



**TOWN OF HINTON LIBRARY BOARD**  
**Regular Meeting Minutes**  
**March 06, 2023**  
**Tom Peterson Room**

**PRESENT:** H. Smit, S. Armstrong, A. Yaworski, J. Rush, K. Nein and M. Storey

**REGRETS:** T. Haas

**ALSO PRESENT:** Ryan Maguhn (ToH Councillor), Deborah Juch (ToH Director of Community Services), Shannen Shott (Library Manager), Lindsey Bennett (Library Assistant Manager)

**CALL TO ORDER:** H. Smit called the meeting to order at 4:57Pm

**Adoption of Agenda:**

H. Smit - Moved to add Xerox and the current grant applications to the agenda's actions. M. Storey moved for the motion to be accepted and the agenda to be adopted.

**Carried Unanimously**

**Adoption of Minutes:**

After discussion H. Smit called for the Minutes of The Regular Board Meeting of January 23, 2023 be amended to change the wording.

**Carried Unanimously**

**Action Items:**

1. Reserves Policy
  - S. Shott presented her report and took questions. There was a discussion of if a cap should be added to the reserves and how inflation should be planned for
  - S. Shott and H. Smit explain future plans for the archives

2. Levels of Service

- **R. Maguhn** and **D. Juch** discuss how the council would like the different levels of services communicated to them and how specifically to use this in budget layouts
- A plan is set for a joint meeting with Council to review

**Carried Unanimously**

3. Xerox

- **S. Shott** presents the current issues the library is having with Xerox and potential plans to switch over to Cannon
- **H. Smit** proposes a motion to vote via email when more information becomes available on any contract switch

**Carried Unanimously**

4. Grants

- **S. Shott** reviews what grants have been applied to
- **H. Smit** brings up YRL's continued advocacy
- There is discussion about what to do with extra money brought in by any grants

**Information Package**

**1. 2023 01 23 Town of Hinton Library Board Minutes**

- presented as listed in the Agenda

**2. Reserves Policy Draft**

- presented as listed in the Agenda

**3. Levels of Service :**

- presented as listed in the Agenda

**4. YRL Advocacy Report**

- **H. Smit** presents

**5. Letter from Minister Schulz to Library Boards 2023**

- **H. Smit** presents

**6. Manager's Update**

- **S. Shott** delivers her report and highlights the staff's high level of compliance on Health and Safety training

**7. Working Agreement Re: Peterson Papers Project**

- Board updated on the project's status

**8. Statistical Report**

- The reports layout is discussed

**9. March Calendar**

**Roundtable**

1. **J. Rush** brings up Senior's Week and the use of electronic resources

2. **S. Shott** brings up ToH's desire to use library space for an open house and asks if the conflicting board meeting can be moved. Potential solution is discussed

**Closed Session**

**Adjournment:** **S. Armstrong** moved to adjourn the meeting at 6:53 PM

**Carried Unanimously**