



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
March 21, 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), L. Howarth (Town of Hinton)

REGRETS: none

ORDER: Chair Smit called the meeting to order. The time was 4:28 pm.

ADOPTION OF AGENDA:

YOUNG – That the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

BEAMISH – That the Minutes of the Regular Board Meeting of February 22, 2016 be adopted as presented.

CARRIED UNANIMOUSLY

BOARD TRAINING: Review of YRL Plan of Service 2016-18 – T. Million

- Review of new YRL Plan of Service and the way some items will have an impact on the Hinton Municipal Library

CORRESPONDENCE:

- Letter from YRL re. new Plan of Service and Annual Report

KOOPMANS – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

REPORTS:

1. **Chairperson's Report** presented by H. Smit:
 - Compliance Committee met a few times and the process will continue.
 - Supernet: Stephanie from YRL will join the meeting via SKYPE (April 4th). In future, Office 365 will be part of YRL services if we go with supernet through YRL.
 - YRL board meeting attended, March 7th 2016.
2. **Treasurer's Report** presented by T. Million:
 - Review of expenses and YTD budget numbers

**MCHUGH - That we accept the Treasurer's Report and that the Accounts for March in the amount of \$6,084.68 be paid.
Seconded by WILKINSON.**

CARRIED UNANIMOUSLY

- 3. **Library Statistics** presented by T. Million
 - Review of stats from February for circulation, programs, outreach and archives.
- 4. **Library Manager's Report** presented by T. Million
 - Reviewed report of activities since the last Board meeting.
 - YRL Board in-service scheduled for May 14th.
- 5. **Facility Report** presented by P. Stewart
 - Review of facilities issues since last board meeting.

YOUNG - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. Library & Archives Plan of Service

- Revised draft presented, including input collected from staff.
- Next steps:
 - a. Board approval of draft
 - b. Host public event and collect feedback on April 21st from 6-8pm
 - c. Final revisions
 - d. Present final version for Board approval at April 25th board meeting
 - e. Ready to submit to PLSB before June 15th deadline

YOUNG – That the Board agrees that the Plan of Service proceed to the next stage for public discussion and feedback.

CARRIED UNANIMOUSLY

2. Report of Library Act Compliance Committee

- Next meeting of the Committee and Town will be Wednesday, March 23rd, at which time the next steps in the process will be determined.

NEW BUSINESS:

1. 2015 Highlights

- Document draft reviewed and discussed.
- Decision to highlight the sources of funding, rather than specific budget figures.
- Will need to present this to Council, along with the new Plan of Service and the Patron Survey results. Consensus to request to do this on May 3rd, with May 17th being the Board's alternate choice.

WILKINSON - That the Board approves the 2015 Highlights document with suggested amendments.

CARRIED UNANIMOUSLY

2. National Volunteer Week

- In the coming year, Board members should keep track of the number of hours they put in as Library Board volunteers and submit those hours to Pam & Tara regularly
- Volunteer appreciation event will be held at the library at 7pm on April 12th.

3. May Board Meeting date

- May meeting date falls on the long weekend. Alternatives discussed. Consensus to schedule the May board meeting for May 16th.

4. PD Opportunities for Library Board

- YRL In-service: May 14th in Spruce Grove – Terri & Matthew will attend
- AB Library Conference: April 29 & 30 in Jasper – Shauna and Leigh will check availability to attend
- ASA Conference: May 5-7 in Canmore – Hank will attend
- YRL Conference: September 9 in Edmonton – TBD

5. Possible Partnerships with FCSS & Friendship Centre

- Discussion of ways that the library can partner with FCSS and the Friendship Centre.
- Tara will look into setting up a meeting to get the discussion started.

OTHER QUESTIONS:

- None.

FYI:

1. **Town Council Update:** Performing Arts discussion tomorrow; Rec Centre re-design coming soon; Municipal Development Plan to come soon as well.
2. Events calendar for April circulated. Note that YRAF participants can get free library cards: staff will track those to determine usage going forward.

WHAT BOARD MEMBERS HAVE READ:

“The Elements of Great Public Speaking” (Hank); **“The River Wife”** by Janis Agee (Peter); **“The Remorseful Day”** by Colin Dexter (Terri); **“Raise the Titanic”** by Clive Cussler (Matthew); **“And the Mountains Echoed”** by Khaled Hosseini (Laura); **“The Golden Compass”** by Philip Pullman (Leigh); **“The Martian”** by Andy Weir (Shauna); **“Beach Season”** by Janet Jackson (Pam); **“The Hero and The Crown”**, **“Beauty”**, and **“Deerskin”** by Robin McKinley (Tara)

NEXT MEETING

The next meetings for the Library Board will be Monday April 4th (YRL Supernet meeting) and Monday, April 25st, 2016 (regular board meeting).

ADJOURNMENT

MCHUGH – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:07 pm.



A handwritten signature in blue ink, appearing to read "Peter W. ...", is written over a horizontal line. Below the signature, the word "CHAIR" is printed in black capital letters.