



TOWN OF HINTON LIBRARY BOARD
Organizational Meeting Minutes
March 27, 2023
Tom Peterson Room

PRESENT: H. Smit, S. Armstrong, A. Yaworski, J. Rush, T. Hass and M. Storey

REGRETS: K. Nein

ALSO PRESENT: Shannen Shott (Library Manager), Lindsey Bennett (Library Assistant Manager)

CALL TO ORDER: **H. Smit** called the meeting to order at 5:00 Pm

Adoption of Agenda:

M. Storey moved to adopt the agenda

Carried Unanimously

Adoption of Minutes:

S. Armstrong moved to adopt the Minutes of The Regular Board Meeting of March 06, 2023

Carried Unanimously

Action Items:

1. Reserves Policy - edited draft
 - **S Shott** presented the edited draft of the Reserves Policy incorporating the changes suggested at the previous meeting. There is debate over if the reserves should cover 1 or 3 months and how certain line items should be labelled. The draft is sent back for further changes to aid in clarification.
2. Policy Review
 - **L Bennett** presented a review of 1 Town of Hinton Library Board Policies, Policy 1: General and Policy 2: The Board. Suggestion for future formatting of policy updates are discussed. **L. Bennett** will bring two updated policies per meeting going forward.
 - M. Storey moved to adopt Policy 1 as amended

Carried Unanimously

- J. Rush moved to adopt Policy 2 as amended

Carried Unanimously

3. Review Printer Options

- **S. Shott** presents an update on the ongoing printer issues with Xerox and the possibility of switching to Cannon. The contracts are compared and a discussion is had about the pros and cons of each.

4. Approval of PLSB Annual Report for 2022

- The Report is reviewed.
- T. Hass moves to accept the report as presented

Carried Unanimously

Information Package

1. **2023 03 06 Town of Hinton Library Board Minutes**

- presented as listed in the Agenda

2. **Board Report - Reserves Policy Draft**

- presented as listed in the Agenda

3. **Town of Hinton Library Board Policy 1 &2**

- presented as listed in the Agenda

4. **Board Report - Review of Printer Options**

- presented as listed in the Agenda

5. **Xerox Contract**

- presented as listed in the Agenda

6. **Cannon Proposal (abridged version) & Revised Proposal**

- presented as listed in the Agenda

7. **PLSB Annual Report 2022**

- presented as listed in the Agenda

8. **Manager's Update**

- **S. Shot** presents the report and announces an incoming practicum student HML will be taking on the spring. This student will be focusing on cleaning up inconsistencies in the catalogue. Additionally HML will be partnering with Mountain View School for their Kids Conference and with FCSS for an upcoming Easter event plus ongoing parent book club events.

9. **Skill Development in Rural Alberta Grant Application & Agreement**

- Specifications of the grant and potential future partners are discussed. Plans are made for better documentation from the library about which grants are being applied for when. The board discusses how to publicise the program.

10. **Information for Perspective Practicum Site Partners (Spring 2023)**

- **S. Shott** provides more context on the planned practicum

11. **April Calendar**

- presented as listed in the Agenda
- A discussion is had on the upcoming public Naloxone training and the libraries new kits. The risk of theft and if the library should publicise they have Naloxone is debated.

Roundtable

1. J. Rush brings up the recent news that Edmonton Public Library increased their hours to be open on Sunday.

Closed Session

Adjournment: H. Smit moved to adjourn the meeting at 6:32 Pm

Carried Unanimously