

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, December 16, 2015
Central Library, Board Room
5:00 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, Councillor Partridge,
Clare Wagner, Suzan Fawcett

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

REGRETS: Councillor Partridge

GUESTS: Rupert Albert, Rick Collins, Bruno Ferreira, Donya Markos,
Rob Riddell, Julianna McCormick, Grace Wang and Mariusz
Kisielewski, Invizij Architects Inc.

Ms Gautrey called the meeting to order at 6:00 p.m.

1. Discussion Period

1.1 Thank you to Security

Hamilton Public Library security guards were acknowledged and thanked for their response in helping and saving a staff member in June.

1.2 Terryberry Study Hall Update

It was reported that the Terryberry study hall was very successful. Interim statistics indicate numbers are higher than last year. It was reported that high school students were included this year.

1.3 Waterdown Update

Waterdown has opened its new facility and images of the first day were shared with board members.

2. **Acceptance of the Agenda**

Add: 1.3 Waterdown
Delete: 10.1 Private and Confidential

MOVED by Ms Cecchetti, seconded by Mr. Kirkpatrick,

THAT THE AGENDA BE ACCEPTED AS AMENDED.

MOTION CARRIED

3. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, November 18, 2015**

MOVED by Ms Spence-Smith, seconded by Ms Fawcett,

THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, NOVEMBER 18, 2015 BE ACCEPTED AS PRESENTED.

MOTION CARRIED.

4. **Presentations**

4.1 Binbrook

Grace Wang and Mariusz Kisielewski from Invizij Architects Inc. were welcomed to the meeting. A drive through presentation of the proposed Binbrook Branch was provided to the Library Board members.

4.2 Dundas

Ms Anderson and Ms McCormick reported on the next phase of the Dundas project. An alternate temporary location is still being investigated.

4.3 Collections

Ms Kun reported on the recommendations and directions the Collections Department and Local History and Archives Department will be working towards currently and in 2016.

4.4 Firewall Settings

Mr. Takala and Ms Barrie reported on the latest filtering technologies for discussion.

5. Consent Items

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

THAT CONSENT ITEM 5.1 AND 5.2 BE APPROVED AS PRESENTED.

MOTION CARRIED.

5.1 Non-Union Compensation

That the salary schedule for the Non-Union Management and Professional Exempt Employee Group be increased by 2%, as budgeted, effective January 1, 2016 and subsequent years 2017 and 2018, to be consistent with the 2015 negotiated memorandum of settlement for CUPE Local 5167 and City of Hamilton non-union male comparators in order to maintain pay equity compliance, and individual salaries be adjusted accordingly; and

The non-union casual employees (Library Page and Shelf Readers) classification receives the increase for the 2016 period. If the minimum wage rate is adjusted provincially in 2016, a separate Board motion will address this issue. In subsequent years, we shall continue to monitor any provincially mandated changes.

5.2 Vendor Recommendation: Wise & Hammer

The Hamilton Public Library Board approves Wise & Hammer as an authorized vendor of record to provide service and consultation to HPL's Communication Department for 2016 with the option to renew for 2017.

6. Business Arising

No business arising items.

7. Correspondence

No correspondence.

8. Reports

8.1 Chief Librarian's Report

MOVED by Mr. Kirkpatrick, seconded by Councillor Pearson,

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

MOTION CARRIED.

8.2 Staff Leadership Commitments & Decision Making Structure

MOVED by Ms Wagner, seconded by Ms Cecchetti,

THAT THE HAMILTON PUBLIC LIBRARY BOARD RECEIVE THE *STAFF LEADERSHIP COMMITMENTS & DECISION MAKING STRUCTURE* FOR INFORMATION AND COMMENT.

MOTION CARRIED.

8.3 Board Policy Review

MOVED by Ms Fawcett, seconded by Councillor Pearson,

THAT THE LIBRARY BOARD RECEIVE THE UPDATED *DRAFT LIBRARY BOARD POLICY MANUAL*.

THAT THE LIBRARY BOARD ESTABLISH AN ADHOC COMMITTEE CALLED THE " POLICY REVIEW COMMITTEE" TO REVIEW AND MAKE RECOMMENDATIONS ON THE *DRAFT LIBRARY BOARD POLICY MANUAL*. THAT THE TERMS OF REFERENCE OF THE POLICY REVIEW COMMITTEE INCLUDE: A REVIEW OF THE OVERALL STRUCTURE OF THE POLICY MANUAL; A REVIEW OF THE BY-LAWS; AND IDENTIFY PRIORITIES FOR THE BOARD REVIEW OF POLICES.

THAT THE POLICY REVIEW COMMITTEE REPORTS BACK TO THE LIBRARY BOARD NO LATER THAN APRIL 2016 WITH INITIAL RECOMMENDATIONS AND RECOMMENDATIONS ON NEXT STEPS.

MOTION CARRIED.

MOVED by Ms Fawcett, seconded by Ms Leach,

THAT THE LIBRARY BOARD STRIKE AN AD HOC POLICY REVIEW COMMITTEE CONSISTING OF THE FOLLOWING MEMBERS: MR. GECZY, MS CECCHETTI, MR. BROWN, MS GAUTREY, MR. KIRKPATRICK, 2016 CHAIRPERSON OF THE BOARD AND MR. TAKALA (SECRETARY).

MOTION CARRIED.

8.4 Youth Services Resources Report

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

THAT AN AMOUNT NOT TO EXCEED \$60,000.00 FROM LIBRARY'S YOUTH PROGRAMMING RESERVE BE ALLOWED TO RENEW THE LIBRARY'S YOUTH SERVICES PROGRAMMING RESOURCES.

MOTION CARRIED.

8.5 Ontario Municipal Benchmarking Initiative (OMBI) Report

MOVED by Mr. Brown, seconded by Ms Cecchetti,

THAT THE HAMILTON PUBLIC LIBRARY BOARD RECEIVES THE 2014 OMBI REPORT ON LIBRARIES.

MOTION CARRIED.

9. New Business

9.1 Reserve Report

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

THE BALANCE OF LIBRARY RESERVES WAS \$8,649,043 ON JANUARY 1, 2015. THE HAMILTON PUBLIC LIBRARY BOARD

**HAS APPROVED \$4,470,439 IN RESERVE EXPENDITURES
LEAVING A BALANCE OF \$4,178,604.**

MOTION CARRIED.

9.2 Integrated Library System (ILS)

MOVED by Mr. Brown, seconded by Councillor Pearson,

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

MOTION CARRIED.

10. Private and Confidential

No private and confidential items.

11. Date of Next Meeting

Wednesday, January 20, 2016

Waterdown

5:30 p.m. Dinner

6:00 p.m. Meeting

12. Adjournment

MOVED by Councillor Pearson, seconded by Mr. Kirkpatrick,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, DECEMBER 16, 2015 BE ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 8:40 p.m.

Minutes recorded by Karen Hartog