. Facility Report** presented by P. Stewart

Reviewed report concerning facility repair/maintenance requests from past several years.

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

CARRIED UNANIMOUSLY

**OLD BUSINESS**

**1. Archives Update –**

UBC co-op student withdrew application, so will not have someone in place for this fall. Discussion about viability of trying again in the winter. Consensus that we should proceed with service review using in-house staff. Each year for the next several years 1-2 staff members will attend archives training. A desk will be moved to the space in front of the Archives once the shelves are moved after weeding is done. Humidifier: Town staff are looking at ways to repair or replace, but it is currently operational.

**2. Yellowhead County Library Board MOA –**

Agreement has been signed. E-mail vote copies will be attached to signed copy of minutes.

**3. Rural Libraries Conference –**

Hank is unable to attend the conference. No other Board member is able to, either. Tara, Myles and Shaun will attend.

**4. Board Recruitment –**

Reminder to encourage potential board members to submit applications to Town.

**NEW BUSINESS:**

**1. Outreach Bus**

Participatory budget idea: FCSS would operate an Outreach Bus (an RV with programming space inside), giving other groups the opportunity to use it for programs. The library would agree to use it weekly for outreach programming. Board members are encouraged to submit idea for the Participatory Budget process.

**2. Supernet**

Information shared regarding Supernet through YRL/PLSB vs. GYPSD. Board has questions regarding service (speed of resolution without in-town service provider), equipment ownership for current hardware. Hank will follow-up and report back at the October meeting.

**3. Plan of Service**

New Plan of Service needs to be in place by June 2016. Tara will contact YRL and PLSB to come out for a training retreat to guide us along the process, possibly on November 21<sup>st</sup>. The process will involve community engagement, environmental scan, vision. Tara has additional resources that the board can use during the process. Further discussion for October meeting.

**FYI:**

1. Upcoming programs: Calendar for October circulated.

**OTHER QUESTIONS / COMMENTS:** None

**AGENDA ITEMS FOR NEXT MEETING, THURSDAY OCTOBER 29th, 2015:**

- Budget 2016 – report from Tara with more information about new line items, current budget status, and a draft budget to be presented
- Supernet update
- Plan of Service training/retreat/committee update

**WHAT BOARD MEMBERS HAVE READ:**

“Ghost Empire” by Robert Marchand (Peter). “Last Bus to Woodstock” by Colin Dexter (Terri). “The Mind’s Eye” by Oliver Sacks (Leigh). “The Nature of the Beast” by Louise

Penny (Pam). **“True Grit”** by Charles Portis (Tara). **“House in the Sky”** by Amanda Lindhout (Hank).

**NEXT MEETING**

The next regular scheduled meeting is on Thursday, October 29<sup>th</sup>, 2015.

**NOTE:** The meeting will begin at **5:30** and supper will be provided. New Board Members will be in attendance

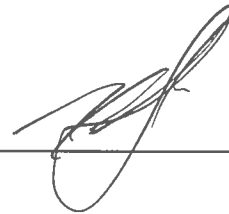
**ADJOURNMENT**

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

CARRIED UNANIMOUSLY

The time was 6:53 pm.

CHAIR

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