



**Town of Hinton  
HINTON MUNICIPAL LIBRARY BOARD  
Regular Meeting  
January 25, 2016**

4:30 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), K. Anderson & K. Borowski (PLSB)

**REGRETS:** none

**ORDER:** Chair Smit called the meeting to order. The time was 4:26 pm.

**ADOPTION OF AGENDA:**

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES:**

**YOUNG – That the Minutes of the Regular Board Meeting of November 25<sup>th</sup>, 2015 be adopted as presented.**

CARRIED UNANIMOUSLY

**SUPERNET:** Presentation by K. Anderson and K. Borowski from Public Library Services Branch

- Reviewed the Supernet program offered by PLSB
- PLSB would cover monthly rates, we would pay installation rate (quote from fall 2015 was for \$1600-1800)
- Could wait until later in 2016 when higher bandwidth will be available; additional charge may apply if we join now and upgrade later (but that charge would likely be covered by PLSB)
- Can get into the queue soon, as there will be some wait time
- **Next step:** Talk to YRL to get their input on our technical needs (is our equipment sufficient?) and an overview of the services they would offer (e.g. technical support)

**BOARD TRAINING:** Review of changes to library newsletter – P. Stewart

- Newsletters now being created twice a month through the LibraryAware online service, offered through YRL

**CORRESPONDENCE:**

- Review of correspondence received and sent.

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

CARRIED UNANIMOUSLY

**REPORTS:**

1. **Chairperson’s Report** presented by H. Smit:
  - More research done on Supernet; looks like it will be a simpler process than expected. Still waiting for information about backups and how they would be done in future.
2. **Treasurer’s Report** presented by T. Million:
  - Review of 2015 pre-audit final numbers.
  - Review of payables.

**MCHUGH - That we accept the Treasurer’s Report and that the Accounts for January in the amount of \$24,134.92 be paid.  
Seconded by YOUNG.**

CARRIED UNANIMOUSLY

3. **Library Statistics** presented by T. Million
  - Review of stats from November and December for circulation, programs, outreach and archives. Discussion of possible future reporting formats.
4. **Library Manager’s Report** presented by T. Million
  - Reviewed report of activities since November meeting.
5. **Facility Report** presented by P. Stewart
  - Reviewed report.

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

CARRIED UNANIMOUSLY

**OLD BUSINESS**

1. **Plan of Service**
  - Reviewed report of the process to date, and the service responses that received the highest levels of support from the public engagement process.
  - Discussion of how to move forward.

**MCHUGH – That the top two priorities for the Library and the top one priority for the Archives identified during the Plan of Service development process be used in the development of a draft Plan of Service.**

CARRIED UNANIMOUSLY

2. **Joint Meeting With Council**
  - Discussion of how to proceed with meeting with the Town.

**YOUNG – That the board meeting move in camera. The time was 5:40.  
Seconded by WILKINSON**

CARRIED UNANIMOUSLY

**MCHUGH – That the board meeting move out camera. The time was 6:05.  
Seconded by BEAMISH**

CARRIED UNANIMOUSLY

**YOUNG – That the Library Board forms a committee to work on a resolution with Town representatives regarding non-compliance with the Library Act.**

CARRIED UNANIMOUSLY

- Hank and Terri volunteered to be on the Board committee. A meeting will be coordinated by Matthew with the Mayor and M. Schwirtz to begin the process of resolving the non-compliance issues.

**NEW BUSINESS:**

**1. YRL Member Survey**

- Hank will complete the survey on behalf of the Hinton Municipal Library Board.

**2. Annual Report for PLSB**

- Reviewed draft report for PLSB. Deadline for submission is the end of February.
- Once the report is complete, Tara will send around via email and the Board will hold an email vote to approve it for submitting.

**3. ASA Report and Recommendations**

- Reviewed report submitted after the Archives Society of Alberta visit, including their recommendations and proposed work plan.

**MCHUGH – That the Library Board approves the work plan proposed by the Archives Society of Alberta for the Hinton Coal Branch Archives.**

CARRIED UNANIMOUSLY

**4. Summer Long Weekend Hours**

- Reviewed statistics of circulation from summer 2015 broken down by day of the week. Highest circulation was Mondays, weekends typically lower.
- **Next step:** Tara/Pam to find out about facility opening hours for the rest of the Rec Centre. Decision on Library long weekend hours to be made in April.

**In Camera**

**MCHUGH – That the board meeting move in camera. The time was 8:00.  
Seconded by WILKINSON**

CARRIED UNANIMOUSLY

**YOUNG – That the board meeting move out camera. The time was 8:15.  
Seconded by BEAMISH**

CARRIED UNANIMOUSLY

**YOUNG – That the Library Board accepts the 2015 Annual Patron Service Report as presented.**

CARRIED UNANIMOUSLY

**OTHER QUESTIONS:**

- Disc Cleaning Machine: Needs to be replaced or repaired. Discussed the pros and cons of each option.

**WILKINSON – That the Library Board approves the purchase of a new disc cleaning machine from the Capital Budget.**

CARRIED UNANIMOUSLY

**FYI:**

1. **Town Council Update:** Budget is out, looking for public feedback. New LUB coming soon, expected to spur new development. Performing Arts building plans look to be below budget, with construction potentially starting this spring.
2. Events calendar for February circulated.
3. Library portion of the Town of Hinton public budget document circulated.

**WHAT BOARD MEMBERS HAVE READ:**

“Powerless” by Tim Washburn (Hank); “The Three Musketeers” by Alexander Dumas (Terri); “The Gold Eaters” by Ronald Wright (Peter); “Stone Houses of the Prairies” (Matthew); “Station Eleven” by Emily St. John Mandel (Leigh); “The Little Old Lady Who Broke All the Rules” by Catharina Ingelman-Sundberg (Shauna); “The Giver” by Lois Lowry and “The Elephant in the Boardroom” by Adrian Furnham (Pam); “The Girl on the Train” by Paula Hawkins and “Frog Music” by Emma Donoghue (Tara).

**NEXT MEETING**

The next meeting for the Library Board will be Monday, February 22, 2016.

**ADJOURNMENT**

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

CARRIED UNANIMOUSLY

The time was 8:45 pm.

CHAIR 