



**Town of Hinton
HINTON MUNICIPAL LIBRARY BOARD
Regular Meeting
February 27, 2017
Teck Coal Room, Hinton Municipal Library**

PRESENT: H. Smit (Chair), P. Wilkinson, L. Beamish, S. Koopmans, M. Young, S. Taylor

ALSO PRESENT: T. Million (Mgr of Library Services), P. Stewart (Asst Mgr of Library Services)

CALL TO ORDER: Chair Smit called the meeting to order. The time was 4:24 pm.

ADOPTION OF AGENDA:

**YOUNG – That the Agenda be adopted as amended (adding In Camera Deliberative).
CARRIED UNANIMOUSLY**

ADOPTION OF MINUTES:

**Koopmans - That the Minutes of the Regular Board Meeting of January 23, 2017 be adopted as presented.
CARRIED UNANIMOUSLY**

**Koopmans - That the Minutes of the Special Board Meeting of February 14, 2017 be adopted as presented.
CARRIED UNANIMOUSLY**

BOARD TRAINING: M. Young

Discussion of differences between an operational and a governance board. Discussion of differences between consensus and majority rules.

**TAYLOR - That board meeting agendas be separated into action and information items in the future. Seconded by BEAMISH.
CARRIED UNANIMOUSLY**

CORRESPONDENCE:

1. Letter from T. Million

REPORTS:

1. Chairperson's Report presented by H. Smit

The MOU communication package has not been released by the Town and H. Smit will be following up with M. Schwartz. The Town's By-Law #1105 has been amended to allow for up to 2 councillors on the library board and Councillor Taylor has been appointed. A copy of the completed by-law will be requested for the Library files.

2. Treasurer's Report presented by P. Stewart

Discussion of 2016 year end statement.

TAYLOR – That the Board asks the Town's Corporate Services Director to come and explain in detail the capital asset write-down amounts. Seconded by Koopmans.

CARRIED UNANIMOUSLY

WILKINSON - That the Board accepts the Treasurer's Report and that the accounts for January in the amount of \$6,278.02 be paid. Seconded by Taylor.

CARRIED UNANIMOUSLY

TAYLOR – That the Board requests that Council appoint an auditor or a reviewer for the 2016 Library operating budget. Seconded by Wilkinson.

CARRIED UNANIMOUSLY

3. Library Statistics presented by P. Stewart

4. Manager's Report presented by T. Million

5. Facility Report presented by P. Stewart

YOUNG - That the Reports be accepted for information.

CARRIED UNANIMOUSLY

OLD BUSINESS:

1. Capital assets write-down - see motion under Treasurer's Report

2. Annual patron survey follow up reports

Board reported on contacts with patrons following annual patron survey.

3. 2017 operating budget

Discussion of options for reducing 2017 operating budget. Direction given to administration to create a long list of 6-10 options for reducing the budget focusing on prioritizing the Plan of Service goals and assessing all service areas. Options to be sent to Board prior to Special Meeting called for March 13 at 4:30pm. Board will choose a short list of 3-4 options that will be put out for 1 week of public engagement. Results to be presented to Board at Regular Board Meeting on March 27.

4. Long term space reorganization report from YRL

Direction given to table this item until a new manager is hired.

NEW BUSINESS:

1. Library By-laws (draft)

Discussion of draft by-laws and schedules. Direction given to administration for revisions. Revised draft by-laws to be brought back to March 27 Regular Board Meeting.

2. 2016 Annual Highlights and Patron Survey Report and Plan of Service Report

Direction given to table this item until a new manager is hired.

FYI:

- 1. **Town Council** – nothing to report
- 2. **Upcoming programming and events** – March events calendar distributed. Program for Alberta Library Conference distributed. Any board members who are interested in attending the Alberta Library Conference are to contact P. Stewart before March 15.

OTHER QUESTIONS / COMMENTS:

None.

AGENDA ITEMS FOR NEXT MEETING: Monday, March 27, 2017:

- 1. Library By-Laws (draft)
- 2. 2017 Operating Budget
- 3. Capital Assets Write-Down

WHAT BOARD MEMBERS HAVE READ:

'A Continent for the Taking' by Howard French (**Leigh**); 'My Not So Perfect Life' by Sophie Kinsella (**Pam**); 'The Golem and The Jinni' by Helene Wecker, 'Mystic River' by Dennis Lehane, and 'The Little Paris Bookshop' by Nina George (**Tara**); various academic peer reviewed articles (**Shauna**); 'The Lord of The Flies' by William Golding (**Hank**); nothing (**Matthew**); mystery book (**Stuart**)

IN CAMERA - DELIBERATIVE

H. Smit – That the meeting move in camera.

CARRIED UNANIMOUSLY

The time was 7:33 pm.

H. Smit – That the meeting move out of camera.

CARRIED UNANIMOUSLY

The time was 8:00 pm.

ADJOURNMENT

WILKINSON – That the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was 8:00 pm.

CHAIR

A handwritten signature in black ink, appearing to be 'R. J. A.', is written over a horizontal line. The signature is stylized and cursive.