



TOWN OF HINTON LIBRARY BOARD
Regular Meeting
May 27, 2019
 Teck Coal Room, Hinton Municipal Library

PRESENT: H. Smit (Chair), J. Rush (Vice-Chair), G. Higgerty, H. Siermachesky, A. Yaworski, T. Haas

ABSENT: V. Sergeew

ALSO PRESENT: A. Ugboma (Manager of Library Services), P. Stewart (Assistant Manager of Library Services), Hans van Klaveren (Interim Manager of Community Services)

CALL TO ORDER: H. Smit called the meeting to order. The time was 5:02 pm. H. Siermachesky joined the meeting at 5:30 pm. T. Haas joined the meeting at 5:55 pm.

ADOPTION OF AGENDA:

G. Higgerty - Moved that the Agenda of May 27, 2019 be accepted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES:

G. Higgerty - Moved that the Minutes of the Regular Board Meeting of April 29, 2019 be adopted as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS:

Review of Policies 9, 10 & 11

A.Yaworski – Moved to make changes as directed regarding Policies 10 & 11.

Seconded by **J. Rush**

10.2.3 Manager of Library services may delegated certain responsibilities. **Changed to** "Manager of Library Services may **delegate** certain responsibilities."

10.4.3.2.2. The complainant and the alleged harasser will both be interviewed along with any individuals who may be able to provide relevant information. The investigation will be performed in as discreet and confidential a fashion as possible. All information will be kept in confidence. **Changed to** "The complainant and the alleged harasser will both be interviewed along with any individuals who may be able to provide relevant information. The investigation will be performed in a **discreet and confidential manner**. All information will be kept in confidence."

10.4.3.3.1 It is the responsibility of Library employees or volunteers who believe they have been the subject of sexual harassment have the responsibility to: **Changed to** "Library employees or volunteers who believe they have been the subject of sexual harassment have the responsibility to:"

10.4.3.3.1.1. Advise the offender that the action is unacceptable behaviour; and, **Change to** "Advise the offender that the **behaviour is unacceptable**; and,

10.4.3.3.1.2. Report the incident the Manager of Library Services or designated. **Change to** "Report the incident to the Manager of Library Services or **designate**."

11.5.3. Material should comply with the purpose and scope of the Archive. **Change to** "**Materials** should comply with the purpose and scope of the Archive."

11.5.4. Material should be in reasonable condition. **Change to** "**Materials** should be in reasonable condition."

11.5.5. Material will either become the property of the Hinton Coal Branch Archives or its responsibility to be administered in accordance with the policies and procedures. **Changed to** "**Materials** will either become the property of the Hinton Coal Branch Archives or its responsibility to be administered in accordance with the policies and procedures."

11.5.7. Material may be disposed from time to time following evaluation. **Changed to** "**Materials** may be disposed of **as needed following the appropriate archival guidelines and procedures**."

CARRIED UNANIMOUSLY

G. Higgerty - Moved that the Reports in the Information Package be accepted for information.

CARRIED UNANIMOUSLY

ADJOURNMENT

H. Siermachesky - Moved that the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was **6:06pm**.

CHAIR 