



**Town of Hinton  
HINTON MUNICIPAL LIBRARY BOARD  
Regular Meeting  
October 29, 2015**

5:30 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:** M. Young, S. Koopmans

**ORDER:** Chair Smit called the meeting to order. The time was 5:32 pm.

**ADOPTION OF AGENDA:** One additional item of correspondence added to the agenda.

**McHUGH – That the Agenda be adopted as amended.**

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES:**

**WILKINSON– That the Minutes of the Regular Board Meeting of September 21, 2015 be adopted as presented.**

CARRIED UNANIMOUSLY

**BOARD TRAINING:** Developing a Community-Led Library – T. Million

- Information from a presentation at the recent Rural Libraries Conference. Presenter was John Pateman (Chief Librarian/CEO of Thunder Bay Public Library).
- Discussion of the transition from a traditional library to a community-led library to a needs-based library.

**CORRESPONDENCE:**

- Review of correspondence received, and discussion of required responses.
- Consensus that in future, any correspondence to the Board will be distributed immediately on receipt, and a response will be sent by Board Secretary indicating when the next Board meeting will be held and that a full response will follow that.

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

CARRIED UNANIMOUSLY

**REPORTS:**

1. **Chairperson's Report** presented by H. Smit:
  - Presentation of Annual Report to Council went well.
  - Will require potential meeting dates for the joint meeting between Council, the Library Board and Public Library Services Branch – all Board members to identify good/bad times at the upcoming Organizational Meeting.

- P. Wilkinson reported on the Community Grants committee, which recently completed the 2<sup>nd</sup> intake for 2015.
2. **Treasurer’s Report** presented by T. Million:
- Review of budget to date and accounts payable.

**BEAMISH - That we accept the Treasurer’s Report and that the Accounts for October in the amount of \$10,465.11 be paid.  
Seconded by WILKINSON.**

CARRIED UNANIMOUSLY

3. **Library Statistics** presented by T. Million  
Reviewed stats from September, as well as reports from programs, outreach and archives.
4. **Librarian’s Report** presented by T. Million  
Reviewed report of September activities.
5. **Facility Report** presented by P. Stewart  
Reviewed report. Hinton Adult Learning space is now empty, will be addressed in future.

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

CARRIED UNANIMOUSLY

**OLD BUSINESS**

1. **Supernet –**
- Cost would be about \$1800 to move the line from the pole
  - Hank spoke with John Close from GYPSD regarding ownership of all hardware, and confirmed it belongs to the library.
  - Software licenses are through GYPSD so would need to be re-done if services moved from school division. That could be a lengthy and disruptive process.
  - Next steps: Hank will discuss with YRL and Public Services Branch exactly what their services include.
  - Board will weigh options in coming months.
2. **New Board Members –**  
Shauna Koopmans and Matthew Young (Council rep) were appointed on October 27<sup>th</sup>.
3. **Plan of Service Timeline & Steps –**
- Reviewed potential plan for development of 2016-2019 Plan of Service, based on advice from Strategic Planning For Results, as well as the YRL process.

**WILKINSON - That the Board approves the presented development plan for the 2016-2019 Plan of Service for the Hinton Municipal Library.**

CARRIED UNANIMOUSLY

4. **Yellowhead County Allocation –**
- Allocation is ready to be paid, but Town has not yet confirmed what is to be done with amount related to building maintenance.

- Recommendation that we invoice Yellowhead County for the allocation minus the building maintenance portion, which can be paid later if necessary.

**NEW BUSINESS:**

**1. Collection Development Plan**

- Reviewed the draft Collection Development Plan prepared by Tara and Pam.
- Timing will be hand-in-hand with the Plan of Service, as each document should be reflected in the other.
- Tara will send the Draft version to others for review (YRL, PLSB, ect.) and arrange for a public Open House.

**2. Archival Training**

- Review of training and experience for all staff working with the Archives.
- Review of plan for further archives training for the Library Technicians.

**BEAMISH - That the Board approves the Archives training plan, with the amendment that both Library Technicians should attend the week-long Archival training in spring 2016. Seconded by MCHUGH**

CARRIED UNANIMOUSLY

**3. December Staff In-service**

- Review of proposed December in-service for all library staff related to Team development.
- Date would be Monday, December 7<sup>th</sup>, and the library would be closed for the day.

**MCHUGH - That the Board approves the December Staff In-Service proposal, and agrees to have the Library close for the full day on December 7, 2015. Seconded by BEAMISH**

CARRIED UNANIMOUSLY

**4. Budget 2016**

- Discussion of proposed 2016 budget as presented.
- Next steps: once passed by the Board, the budget will go to the Town for discussion for Municipal Appropriation.

**WILKINSON - That the Board approves the 2016 Operating Budget as presented. Seconded by MCHUGH**

CARRIED UNANIMOUSLY

**FYI:**

1. Events calendar for November circulated.

**OTHER QUESTIONS / COMMENTS:**

1. Town All-Staff meeting scheduled for November 12<sup>th</sup> from 10-11:30 a.m. Would need to close the library for that time in order for all library staff to attend.

**BEAMISH - That the Board approves the change in Library hours to 12pm – 8pm on Thursday, November 12<sup>th</sup>, 2015.**

CARRIED UNANIMOUSLY

**WHAT BOARD MEMBERS HAVE READ:**

**“The Rosie Project”** by Graham Simsion (Hank). **“Road Trip Rwanda”** by Wil Ferguson (Peter). **“The Jewel That Was Ours”** by Colin Dexter (Terri). **“The Rosie Project”** by Graham Simsion (Leigh). **“The Heart Goes Last”** by Margaret Atwood, **“The Girl in the Spider’s Web”** by David Lagercrantz (Pam). **“The Rosie Project”** by Graham Simsion and **“Hannibal Rising”** by Tom Harris (Tara).

**NEXT MEETING**

The Organizational Meeting for the Library Board will be held on Monday, November 9<sup>th</sup> from 4:30 – 5:30 p.m.

**ADJOURNMENT**

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

CARRIED UNANIMOUSLY

The time was 8:50 pm.

  
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CHAIR