

Mission Statement

Freedom to Discover

Strategic Priorities

*A Community Beacon Relevant and Responsive
A Creative and Changing Organization*

HAMILTON PUBLIC LIBRARY BOARD

Inaugural and Regular Board Meeting Wednesday, January 16, 2013 Central Library, Board Room

5:00 p.m. Dinner
6:00 p.m. Meeting

AGENDA

Demo of New Equipment

1. Discussion Period

1.1 Board Vacancy

2. Acceptance of the Agenda

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, December 19, 2012

Attachment #3

4. Report of the Nominating Committee Meeting of Wednesday, January 16, 2013 and Elections

- Presentation of Proposed Slate of Officers
- Invitations of Nominations from the floor
- Motion to close nominations
- Election of Officers of the Board

5. 2013 Board Chairman Calls the Inaugural Meeting to Order

6. Presentations

- 6.1 RDA Presentation – A. Rudnik/C. Carr
- 6.2 2013 Operating Budget Presentation – G. Geczy
- 6.3 eBook Interface – M. Ciccone

7. Consent Items

8. Business Arising

8.1 Displays and Exhibits Policy Attachment #8.1
Suggested Action: Recommendation

9. Correspondence

10. Reports

10.1 Chief Librarian's Report Attachment #10.1
Suggested Action: Receive

11. New Business

11.1 SIRSI/Dynix Purchase Order Attachment #11.1
R. Hewitt/L. Barrie **Suggested Action: Recommendation**

12. Private and Confidential

13. Date of Next Meeting

Wednesday, February 20, 2013
Central Library, Board Room, 5th Floor
5:30 p.m. Dinner
6:00 p.m. Meeting

14. Adjournment

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HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting

Wednesday, December 19, 2012

Central Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

MINUTES

PRESENT: George Geczy, Jennifer Gautrey, David Simpson,
Nicolas vanVelzen, Suzan Fawcett, Kathy Baker

STAFF: Karen Anderson, Paul Takala, Lisa DuPelle, Robin Hewitt,
Rebecca Raven, Karen Hartog

REGRETS: Wenda Tulloch, Richard Bagdonas, Councillor Pearson,
Councillor Jackson, George Nakamura

Mr. Geczy called the meeting to order at 6:05 p.m.

Introduction of Lita Barrie, Director of Digital Technology.

1. Discussion Period

- 1.1 Ms Anderson provided an update regarding the latest information regarding the Libdispenser at Valley Park Branch.
- 1.2 Mr. Takala provided an update on some of the recent security incidents encountered at hpl.
- 1.3 Ms Anderson provided an update on the progress of the Lynden Branch construction.

2. Acceptance of the Agenda

MOVED by Ms Gautrey, seconded by Ms Fawcett,

THAT THE AGENDA BE ACCEPTED AS PRESENTED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, November 21, 2012

Attachment #3

Add: In-camera motion:

MOVED by Ms Gautrey, seconded by Mr. Nakamura,

THAT THE LIBRARY BOARD APPOINT THE EXECUTIVE COMMITTEE TO TAKE ON THE ROLE OF LIAISON AND CONSULTATION WITH PAUL TAKALA AS AN ONGOING RESOURCE IN HIS POSITION.

MOTION CARRIED.

MOVED by Ms Fawcett , seconded by M. vanVelzen,

THAT THE MINUTES OF WEDNESDAY, NOVEMBER 21, 2012 MEETING BE ADOPTED AS AMENDED.

MOTION CARRIED.

4. Presentations

4.1 Zinio

Mr. Ciccone provided an update and overview of Zinio for Library Board members.

4.2 Strategic Planning Update

Mr. Takala reviewed the discussions at the recent management retreat regarding the draft strategic plan and next steps.

5. Consent Items

No consent items.

6. Business Arising

No business arising items.

7. Correspondence

Letter from Carolyn Biggs, Legislative Coordinator, dated November 16, 2012 re Budget Presentation to General Issues Committee.

MOVED by Ms Gautrey, seconded by Ms Baker,

THAT THE BOARD CORRESPONDENCE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

8. Reports

8.1 Chief Librarians Report

MOVED by Ms Baker, seconded by Ms Fawcett,

THAT THE CHIEF LIBRARIAN'S REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

9. New Business

9.1 Integrated Library System (ILS)

MOVED by Mr. vanVelzen, seconded by Ms Gautrey ,

**THE HAMILTON PUBLIC LIBRARY BOARD APPROVES
AWARDING THE CONTRACT (#C8-02-12) FOR SOFTWARE
FOR AN INTEGRATED LIBRARY SYSTEM (ILS) TO VTLS
INC.**

**THAT THE CHIEF LIBRARIAN BE AUTHORIZED TO
NEGOTIATE AND ENTER INTO A SUITABLE AGREEMENT
WITH VTLS INC.**

**THAT \$400,000 FROM LIBRARY RESERVES BE ALLOCATED
TO COVER THE COST OF THE ILS SOFTWARE AND
IMPLEMENTATION.**

MOTION CARRIED.

9.2 Service Disruption Log

MOVED by Ms Gautrey, seconded by Ms Baker,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD RECEIVE
THE REPORT FOR INFORMATION.**

MOTION CARRIED.

9.3 Purchasing Policy Update

MOVED by Mr. Simpson, seconded by Ms Gautrey ,

**THAT THE INFORMATION RELATED TO CHANGES IN THE
HAMILTON PUBLIC LIBRARY PURCHASING POLICIES BE
APPROVED.**

MOTION CARRIED.

9.4 Displays and Exhibits Policy

MOVED by Ms Fawcett, seconded by Ms Gautrey,

THAT THE ATTACHED REVISION TO THE DISPLAYS AND EXHIBITS POLICY BE APPROVED FOR IMPLEMENTATION AND COMMUNICATION TO STAFF AND THE PUBLIC.

MOVED by Ms Fawcett, seconded by Ms Gautrey,

THAT THE MOTION BE TABLED UNTIL THE JANUARY 16, 2013 MEETING.

MOTION CARRIED.

10. Private and Confidential

There were no private and confidential items.

11. Date of Next Meeting

Wednesday, January 16, 2013

Central Library, Board Room, 5th Floor

5:00 p.m. Dinner

6:00 p.m. Meeting

12. Adjournment

MOVED by Ms Gautrey, seconded by Ms Baker,

THAT THE MEETING OF WEDNESDAY, DECEMBER 19, 2012 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 8:24pm

Minutes recorded by Karen Hartog.



Date: January 11, 2013

To: Chair and Members of the Board

From: Paul Takala, Chief Librarian
Rebecca Raven, Director of Public Service

Subject: Displays and Exhibits Policy

RECOMMENDATION:

That the attached revision to the Displays and Exhibits policy be approved for implementation and communication to staff and the public.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

None.

BACKGROUND:

The draft policy has been updated based on feedback from the December Board meeting. Revisions have been highlighted.

Displays and Exhibits Policy - Draft New Policy**Policy Level:** Library Board**Author:** Manager, Communications**Dates Approved:** First Approved: May 16, 1983; Revision Dates: April 2001, July 2010.

| Draft New Policy | Current Policy |
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| <p><u>Purpose</u> This policy governs the display of art and other exhibits at all locations of the Hamilton Public Library.</p> <p><u>Policy</u> The Library provides occasional exhibit space to individuals or groups wishing to display works of art, crafts and other relevant objects. This free exhibit space enables Library visitors to participate in the creative life of their community, and presents artists with a valued avenue for exhibiting their work.</p> <p>The Hamilton Public Library Board reserves the right to refuse to display any items considered by it to be inappropriate and/or unsuitable to or for a library environment and/or the public served by the Library.</p> <ul style="list-style-type: none"> • All exhibitors must complete the Hamilton Public Library Exhibit Application process. The application includes a requirement that digital images of the entire exhibit be provided including descriptive text. • The Library does not pay exhibit fees to a group or individual. Exhibitors are responsible for obtaining their own damage insurance for the contents of the exhibit. • Permission for an individual or group to exhibit is generally for a single occurrence and does not imply the right to repeat exhibits. • No advertisements or solicitations for recruitment, business or fund raising are allowed. The sale of items is not permitted. Prices may not be attached to individual works; however, the exhibitor may leave a price list at the information desk or supply a sign listing a contact person, website address and telephone number where purchase inquiries can be made. | <p>The Library provides occasional exhibit space to individuals or groups wishing to display works of art, crafts and other relevant objects.</p> <p>The Hamilton Public Library Board reserves the right to refuse to display any items considered by it to be inappropriate and/or unsuitable to or for a library environment and/or the public served by the Library.</p> <p>The library does not pay exhibit fees to a group or individual.</p> <p>Permission for an individual or group to exhibit does not imply an annual exhibit.</p> <p>The sale of items is not permitted. Prices may not be attached to individual works; however, the exhibitor may leave a price list at the information desk or supply a sign listing a contact person and telephone number where purchase inquiries can be made.</p> |

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| <ul style="list-style-type: none"> The Library strives to work collaboratively with exhibitors to maintain the integrity of exhibits; however, the Library reserves the right in its free and unfettered discretion to alter, move, cancel and/or remove an exhibit that it deems in contravention of this or other library policies. Displays that contravene federal, provincial or municipal laws will not be accepted. | |
| <p><u>Selection Criteria</u></p> <p>There are a number of criteria that Library staff consider when approving an exhibit, these are:</p> <ol style="list-style-type: none"> Exhibits that are responsive to HPL's mission and values as well as the diverse interests of the community. Exhibits are suitable for showing in a public library. Depictions that are not acceptable include, but are not limited to, the extremely erotic or gratuitously violent. Exhibits of artists or groups not recently displayed at the Library. The Library may approve repeat exhibits by individual artists or groups but the preference is to give opportunities for many to participate. Preference is given to Hamilton and area artists and groups. | <p><u>Selection Criteria</u></p> <ol style="list-style-type: none"> Representation of a variety of media, techniques, subjects and styles in any one year; A polished presentation (i.e. resume, slides, artist statement); Works that might appeal to maximum number of customers; Works suitable for showing in a public library (i.e. extremely erotic works not acceptable); Artist shows commitment to art (e.g. by training); Preference is given to Hamilton and area artists. <p>In order to allow as many artists to participate as possible, an artist may not exhibit more frequently than once every three (3) years. Community groups and group shows (two or more persons) are welcome to apply.</p> <p>A Call-For-Entry notice is sent to schools, galleries and associations in the area and publicity is printed in the Program Guide and the Hamilton Spectator.</p> |
| <p><u>Exhibit Areas</u></p> <p>The main exhibit areas for displays at the Central Library are the 1st and 4th floors (Gallery 4).</p> <p><u>Gallery 4</u></p> <p>Gallery 4 focuses on providing artists with display space. Exhibits are generally approved for one month and represent a variety of media, techniques, subjects and styles. Artists wanting to display on Gallery 4 shall follow the standard application process. In addition to the standard</p> | <p><u>Exhibit Areas</u></p> <p><u>On Display/On Exhibit</u></p> <p>The main exhibit area for any art or craft displays at the Central Library is the On Display/On Exhibit (located on the 2nd and 4th floors respectively). The selection of participating artists takes place through a juried process. A Committee consisting of the Fine Arts Librarian and other staff members makes the selection. This is done annually, in October, for exhibits in the following calendar year.</p> |

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| <p>Selection Criteria the following additional criteria are reviewed when approving Gallery 4 exhibits:</p> <ol style="list-style-type: none"> 1. Artist shows commitment to art (e.g. by training, experience). 2. A polished application including resume and artist statement. <p>Central Library Meeting Rooms Individuals or groups wishing to use Central Library's meeting rooms to exhibit their artwork must book and pay for the space as per the Meeting Rooms Policy .</p> <p>Branch Libraries Each branch library has different display space. Interested parties should contact the Branch Manager for information.</p> | <p>Central Library Meeting Rooms Individuals or groups wishing to use Central Library's meeting rooms to exhibit their artwork must book and pay for the space as per the Meeting Rooms Policy .</p> <p>Branch Libraries Each branch library has different display space. Interested parties should contact the Branch Manager for information.</p> |
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Chief Librarian's Report – December 2012

Circulation for 2012

The preliminary circulation statistics have been tabulated and in 2012 the total circulation exceeded 7.2 million. In the past we included Overdrive in the circulation count but in 2012 we added usage from TumbleBooks, Freegal and Zinio. There was strong growth in digital transactions, including Overdrive, which together accounted for 598,679 circs. Staff are currently analyzing the usage patterns and will be reporting back to the Library Board in February on the trends we are seeing.

Our Digital World

One of the most successful projects that came out of Knowledge Ontario was OurOntario (www.ourontario.ca). OurOntario.ca delivers access to the digital collections of libraries, archives, museums, historical societies, galleries, and other content providers. It was developed using open source software and incorporates enhanced social media tools. When Knowledge Ontario failed to get ongoing funding from the provincial government OurOntario established itself as an independent not-for-profit. Our Digital World has approached HPL to see if we could host their servers in our data centre. In exchange for hosting the site, HPL would get access to a wide range of digitization tools and would support access to historical material. Due to our move to server virtualization a few years ago our footprint in the data centre continues to be reduced. Staff are exploring hosting their servers and will report back to the Board regarding this potential partnership.

BiblioCommons Website

The vendor that provides our public access catalogue recently approached us regarding website hosting. They are developing a content management system (CMS) that is designed to host other content normally found on a library website. The main advantage to this approach is it would provide seamless integration between the website and catalogue. A customer's branch preferences, for example, could be used to highlight events and programs at their home location. The BiblioCommons CMS is being developed for a number of other library systems and potentially would be available to us in late 2013 or early 2014. As staff look for options to move the website forward and improve integration we will be investigating the BiblioCommons offering and reporting back.

Writer in Residence

The Partnerships and Outreach department is working together with McMaster University to develop a shared Writer in Residence programme for the two institutions. We are jointly applying to the Canada Council for majority funding of

this initiative. In addition to writers' workshops, local writers would have access to one on one counsel and assistance with the chosen author.

Central Fourth Floor

Three new flexible meeting spaces have been constructed on the 4th floor to accommodate the growing number of programmes we are offering at the Central Library. Programming for older adults, adult and teen book clubs and English conversation circles are among the groups who meet regularly on the fourth floor and will now have dedicated space in which to conduct their meetings. Additionally, a portable public computer training lab that will accommodate classes of up to 10 people has also been established.

Paul Takala
Chief Librarian



To: Chair and Members of the Board
CC: Paul Takala, Chief Librarian
From: Robin Hewitt, Director of Finance and Facilities
Lita Barrie, Director of Digital Technology
Subject: Purchase Order Increase - SirsiDynix
Date: January 16, 2013

RECOMMENDATION:

That the Hamilton Public Library Board approve an increase to the SirsiDynix Purchase Order in the amount of \$80,000 for RFID implementation.

BACKGROUND

In October 2007, the Board approved the following:

1. That RFID be implemented across the Hamilton Public Library system.
2. That a total of \$3,400,000 be allocated to fund implementation (\$620,000 to be funded from Reserve for Library Collections and \$2,780,000 to be funded from Reserve for Library Capital Projects).
3. That the performance of the current vendor be reviewed in December and recommendations be brought to the Board.

In 2008, a Request For Proposal was completed, and SirsiDynix was the successful vendor.

In September 2008, the Board approved the following:

1. That a purchase order in the maximum amount of \$962,000 be issued to SirsiDynix for the implementation of the Radio Frequency Identification System across the Hamilton Public Library System. This includes all necessary hardware and software for Staff stations and public self check stations and peripherals.

Over the course of the implementation, it was found to be necessary to include RFID equipment at all of the branches. As a result, the library has now been invoiced for 8 Medallion RFID - Countertop Kiosks at a cost of \$11,800 each, plus shipping, totaling \$77,408 (pre-tax). It is expected that this is the final invoice from SirsiDynix.

There is currently only approximately \$9,000 left on the current PO.

Of the approved budget totalling \$3,400,000, only \$2,800,000 has been spent.