



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
February 22, 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)

REGRETS: none

ORDER: Chair Smit called the meeting to order. The time was 4:32 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 January 25, 2016 be adopted as presented. CARRIED UNANIMOUSLY

BOARD TRAINING: Review of provincial Library Act – T. Million

- Review of guidelines and legislation for Municipal libraries as they relate to Hinton

CORRESPONDENCE:

- None

REPORTS:

1. **Chairperson’s Report** presented by H. Smit:
 - More work done to prepare for Supernet decision.
2. **Treasurer’s Report** presented by T. Million:
 - GYPSD payment will appear on the 2015 final numbers
 - Review of final (unaudited) 2015 budget
 - Review of payables.

**MCHUGH - That we accept the Treasurer’s Report and that the Accounts for February in the amount of \$10,767.33 be paid.
Seconded by KOOPMANS.**

CARRIED UNANIMOUSLY

**WILKINSON - That the Board agrees to cover the 2015 budget deficit in the amount of \$6,890.32 from the Library Capital Reserve account.
Seconded by BEAMISH.**

CARRIED UNANIMOUSLY

3. **Library Statistics** presented by T. Million
 - Review of stats from January for circulation, programs, outreach and archives.
4. **Library Manager's Report** presented by T. Million
 - Reviewed report of activities since the last Board meeting.
5. **Facility Report** presented by P. Stewart
 - Work bees for landscaping are scheduled for May 28th and June 19th; board members encouraged to attend.

YOUNG - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. **Plan of Service**
 - Reviewed Draft Plan of Service document for the library and archives.
 - General consensus that the Board likes the direction of the Plan of Service document.
 - Next steps: Tara and Pam will work with staff to refine objectives and goals, and have a second draft available for the March Board meeting.
2. **Collection Development Plan**
 - Reviewed the new Collection Development Plan
 - Plan has been reviewed by YRL, and their recommendations have been incorporated
 - Information from community engagement and circulation statistics have been incorporated

WILKINSON - That the Board approves the Collection Development Plan as presented.

CARRIED UNANIMOUSLY

3. **Patron Survey follow-up contacts reports**
 - Review of contacts made to follow up on patron surveys
4. **Report of Library Act Compliance Committee**

**YOUNG - That the Board go In Camera. The time was 6:44 p.m.
Seconded by MCHUGH**

CARRIED UNANIMOUSLY

**WILKINSON – That the Board return to the Regular Meeting. The time was 6:51.
Seconded by MCHUGH**

CARRIED UNANIMOUSLY

5. Summer Long Weekend Hours of Operation

- Reviewed the hours of operation for the Rec Centre during summer long weekends.

YOUNG - That the Library will close only on statutory holidays during the summer months.

Seconded by KOOPMANS

CARRIED UNANIMOUSLY

6. Annual Report to PLSB

- Reviewed the completed report for PLSB

MCHUGH - That the Hinton Municipal Library Board approves the annual report for the Public Library Services Branch as presented, and approves it being submitted.

Seconded by YOUNG

CARRIED UNANIMOUSLY

NEW BUSINESS:

1. Community Grant Funding Committee

- Requires one member from the Library Board. Peter has been the Board member on this committee in the past.

BEAMISH - That Peter Wilkinson be the Community Grant Funding Committee member from the Hinton Municipal Library Board.

CARRIED UNANIMOUSLY

2. YRL Presentation for Supernet

- YRL rep has agreed to attend a meeting (either virtually or in person) to discuss their role in the Supernet system.
- Discussion of possible dates: decision to invite YRL rep to a special meeting on April 4th at 4:30 p.m. to discuss Supernet (subject to YRL rep's availability).

3. Professional Development Request

- Hank has requested that the Board provide financial assistance for his participation in Toastmasters.

YOUNG – That the Library Board approves reimbursement to Hank Smit for Toastmasters fees in the amount of \$175.

Seconded by WILKINSON

CARRIED UNANIMOUSLY

OTHER QUESTIONS:

- Town All-Staff meeting coming up: decision to send several staff members but open the Library for normal operating hours.

FYI:

1. **Town Council Update:** Council will hear from architects/designers of Performing Arts building on March 22, all are encouraged to attend.
2. Events calendar for March circulated.

WHAT BOARD MEMBERS HAVE READ:

“The Day of the Jackal” by Frederick Forsyth (Hank); **“The Full Moon Bride”** by Shobhan Bantwal (Terri); **“Dubious Allegiance”** by Don Gutteridge (Peter); Policies and legislation, (Matthew); Harry Potter books 1-3 by J.K. Rowling (Leigh); **“The Long Walk Home”** by Liane Faulder (Shauna); **“NYPD 4”** by James Patterson (Pam); **“The Twelfth Transforming”** by Pauline Gedge, **“A Feast for Crows”** and **“A Dance with Dragons”** by George R. R. Martin (Tara).

NEXT MEETING

The next meeting for the Library Board will be Monday, March 21st, 2016.

ADJOURNMENT

MCHUGH – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:18 pm.

CHAIR 