



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
June 27, 2016**

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

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

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

REGRETS: M. Young

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:

KOOPMANS – That the Minutes of the Meeting of May 16, 2016 be adopted as presented.

CARRIED UNANIMOUSLY

BOARD TRAINING: MGA Minister's Tour – T. Million

- Review of some of the proposed changes to the Municipal Government Act including government priorities of collaboration, partnerships
- Legislation is to be tabled in the fall of 2016. Regulation review will be ongoing, estimated to be ready for fall 2017.

CORRESPONDENCE:

- Email correspondence chain re. 2016 financial report to PLSB. Note for future years: Library Board should ensure annually that the appropriate motion has been made by Town Council regarding the library financial audit or review. Library Board will make this part of their annual budget presentation to Council.

REPORTS:

1. Chairperson's Report

- 10-year recreation centre plan: request to be part of the discussions and planning was received favourably, so the Library should have a part in the process moving forward.

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

- Review of expenses and YTD budget numbers.

**WILKINSON - That we accept the Treasurer’s Report and that the Accounts for June in the amount of \$9,423.53 be paid.
Seconded by MCHUGH.**

CARRIED UNANIMOUSLY

- 3. **Library Statistics** presented by T. Million
 - Review of stats from May for circulation, programs, outreach and archives.
- 4. **Library Manager’s Report** presented by T. Million
 - Reviewed report of activities since the last Board meeting.
 - Writer in Residence – Santana Cross from Jasper
- 5. **Facility Report** presented by P. Stewart
 - Toured the Archives to see the changes recently made.

KOOPMANS - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS

- 1. **Library & Archives Plan of Service – public documents**
 - Reviewed the brochure for distribution. Suggestion to add contact information onto it.
 - Discussion of costs for distributing to the community.

**MCHUGH – That the Board approves the distribution of the Plan of Service brochure up to a maximum of \$1600 once additional options for printing/folding have been explored.
Seconded by BEAMISH.**

CARRIED UNANIMOUSLY

- 2. **Report of Library Act Compliance Committee**
 - Reviewed proposed changes after legal review from the Town.
 - Terri will email Mike Schwirtz to proceed with the next steps.

**BEAMISH – That the Board approves the Memorandum of Understanding with the changes presented.
Seconded by KOOPMANS**

CARRIED UNANIMOUSLY

NEW BUSINESS:

- 1. **Summer bill payment –**

**MCHUGH – That the Board authorizes the payment of accounts during July and August.
Seconded by WILKINSON**

CARRIED UNANIMOUSLY

- 2. **Policy Numbering Policy –**
 - Reviewed proposed policy numbering convention

BEAMISH – That the Board approves the adoption of Policy 1.1 “Policy on Policy Making” as presented.

CARRIED UNANIMOUSLY

MCHUGH – That the Board approves the amendment of Policy 12.1 “Digital Preservation Policy” as presented.

CARRIED UNANIMOUSLY

3. Board/Staff Get-together –

- Consensus is that August 6th would be an acceptable date. The event will be at Hank’s house. Details to follow by email.

4. Library Memberships discussion –

- Review of proposal for reduced membership fees

**MCHUGH – That the Board approves the initiative of Free Cards for Patrons Over 60 to celebrate Hinton’s 60th Anniversary.
Seconded by KOOPMANS**

CARRIED UNANIMOUSLY

5. YRL Conference September 9th –

- Review of the conference program. Early-Bird deadline is approaching. Leigh would like to attend. Tara to register 3 attendees for Early-Bird rates: 1 board, 1 administration, and 1 staff.

OTHER QUESTIONS:

- Jasper Library has now opened. The Library Board would like to send a note of congratulations.

FYI:

1. **Town Council Update:** Hank will attend the upcoming Standing Committee meeting where the Rec Centre upgrades will be discussed.
2. **Programming:** Summer calendar distributed

WHAT BOARD MEMBERS HAVE READ:

“Gut” by Giulia Enders (Terri). “Americanah” by Chimamanda Ngozi Aichichi (Leigh). “Fahrenheit 451” by Ray Bradbury (Shauna). “The Girl From Summerhill” by Jude Deveraux (Pam). “Num8ers” by Rachel Ward (Hank). “King Leopold’s Ghost” by Adam Hochschild (Peter). “The 100 Foot Journey” by Richard Morais, “Snow Flower and the Secret Fan” by Lisa See, “In the Heart of the Sea” by Nathaniel Philbrick (Tara).

NEXT MEETING

The next meeting for the Library Board will be September 26th at 4:30 p.m.

ADJOURNMENT

WILKINSON – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 7:03 pm.

CHAIR

A handwritten signature in blue ink, consisting of several loops and flourishes, is written over a horizontal line.