



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
November 25, 2015
4:15 pm, Teck Coal Room, Hinton Municipal Library**

PRESENT: H. Smit (Chair), P. Wilkinson, T. McHugh, L. Beamish, M. Young, S. Koopmans

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

REGRETS: none

ORDER: Chair Smit called the meeting to order. The time was 4:15 pm.

ADOPTION OF AGENDA:

McHUGH – That the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

YOUNG – That the Minutes of the Regular Board Meeting of October 29th, 2015 and the Minutes of the Organizational Meeting of November 9th, 2015 be adopted as presented.

CARRIED UNANIMOUSLY

BOARD TRAINING: Review of changes to library website – T. Million

- Looked at recent changes/additions made to the Hinton Municipal Library website. Will include space for staff roles & responsibilities, and a brief bio. New sections will be added for policies, annual report, and plan of service.
- Minutes and agendas for Library Board meetings will be posted on the library website. Consensus that in future the Town website should provide a hyperlink directly to the Library website for minutes and agendas, rather than having them in two separate places.

CORRESPONDENCE:

- Review of correspondence received and sent.
- Discussion of letter from Municipal Affairs regarding Awards of Excellence. Consensus that the library staff should prepare a submission for the Dolly Parton Imagination Library project.

MCHUGH – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

REPORTS:

1. **Chairperson's Report** presented by H. Smit:
 - Corresponding with John Close of GYPSD regarding the network and possible change of service. Continuing to coordinate a meeting with the Public Library Services branch for further information (January).
2. **Treasurer's Report** presented by T. Million:
 - Review of budget year to date with reports from new accounting system.
 - Review of accounts payable.

WILKINSON - That we accept the Treasurer's Report and that the Accounts for November in the amount of \$9,464.10 be paid.

Seconded by BEAMISH.

CARRIED UNANIMOUSLY

3. **Library Statistics** presented by T. Million
 - Reviewed stats from October as well as reports from programs, outreach and archives.
 - Discussion of whether one of the newspapers might want to do a story about the new look for the library (Archives).
 - Microfiche machine for the Archives will need to be replaced in 2016.
4. **Library Manager's Report** presented by T. Million
 - Reviewed report of October activities.
 - Collection development plan open house will be an interactive evening, designed for all ages.
5. **Facility Report** presented by P. Stewart
 - Reviewed report.
 - Humidifier in the Archives is being repaired again.

MCHUGH - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. **Joint Meeting With Council**
 - Matthew Young suggested that it would make sense to schedule the meeting in conjunction with a Standing Committee meeting.
 - Matthew Young will coordinate a date with Town Council and administration and Tara will relay information to the Library Board.
2. **Plan of Service Update**
 - December 3 from 4-8 will be a community engagement meeting to identify the short-list of library service response priorities (max. 6).
 - Peter will attend on behalf of the Board.
 - Companion documents to be prepared: Archives Plan of Service and Technology Plan; drafts to come in January or February.

NEW BUSINESS:

1. Christmas Message From the Board

- Pam will draft a Christmas message from the Board for the December newsletter.

MCHUGH - That the Board will offer patrons free hot chocolate, coffee, and tea over the two weeks of Christmas holidays.

Seconded by BEAMISH

CARRIED UNANIMOUSLY

2. Library Rules of Conduct

- Review of draft Rules of Conduct.

YOUNG – That the Library Board approves the Rules of Conduct as presented, to be included in the library's policies.

CARRIED UNANIMOUSLY

3. Mission & Vision

- Some suggested edits to the existing mission & vision were discussed.
- Consensus that these will be looked at as part of the new Plan of Service.

4. Logo

- Discussion of whether and how to proceed to create a logo for the Hinton Municipal Library.
- Tara will proceed with getting quotes from graphic designers to find out how much it would cost, to be presented at the January meeting for discussion.
- Will be tied to the new Plan of Service.

5. Writer in Residence

- Discussion of the idea of a Writer in Residence program for the library.
- Looking for Board commitment to try the program as a pilot project for 2016.

BEAMISH – That the Board approves the Writer in Residence program proposal as presented, and approves proceeding with advertising for and hiring a suitable candidate. Seconded by KOOPMANS.

CARRIED UNANIMOUSLY

FYI:

1. **Town Council Update:** Performing Arts decision to be made next week, budget discussions to follow in January.
2. Events calendar for December circulated.

WHAT BOARD MEMBERS HAVE READ:

"Poles Apart" by Terry Fallis and "The Magic Strings of Frankie Presto" by Mitch Albom (Pam). "Miss Peregrine's Home for Peculiar Children" by Ransom Riggs (Tara). "The Prague Cemetery" by Umberto Eco (Terri). Policies, reports about plebiscites, Syria, refugees (Matthew). "Scaredy Squirrel" by Melanie Watt (Shauna). "A Ticket to Oblivion" by Edward Masten (Peter).

NEXT MEETING

The next meeting for the Library Board will be Monday, January 25th, 2016.

ADJOURNMENT

MCHUGH – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:12 pm.

CHAIR


