



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
May 16, 2016**

4:30 pm, Teck Coal Room, Hinton Municipal Library

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

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 4:28 pm.

ADOPTION OF AGENDA:

WILKINSON – That the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

KOOPMANS – That the Minutes of the Meeting of April 25, 2016 and the Meeting of May 9, 2016 be adopted as presented.

CARRIED UNANIMOUSLY

BOARD TRAINING: YRL Board In-Service – T. McHugh

- Review of some of the interesting points from the recent YRL in-service session
- Recommended for other board members to attend in future

CORRESPONDENCE:

- None

REPORTS:

1. Chairperson's Report

- ALA & ASA Conferences attended
- Alberta Library Trustees Association will be working towards bringing the rural libraries, Edmonton & Calgary together to speak with one voice; Hank will be on the committee working towards that goal.

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 May in the amount of \$3,466.13 be paid.
Seconded by YOUNG.**

CARRIED UNANIMOUSLY

- 3. **Library Statistics** presented by T. Million
 - Review of stats from April 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
 - Archives humidifier malfunctioning again; consensus to have the issue escalated at the Town for more immediate action.

MCHUGH - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

- 1. **Library & Archives Plan of Service – public documents**
 - Reviewed the draft public report. Brochure is under development.
 - Library staff will look into the possibility of delivering the brochure to all households (e.g. through newspaper, mailboxes, etc.) and this will be discussed at the June meeting

WILKINSON – That the Board approves the Plan Of Service document with suggested amendments, to be submitted to Council, with the Board's thanks to all who worked to complete the work.

CARRIED UNANIMOUSLY

- 2. **Report of Library Act Compliance Committee**
 - Reviewed the latest version of the document. Next steps: clarify point regarding interest (with Ken at PLSB); send draft to Mike. Then the MOU should go to Town's legal review, then should be ready for final approval.

NEW BUSINESS:

- 1. **Presentation to Council on May 17th –**
 - Discussion of information to be presented to Council at the May 17th meeting. All Board members will try to attend.
- 2. **Digital Preservation Policy –**
 - Draft policy reviewed. Applies only to Archival materials/collections.
 - Pam and Tara will develop a numbering system/protocol for policies and bring it to the June Board meeting

MCHUGH – That the Board approves the Digital Preservation Policy as presented.

CARRIED UNANIMOUSLY

3. Archives Disaster Plan –

- Document prepared for the Archives by the Archives Society of Alberta, based on interviews, site visit, and needs assessment
- Document reviewed by the Board, discussion of who should have copies, and frequency of review/update
- Next will need a disaster plan for the library

YOUNG – That the Board approves the Archives Disaster Plan dated Monday May 16, 2016.

CARRIED UNANIMOUSLY

4. Book Delivery Concept –

- Review of the proposed project for book delivery
- Library staff will be meeting with the Good Companions to find out what they do for book delivery, as well
- Could use the FCSS outreach van
- Consensus: The Board agrees that this idea is worth further exploration

5. Vacant Office Space –

- Discussed possible uses of the vacant office space formerly occupied by Hinton Adult Learning
- Suggestion that the Board or Library staff should request involvement with the Rec Centre development planning process prior to further discussion of how to use the space

OTHER QUESTIONS:

- Board/Staff get-together; agreement that it's worthwhile, more information will follow.

FYI:

1. **Town Council Update:** Board will present at next Council meeting

WHAT BOARD MEMBERS HAVE READ:

“Asterisk and Obelisk” by Rene Goscinny (Hank); **“Twain and Stanley Enter Paradise”** by Oscar Hijuelos (Peter); **“Outlining Your Novel”** by K.M. Weiland (Terri); Political material (Matthew); **“Fifteen Dogs”** by Andre Alexis (Leigh); **“The One-Minute Manager Meets the Monkey”** by Kenneth Blanchard and **“Time to Take Flight”** by Jayne Seagrave (Pam); **“To Kill a Mockingbird”** by Harper Lee (Tara)

NEXT MEETING

The next meeting for the Library Board will be June 27th 2016 at 4:30 p.m.

ADJOURNMENT

YOUNG – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:50 pm.

CHAIR

A handwritten signature in blue ink, consisting of several loops and strokes, positioned above a horizontal line.