



**TOWN OF HINTON LIBRARY BOARD**  
**Regular Meeting**  
**May 25, 2020**  
 Via Zoom – COVID-19

**PRESENT:** H. Smit (Chair), J. Rush (Vice-Chair), A. Yaworski, H. Siermachesky, S. Kovatch, T. Haas

**REGRETS:**

**ALSO PRESENT:** A. Ugboma (Library Services Manager), P. Stewart (Library Services Assistant Manager), Laura Howarth (ToH Director of Community Services),

**CALL TO ORDER:** H. Smit called the meeting to order. The time was 5:02 pm.

**ADOPTION OF AGENDA:**

S. Kovatch - Moved that the Agenda of May 25, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES:**

H. Siermachesky - Moved that the Minutes of the Regular Board Meeting of April 27, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

**ACTION ITEMS:**

**Bylaw Review**

Bylaw #3 – Changes made to this Bylaw.

H. Siermachesky - Moved that the following changes be made to Bylaw #3 – Procedure for Acquiring a Library Card:

3.3 An applicant may receive a TAL card if the applicant is a resident cardholder in good standing. **CHANGED TO** An applicant may receive a TAL (The Alberta Library) card if the applicant is a resident cardholder in good standing.

3.4 An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing, consents to having their birthdate entered on their record, and has an email address to be entered on their record. **CHANGED TO** An applicant may participate in the ME Libraries Alberta Wide Borrowing program if the applicant is a resident cardholder in good standing, consents to having their birthdate entered on their record, and has an email address to be entered on their record.

**SECOND** by J. Rush.

CARRIED UNANIMOUSLY

Bylaw #4 – No changes made to this Bylaw.

Bylaw #5 – No changes made to this Bylaw.

Bylaw #6 – No changes made to this Bylaw.

Bylaw #7 – No changes made to this Bylaw.

Bylaw #8 – Changes made to this Bylaw.

**H. Siermachesky** - Moved that the following changes be made to Bylaw #8 – FOIP:

8.3 Any fee for service is payable in accordance with FOIP Regulation, AR200195, as amended from time to time. **CHANGED TO** Any fee for service is payable in accordance with FOIP Regulation, AR200195, as amended.

**SECOND** by J. Rush.

CARRIED UNANIMOUSLY

Noted that both the Policy Manual and Bylaws will be updated to reflect the change from Manager of Library Services to Library Services Manager to reflect consistency with LOU.

**LOU – Library Board & ToH Discussion**

Update from A. Ugboma and L. Howarth on the revisions to the Letter of Understanding (LOU) between the Library Board and the Town of Hinton. The document has been reformatted and

organized into different sections. L. Howarth is still in the process of having meetings with Health & Safety, Facility and Finance departments with the Town of Hinton to access and make sure that all aspects are covered regarding the relationship and what services are provided to the Library.

**Reopening of Library**

**H. Siermachesky** – Moved that the Library provide curbside service pickup for holds presently being held at the Library and to reopen the Library dropbox. A. Ugboma and P. Stewart to plan a procedure to reopen the Library within the week and provide the Library Board with the plan for approval. A meeting will be set for Monday, June 1, 2020 for review of the plan for curbside service and opening of the drop box.

**SECOND** by S. Kovatch.

CARRIED UNANIMOUSLY

**Surplus Allocation**

**S. Kovatch** – Moved that the Library Board recognizes the transfer of funds moved in 2019 by the Town of Hinton in the amount \$38,356.00 from the 2018 operating surplus into reserves.

**SECOND** by J. Rush.

CARRIED UNANIMOUSLY

**J. Rush** - Moved that the Reports in the Information Package be accepted for information.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

**S. Kovatch** - Moved that the meeting be adjourned.

CARRIED UNANIMOUSLY

The time was **6:36** pm.

CHAIR

