

## **Mission Statement**

Freedom to Discover

## **Strategic Priorities**

A Community Beacon      Relevant and Responsive  
A Creative and Changing Organization

## **HAMILTON PUBLIC LIBRARY BOARD**

Regular Board Meeting  
Wednesday, October 21, 2015  
Central Library, Board Room  
5:30 p.m. Dinner  
6:00 p.m. Meeting

## **MINUTES**

**PRESENT:** George Geczy, Jennifer Gautrey, Mary Ann Leach,  
Councillor Pearson, Douglas Brown, Vikki Cecchetto,  
John Kirkpatrick, Lori-Anne Spence-Smith

**STAFF:** Lisa DuPelle, Karen Anderson, Melanie Southern, Robin Hewitt,  
Paul Takala, Susan Kun, Karen Hartog

**REGRETS:** Councillor Partridge, Clare Wagner, Suzan Fawcett

**GUESTS:** Caitlin Fralick, Darcy Glidden

Ms Gautrey called the meeting to order at 6:03 p.m.

### **1. Discussion Period**

#### **1.1 Potential Board visit to Branches (survey)**

It is being proposed that the new Library Board visit a select group of branches. Mr. Takala will be sending a survey to members and then when the results are known a date, time and locations to be visited will be organized.

#### **1.2 Gallery of Distinction Dinner – November 17**

This year's Hamilton Gallery of Distinction dinner will be held on November 17th. The Library is one of the founding members. Board Members were requested to contact Ms Hartog if interested in attending.

### 1.3 Carlisle Arena Meeting

It was reported that members of senior staff recently attended a Carlisle Arena meeting where staff were asked about a potential library.

## 2. Acceptance of the Agenda

Add: 1.3 Carlisle Arena Meeting

Move: 4.2 Start the Cycle to the beginning of agenda.

**MOVED** by Ms Spence-Smith, seconded by Mr. Kirkpatrick,

**THAT THE AGENDA BE ACCEPTED AS AMENDED.**

**MOTION CARRIED**

## 3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, September 16, 2015

**MOVED** by Ms Spence-Smith, seconded by Ms Leach,

**THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, SEPTEMBER 16, 2015 BE ACCEPTED AS PRESENTED.**

**MOTION CARRIED.**

## 4. Presentations

### 4.1 Update on Security Strategy/Community Resource Worker

Mr. Takala and Ms Southern provided an overview of the security and safety strategy for HPL, as well as, highlighting the positive outcomes of having the Community Resource Worker.

### 4.2 Start the Cycle

Mr. Glidden and Ms Fralick were welcomed to the meeting. An overview and update of the Start the Cycle Program was presented to the Library Board. A report with recommendations to continue the program in 2016 will be provided at the November Library Board meeting.

#### 4.3 Background on Library Hours

Mr. Takala and Ms Anderson provided the background and history of the current library hours and some issues and points to be considered as part of the review in analyzing hours for the future.

### 5. Consent Items

**MOVED** by Ms Cecchetto, seconded by Mr. Brown,

**THAT CONSENT ITEM 5.1 and 5.2 BE APPROVED AS PRESENTED.**

**MOTION CARRIED.**

5.1 That the Library Board receives the 2015 3<sup>rd</sup> Quarter Statistical Report Update for information.

5.2 That the Hamilton Public Library Board authorize the one-day closure of the system in 2016 on a date to be determined by Management, in order that a staff professional development day be held.

### 6. Business Arising

#### 6.1 Customer Service Commitment

Board Members reviewed the document and suggested some edits and changes.

**MOVED** by Councillor Pearson, seconded by Mr. Brown,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD REFER THE DOCUMENT BACK TO STAFF FOR FURTHER EDITS AND BRING THE REVISED DOCUMENT BACK TO THE LIBRARY BOARD AT ITS NOVEMBER MEETING.**

**MOTION CARRIED.**

## 7. Correspondence

Letter from City of Hamilton dated September 28, 2015 re 2016  
Operating Budget Direction

**MOVED** by Ms Spence-Smith, seconded by Ms Leach,

**THAT THE BOARD CORRESPONDENCE BE RECEIVED FOR  
INFORMATION.**

**MOTION CARRIED.**

## 8. Reports

### 8.1 Chief Librarian's Report

**MOVED** by Ms Spence-Smith, seconded by Councillor Pearson,

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

**MOTION CARRIED.**

### 8.2 Access Card Report

**MOVED** by Ms Spence-Smith, seconded by Ms Cecchetto,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD RECEIVES  
THESE RECOMMENDATIONS FOR FEEDBACK AND  
DISCUSSION.**

**DRAFT RECOMMENDATION TO BE BROUGHT TO THE  
NOVEMBER BOARD MEETING.**

**THAT THE LIBRARY BOARD APPROVE THE CONTINUING USE  
OF THE ACCESS CARD AND THAT THIS PROGRAM BE  
EXTENDED TO INCLUDE CHILDREN AND THAT BORROWING  
PARAMETERS FOR THE ACCESS CARD BE AMENDED TO  
INCREASE THE HOLD LIMITS FROM TWO (2) TO FIVE (5).**

**MOTION CARRIED.**

## 9. New Business

### 9.1 2016 Operating Budget

**MOVED** by Ms Leach, seconded by Ms Spence-Smith,

**THAT THE PRELIMINARY REPORT ON THE 2016 OPERATING BUDGET BE RECEIVED FOR INFORMATION AND COMMENT.**

**MOTION CARRIED.**

### 9.2 Programming Policy

**MOVED** by Ms Spence-Smith, seconded by Ms Leach,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD DIRECT STAFF TO INCLUDE A DEFINITION OF PROGRAMMING AND BRING THE REVISED POLICY BACK TO THE LIBRARY BOARD AT ITS NOVEMBER MEETING.**

**MOTION CARRIED.**

### 9.3 Music Strategy

**MOVED** by Ms Spence-Smith, seconded by Mr. Kirkpatrick,

**THAT THE LIBRARY BOARD APPROVES THE HAMILTON PUBLIC LIBRARY MUSIC STRATEGY.**

**MOTION CARRIED.**

### 9.4 3D Printing Policy & Fee Schedule

**MOVED** by Ms Cecchetto, seconded by Ms Spence-Smith,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVES THE 3D PRINTING FEES OF \$0.10 PER GRAM OF FILAMENT OR \$0.30 PER GRAM OF RESIN (OF OBJECT'S PRINTED WEIGHT) AND THAT THE *FINES AND FEE SCHEDULE* BE UPDATED TO REFLECT THIS, AND**

**THAT STAFF PROVIDE A PROGRAM UPDATE REPORT IN SIX MONTHS.**

**MOTION CARRIED.**

9.5 Code of Conduct and Conflict of Interest Policy

**MOVED** by Ms Leach, seconded by Ms Spence-Smith,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD REVIEW THE  
UPDATED DRAFT CODE OF CONDUCT AND CONFLICT OF  
INTEREST POLICY FOR REVIEW AND FEEDBACK.**

**MOTION CARRIED.**

10. Private and Confidential

**MOVED** by Mr. Brown, seconded by Mr. Cecchetto,

**THAT THE LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS A  
HUMAN RESOURCES UPDATE.**

**MOTION CARRIED.**

**MOVED** by Ms Spence-Smith, seconded by Mr. Kirkpatrick,

**THAT THE IN-CAMERA SESSION BE ADJOURNED.**

**MOTION CARRIED.**

**MOVED** by Councillor Pearson seconded by Ms Leach,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD RECEIVE THE  
INFORMATION PROVIDED DURING THE IN-CAMERA SESSION.**

**MOTION CARRIED.**

11. Date of Next Meeting

Wednesday, November 18, 2015  
**Central Library, Board Room, 5<sup>th</sup> Floor**  
5:30 p.m. Dinner  
6:00 p.m. Meeting

## 12. Adjournment

**MOVED** by Ms Leach, seconded by Ms Spence-Smith,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF  
WEDNESDAY, OCTOBER 21, 2015 BE ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 9:45p.m.

Minutes recorded by Karen Hartog