

Town of Hinton Library Board Meeting Minutes:

January 23, 2023 - 5:00pm

HML Tom Peterson Room

Attended: Jace Rush, Amanda Yaworski, Kylie Nein, Trevor Haas (Council Rep), Mike Storey, Sue Armstrong (Vice-Chair), Deb Juch (Director of Community Services, TOH), Hank Smit (Chair), Shannen Shott (Library Manager)

Regrets: Lindsey Bennett (Assistant Library Manager)

1. **Call to Order:**

H. Smit called this meeting to order at 4:54pm

2. **Adoption of the Agenda:**

H. Smit added 4.3 Shannen's Performance Review, 4.4 Voice's request for an Article, 4.5 Reserve/Budget Q2 Presentation to Council Moved by M. Storey

PASSED UNANIMOUSLY

3. **Adoption of the Minutes:**

S. Armstrong moved that we approve November 28, 2022 meeting minutes without changes

PASSED UNANIMOUSLY

4. Action Items:

4.1 Closure Dates for 2023.

Shannen brought forward the closing dates for our library as Government of Canada and provincial standards. The dates are as follows: January 1 and 2 (New Year's Day), February 20 (Family Day), April 7 (Good Friday), May 22 (Victoria Day), July 1 and 3 (Canada Day), August 7 (Heritage Day), September 4 (Labour Day), October 9 (Thanksgiving), November 11 and 13 (Remembrance Day), December 24, 25, 26 (Christmas Eve, Christmas and Boxing Day).

There was a discussion with the Board dealing with National Day of Truth and Reconciliation Day, but since the Rec Centre is staying open we advised Shannen that maybe some indigenous programming with a partnership of the Friendship Centre. It is not a required holiday in the Province of Alberta and thus we will not be closing.

M. Storey motioned that we abide by the Canadian and Provincial Statutory holiday dates listed above.

PASSED UNANIMOUSLY

4.2 Fee Schedule:

The discussion of matching our fees with other meeting rooms and rental options within the Town of Hinton was discussed. The Board tabled this action item and directed Shannen to find out what the Town has for rental rates and will bring back our full fee schedule for our February 2023 Board meeting. Library Manager is to collect information on the rationale behind the fee schedule prices.

- Potentially look into a policy for annual increases in price, so we don't have to look at the schedule every few years and add a big price hike

For our laminating service, double-check any policies/forms for the liability behind potentially destroying the items we laminate (Manager will look into current procedures)

For the printer issues, Library Manager is to collect list of options for going forward.

- Stay with Xerox and ride out the contract/issues.
- Stay with Xerox and wait for the Town's renegotiation with Canon in 2024
- Leave Xerox now, pay the fee involved in ending contract earlier, and pursue a contract with Canon separate from the Town.

4.3 Library Manager 6 Month Performance Review:

S. Armstrong (Vice Chair), D. Juch (Director of Community Services, TOH), H. Smit (Chair) and S. Shott (Library Manager) met in early December 2022 to administer Shannen's 6 months performance review. Shannen had a more than satisfactory review and has been moved up to Level 2 on the Manager's PayScale.

4.4 Hinton Voice Article:

J. Rush had a run in with Tyler Waugh from the Voice. He told Tyler that the library had gone fine free and just completed our satisfaction survey. Tyler then reached out to Shannen to see if she could do a write up for the paper. Shannen then contacted me to see what the proper procedure was for media relations. It was determined that anything to deal with a motion passed in a Board meeting should be dealt with by a board member. The ask from the Voice was separated, Shannen to deal with the Survey results, and H. Smit to write about our Fine Free Program. Both articles were completed and posted in the Voice Jan 26, 2023. Tyler then wrote H. Smit stating that he cut my story down, but will fit it into February 2, 2023 edition of the Voice.

4.5 Reserves/Budget Council Special Request Quarter 2:

Deb Juch (Director Community Services TOH) and Shannen brought to the Boards attention the Municipality has asked for a better breakdown of our budgetary needs. The town is looking for options containing service levels. This means that for 90% of our budget what could Municipal Council expect to be cut from our budget. Inversely if we get 110% of our budget what could the Council expect to be added to our service level. It was determined that an hour meeting attached or after a Municipal Committee Meeting would work the best for Hinton's Municipal Council. Possible dates are either June 13th or June 27th. Deb Juch to ask Town Administration to book either date. Shannen to bring forward a package starting with our reserve status and reserve structured report for February 2023 board meeting.

5. Information Package:

Manager's Report – Board Meeting January 23, 2023 (given verbally)

- The new Library Assistant, Lee McDonnell, fits in very well and is a fast learner.
- Encountered more problems with back study space, so now doing a sign in sheet – no issues since new procedures.
- Working with Garry within the Town to discuss switching over to Canon plan – his opinion that we are overpaying for the type of machine we need and what we need it for, so he and Shelbey suspect that during 2024 negotiations, we can get a much cheaper contract.
- Archives Project with Museum
 - The museum archivist will digitize and upload Peterson papers via our Archives Society of Alberta membership for the Alberta on Record database.
 - Peterson Papers will become library property at the end of this project.
 - Margaret and I will write an email to ASA regarding the migration of the archival description spreadsheet prepared by Devon.
- Survey feedback
 - The survey revealed lots of positive feedback.
 - Working with Tyler at the Voice on an article about this survey and the fine-free policy – anything anyone would like to add? Takeaways from the survey?
- Grants
 - Did complete an application for the Young Canada Works Building Careers in Heritage grant to get an archivist – not sure about our chances but would be a huge asset for getting our archives back in order.

- Have been researching other grants and will be pursuing as many as I am able to in order to accomplish our projects and provide exciting additions to the library.

6. Round Table:

Councillor T. Haas stated that the Youth Advisory Committee has some volunteer hours that they need to fulfill. Shannen (Torrie, James, and Margaret) to see about volunteer hours for this task and will double-check with HR about volunteer regulations.

7. Closed Session: N/A

8. Adjournment:

M. Story made the motion to adjourn 6.21pm

PASSED UNANIMOUSLY