



**Town of Hinton  
HINTON MUNICIPAL LIBRARY BOARD  
Regular Meeting  
September 26, 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 4:29 pm.

**ADOPTION OF AGENDA:**

**KOOPMANS – That the Agenda be adopted as presented.** CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES:**

**BEAMISH – That the Minutes of the Meeting of June 27, 2016 be adopted as presented.** CARRIED UNANIMOUSLY

**BOARD TRAINING:** Jasper Library tour and meeting (October) – T. Million

- Discussion regarding having October's board meeting in Jasper and incorporating a tour of their newly constructed facility.
- Consensus that the meeting will be held in Jasper at the regular October meeting time, and will include both the organizational and business meeting agendas. Car-pooling details will be determined prior to the day.

**CORRESPONDENCE:**

- Review of all correspondence since the previous meeting.
- Suggestion that the Library Board consider developing an art donation policy in future.
- Terri will prepare a Thank-you to Brenda Metrow for her art donation.

**REPORTS:**

1. **Chairperson's Report**
  - Meeting with Yellowhead County Library board earlier this month, discussions included policy development. AXIA process continues.
2. **Treasurer's Report** presented by T. Million:
  - Review of expenses and YTD budget numbers.

**YOUNG - That we accept the Treasurer's Report and that the Accounts for September in the amount of \$6,745.75 be paid.  
Seconded by BEAMISH.**

CARRIED UNANIMOUSLY

3. **Library Statistics** presented by T. Million
  - Review of stats from July, August and September for circulation, programs, outreach, archives, and writer-in-residence.
4. **Library Manager's Report** presented by T. Million
  - Reviewed report of activities since the last Board meeting.
  - Discussion of how to share positive feedback with the Board. Preference for having comments sent around via email as they are submitted.
5. **Facility Report** presented by P. Stewart
  - Pam will continue to follow-up with pest control plans.

**MCHUGH - That the Reports be accepted for information.**

CARRIED UNANIMOUSLY

**OLD BUSINESS**

**1. LOU with Town of Hinton – next steps**

- Emily from the Town has prepared a draft of communications points to be used in the next steps. Some suggestions made for clarification.
- Library staff meeting this week, then communication to Town staff, then the public via library channels (FB, Newsletter, etc.)
- Suggestion that communications include more about the "why" – philosophy of public libraries being separate from political realm and the importance of that.
- Next step will be bylaws and policies. Suggestion that a committee be struck to start the process of re-writing policies, using existing policies and templates as a guide.
- This process will be discussed further at the October meeting.

**2. Revised AXIA quote**

- The line was cut, possibly during 2006 renovations.
- The extra costs of \$1344 to fix the problem needs to be paid; discussion as to whether it would be possible for the Town of Hinton to cover some or all of those costs (library as tenant). Hank will contact Mike to discuss the issue in more detail.

**3. Vacant office space proposals**

- Discussion as to whether now is the time to present options for using the office space to the Town.
- Consensus that it would be premature to have those discussions until details of the building relationship have been clarified from the action item above.

**NEW BUSINESS:**

**1. 2017 Operating Budget –**

- Discussion as to how to best present the library budget to the Town. Several actions suggested:

- o Shauna will research data regarding the value of libraries to a community (especially in regards to the value of promoting early literacy)
- o Leigh will prepare some figures regarding other communities and their library budgets, and the resulting library services.
- o Tara will prepare a 3-5 year budget using an inflationary increase, identifying the places where there will be problems in years ahead.

**2. Board Members request –**

- Tara will let the Town know that the Board is hoping to add two additional board members, for a total of 6 citizens and 1 council member.

**3. Town Policy – Exit Interviews for Board Members –**

- Consensus is that the Board is comfortable following that policy.

**4. Library Logo –**

- Tara will consult with Emily at the Town regarding the online graphic design process that has been used successfully elsewhere.

**5. Collection Inventory Closure –**

- The Library will close for 2 days to complete a full inventory of the collection.

**BEAMISH - That the Board approves the closure of the Library for December 8<sup>th</sup> and 9<sup>th</sup> in order to complete a full collection inventory.**

**Seconded by MCHUGH.**

CARRIED UNANIMOUSLY

**6. Long-term Service for Staff –**

- Tabled until October.

**OTHER QUESTIONS:**

- None.

**FYI:**

1. **Town Council Update:** Budget discussions will begin soon.
2. **Programming:** October calendar not available, but many programs coming.

**WHAT BOARD MEMBERS HAVE READ:**

“Arcadian Adventures with the Idle Rich” by Steven Leacock (Terri). “Pumpkin Flowers” by Matti Friedman (Peter). “A Great Reckoning” by Louise Penny (Pam). “The Cipher” by John Ford (Hank). “I am Malala” by Malala Yousafzai, “James and the Giant Peach” by Roald Dahl, and “The Lion, The Witch, and The Wardrobe” by C.S. Lewis (Shauna). “The Elephant Keeper” by Christopher Nicholson and “The Secret Chord” by Geraldine Brooks (Tara).

**NEXT MEETING**

The next meeting for the Library Board will be October 25th at 4:30 p.m. in Jasper.

**ADJOURNMENT**

**MCHUGH – That the meeting be adjourned.**

CARRIED UNANIMOUSLY

The time was 7:03 pm.

CHAIR

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be the initials 'MCH'.