



TOWN OF HINTON LIBRARY BOARD
Regular Meeting Minutes
April 24, 2023
Tom Peterson Room

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

REGRETS: K. Nein

ALSO PRESENT: Lindsey Bennett (Library Assistant Manager)

CALL TO ORDER: H. Smit called the meeting to order at 4:53 pm

Adoption of Agenda:

M. Storey moved for the agenda to be adopted.

Carried Unanimously

Adoption of Minutes :

A. Yaworski moved for the Minutes of The Regular Board Meeting of March 27, 2023 to be adopted

Carried Unanimously

Action Items:

1. Policy Review
 - L. Bennett presents an updated version of Policy 4, A. Yaworski moves for the policy to be adopted as revised.

Carried Unanimously

2. Proposal of new fee schedule

- H. Smit presents the proposed changes to library fees. There is discussion on the distinction between member and non-member fees for exam proctoring. It is proposed HML divide the fee by personal or industrial usage of the service. T. Hass suggests charging a flat per exam fee instead of by hour.
- T. Hass moves for the acceptance of the prices following Frasier Valley's pricing model of \$30 per exam (up to 3 hours) with an additional \$10 per extra hour.

(5 votes in favour, 1 vote abstained)

- The issue of how the library handles GST is raised and discussed. There is a debate about if the library should bring its room rental prices more in line with the Town of Hinton's prices.
- It is suggested to charge anything more than 4 hours as a full day rental.
- There is discussion about how to handle staff approval or what events the library could reject.
- M. Storey moves to accept the changes of Tom Peterson Room prices to \$40/hr for a Commercial Business, \$30/hr for an Adult individual/not for profit and \$15/hr for a Youth individual/not for profit; to be reviewed each year.

Carried Unanimously

3. Proposal for employee acquisitions

- H. Smit presents the proposal. After much debate H. Smit proposes the Library Manager needs to be consulted on the report for clarification and the issue be handled through an email vote.
- The proposal to hire 2 Summer Reading Coordinators instead of one is discussed. The Board would like the library to find the money within their budget instead of dipping into reserves.
- A. Yaworski moves to accept the proposal.

Carried Unanimously

Information Package

- 1. 2023 03 27 Town of Hinton Library Board Minutes**
 - presented as listed in the Agenda
- 2. Town of Hinton Library Board Policy #4**
 - presented as listed in the Agenda
- 3. Board Report - Fee Schedule**
 - presented as listed in the Agenda
- 4. Board Report - Employee Acquisitions**
 - presented as listed in the Agenda
- 5. Skill Development Grant Budget and Timeline**
 - H. Smit presents, no comment from Board

6. **Organizational Review Status and Spreadsheet**
 - Discussion delayed until **S. Shott** is present
7. **ToH Library Organizational Chart**
 - presented as listed in the Agenda
8. **Manager's Update**
 - presented as listed in the Agenda
9. **March Statistics**
 - presented as listed in the Agenda
10. **May Calendar**
 - Presented as listed in the Agenda

Roundtable

1. J. Rush and H. Smit have a spirited debate about what the Board agreed to tell the town about the surplus the library will be receiving from the province.

Closed Session

Adjournment : T. Hass moved to adjourn the meeting at 6:33 PM.

Carried Unanimously