



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

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

PRESENT: P. Wilkinson (Vice-Chair), T. McHugh, L. Beamish, S. Koopmans

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

REGRETS: H. Smit, M. Young

ORDER: Vice-Chair Wilkinson called the meeting to order. The time was 4:30 pm.

ADOPTION OF AGENDA: remove item 8.d.c – tabled to future meeting

MCHUGH – That the Agenda be adopted as amended.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

BEAMISH – That the Minutes of the Regular Board Meeting of March 21, 2016 and April 4, 2016 be adopted as presented.

CARRIED UNANIMOUSLY

BOARD TRAINING: Tour of library and archives – T. Million

- Walked through the library and archives, including server rooms and utility rooms

CORRESPONDENCE:

- Letter to GYPSD re. moving to YRL services

MCHUGH – That the correspondence be accepted for information.

CARRIED UNANIMOUSLY

REPORTS:

1. Chairperson’s Report

- Tabled to next meeting

2. Treasurer’s Report presented by T. Million:

- Review of expenses and YTD budget numbers. Monthly expenses include the 2015 GYPSD payment, previously approved by the Board but not paid by accounting. Approval today will allow payment to be made, but the bill will not be paid twice.

**BEAMISH - That we accept the Treasurer's Report and that the Accounts for April in the amount of \$19,877.26 be paid.
Seconded by KOOPMANS.**

CARRIED UNANIMOUSLY

3. **Library Statistics** presented by T. Million
 - Review of stats from March 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
 - Review of facilities issues since last board meeting.
 - Landscaping bees will be in June and August, volunteers required. Board members to let Pam know if they are able to attend.
 - Will discuss empty office space at May meeting.

MCHUGH - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. Library & Archives Plan of Service

- Reviewed final drafts.
- Next steps: create the report/working document and a public brochure.

KOOPMANS – That the Board approves the final drafts of the Plan of Service for the Library and Archives, including the revised vision, mission and mandate, as presented.

CARRIED UNANIMOUSLY

2. Report of Library Act Compliance Committee

- Expecting a revised draft soon, which will be forwarded to the Board for review and discussion. Tentative meeting date chosen for review: May 9th at 5pm. Tara will talk to Ken Feser from PLSB to ensure his availability (via phone) for that meeting.

NEW BUSINESS:

1. 2015 Audit - review

- Reviewed the submission for AB Municipal Affairs (financial review) for 2015.

**MCHUGH - That the Board accepts the 2015 Audit as presented.
Seconded by KOOPMANS**

CARRIED UNANIMOUSLY

2. Party programs at the library

- Reviewed the concepts presented regarding hosting parties at the library, based on existing programs.
- Consensus that it would be worth trying on a trial basis to evaluate success.

BEAMISH – That the Board agrees to try the party programs as presented for a six month trial – June to December, 2016.

Seconded by KOOPMANS

CARRIED UNANIMOUSLY

3. Town of Hinton Policies and Forms

- Review of 2 policies and 2 forms recently distributed by the Town of Hinton
- Consensus by the Board that these matters should be addressed in the upcoming Memorandum of Understanding

OTHER QUESTIONS:

- None.

FYI:

1. **Town Council Update:** Grant funding committee presented to Council and funds distributed.
2. Children’s Festival coming up on May 14th.
3. Reviewed dates for upcoming conferences, meetings, etc.

WHAT BOARD MEMBERS HAVE READ:

“The Golden Mean” by Annabel Lyon and **“Fifteen Dogs”** by Andre Alexis (Tara); **“The Obsession”** by Nora Roberts (Pam); **“How to Help your Anxious Child”** and **“The Anxiety and Depression Workbook”** (Shauna); **“Russian Winter”** by Daphne Kalotay (Peter); **“Tempest Tost”** by Robertson Davies (Terri); **“The Rosie Effect”** by Graeme Simsion (Leigh)

NEXT MEETING

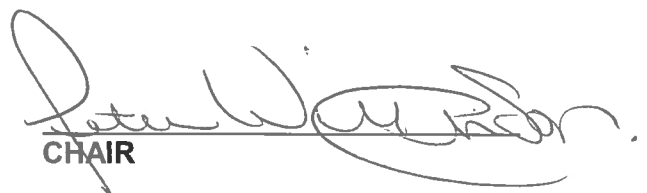
The next meeting for the Library Board will be May 9th at 5:00 (tentative date for MOU discussion), regular Board meeting on May 16th at 4:30, and presentation to Council at 4:00 on May 17th.

ADJOURNMENT

MCHUGH – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:12 pm.



CHAIR