

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 20, 2016
Waterdown Branch**

5:30 p.m. Dinner
6:00 p.m. Meeting

AGENDA

Tour of Waterdown

1. **Discussion Period**
2. **Acceptance of the Agenda**
3. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, December 16, 2015** Attachment #3
4. **Report of the Nominating Committee Meeting of Wednesday, January 20, 2016 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. **2016 Board Chairman Calls the Inaugural Meeting to Order**
6. **Presentations**
 - 6.1 Draft 2016 Operating Budget Presentation – PT/RH
 - 6.2 Capital Budget Projects Roles and Responsibilities – PT

7. Consent Items

7.1 Binbrook Funding– RH

Attachment #7.1

Suggested Action: Recommendation

8. Business Arising

9. Correspondence

10. Reports

10.1 Chief Librarian's Report

Attachment #10.1

Suggested Action: Receive

11. New Business

11.1 Infrastructure Grant Opportunities – KA

Attachment #11.1

Suggested Action: receive

11.2 Central Library's York Street Entrance
and Lights – MS/RH

Attachment #11.2

Suggested Action: Receive

11.3 Director of Finance & Facilities Transition – LD

Attachment #11.3

Suggested Action: Recommendation

12. Private and Confidential

12.1 Real Estate – KA

12.2 HR Report – LD

13. Date of Next Meeting

Wednesday, February 17, 2016

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 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

Date: January 20, 2016
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Robin Hewitt, Director-Finance and Facilities
Subject: **Binbrook Library Funding**

RECOMMENDATION:

That the Hamilton Public Library Board approves \$89,490 from Library reserves to be allocated to the Binbrook Library project.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

As previously outlined in the Capital Budget submission, in order to qualify for development charge funds, the library must contribute a portion. The following amounts were submitted in the Capital Budget submission, and the Development Charge report:

Binbrook Materials

- Library Reserves - \$67,990
- Development Charges - \$611,910

Binbrook Furnishings

- Library Reserves – 21,500
- Development Charges - \$193,500

Total

- Library Reserves – \$89,490
- Development Charges - \$805,410

BACKGROUND:

In September 2015, the Hamilton Public Library Board approved \$908,500 to be funded from Library Reserves for the new Binbrook Library. Those funds were complemented by an additional \$1,111,500 from Development Charges, and \$450,000 to be funded through City Capital Financing, approved by the City.

In September 2015, the Library Board approved the capital submission to the City which included the original \$908,500 previously approved by the board, plus \$67,990 for materials, and \$21,500 for furnishings. These funds were approved in principle and it was indicated at the time that staff would bring a report back to the board for official approval of the funds.

Chief Librarian's Report – January 2016

BUDGET PRESENTATION

A reminder the Library's budget presentation to City Council will take place on Wednesday, **January 27**, 2016. The meeting begins at **9:30 a.m.** in Council Chambers and HPL is scheduled to be first on the agenda.

SENIOR LEADERSHIP UPDATE

From time to time the Senior Administration Team reviews its portfolios and makes adjustments based on current needs. With the departure of Michael Ciccone and Robin Hewitt, we are in the position of being able to recruit new leadership to the team. After review, I am pleased to announce that Lita Barrie will be assuming new responsibilities. She will maintain her responsibility for Youth Services and will be taking on the Collections Division. Her new title will be Director of Collections and Youth Services. We are in the process of recruiting for a new vacant position called Director of Digital Technology and Creation. This new position is being created to provide leadership in our continuing use of technology to support innovation and reflects increasing emphasis on more advanced technology services like the Digital Media labs and digitization. Lita will maintain oversight of the Digital Technology Department until the new director is in place. We are also recruiting for a new Director of Finance and Facilities. The transition plan for Finance is addressed in agenda item 11.3. During the transition period, Melanie Southern will be assuming responsibility for security and the Manager of Facilities will be reporting to me.

WATERDOWN LIBRARY

Since opening in early December the Waterdown library has seen over 15,000 visitors, checked out 25,489 items and issued 588 new cards. The branch is off to a wonderful start and has a full slate of programs planned for upcoming weeks. With the large number of children and families in Waterdown, the expanded selection of storytimes and new children's space have been especially well received. In particular, kids are enjoying the new mounted iPads and specially selected apps. Older students have fully embraced the new spaces and are enjoying all of the options for study space including the top level seating "with a view" and seniors are already signing up for public computer training in the new teaching lab. On January 4th our City partners opened the new Municipal Service Centre and the Flamborough Seniors Recreation Centre joining the Library, the Flamborough Archives and the Flamborough Information. Residents are getting used to the range of services available under one roof. While full services are now being provided, there are aspects of the building that are still being addressed. There have also been

concerns expressed about the building layout and accessibility. The building is designed to meet or exceed all accessibility standards and all partners are working together to address concerns and improve the experience for customers. In response to early feedback an additional book return has been placed at the main entrance so customers do not have to walk up the ramp to return items. The grand opening celebration is scheduled for Monday, **February 8, 11 a.m. to NOON.**

CENTRAL LIBRARY CONSTRUCTION UPDATE

The third phase of the renovations at Central Library is almost complete. The new Wentworth room was completed and is now in use as of December 28, 2015. Technical Services has successfully relocated to the basement of Central Library as of Monday, January 11, 2016. The Hamilton Room has its final Building Inspection scheduled for Tuesday, January 19, 2016. After we have possession we will begin to install equipment including the LOOP sound system for people with hearing aids, projector, screens and speakers. For the short term, we will be using portable equipment so that we can open to the public. Construction is well underway on the 4th floor with an anticipated completion date of February 26th.

POLICY REVIEW ADHOC COMMITTEE

In December the Library Board approved the establishment of an Adhoc Policy Review Committee. The committee is charged with reviewing the overall structure of the Policy Manual, reviewing the By-Laws and indentifying priorities for the Board review of polices. The Committee needs to report back by April 2016 with initial recommendations and recommendations on next steps. As per our By-Laws the Board Chair will be a member of the Committee. Committee members will be contacted shortly about setting up a meeting schedule. In terms of staff resources, I have asked Lisa DuPelle and Melanie Southern to assist with supporting the work of the committee.

RON EADY RECEPTION

Staff members are making arrangements to formally thank Ron Eady for his donation of the painting "The Core" that is on display in the living room of Central Library. It will take place on **Friday, January 22nd** as part of the lunch hour concert that features a Mohawk College music concert. A photo opportunity and media release will be provided to local media.

JUNO HOUSE PIANO

Jacqueline Norton of the City of Hamilton's Music and Film Office very generously offered the JUNO House piano to the Hamilton Public Library. The piano, which is an upright model, will be moved to Central Library's living room area on January 18.

The grand piano, currently located in the living room, will be moved to the Hamilton Room when renovations are completed. We are honoured to have the JUNO House piano and it will support living room programming including our new Sunday Concert Series.

HPL'S SYRIAN REFUGEE EFFORTS

Hamilton Public Library is supporting efforts to welcome Syrian refugees to the City in partnership with several agencies. A dual language library card application including basic borrower information has been created. The document will be included in Red Cross information bags and backpacks for students being put together by the Mountain Mosque. Books from First Book Canada will also be included in the backpack. Wesley Urban Ministries is bringing groups of refugees to the Central Library to get library cards and to tour our facility. A series of dual language storytimes are scheduled to take place at the Central Library and will be delivered by library and YMCA Community Connections staff.

LINC PROGRAM FUNDING UPDATE

Hamilton Public Library received an update on December 5, 2015 regarding funding for the Language Instruction for Newcomers to Canada program. It notes that IRCC (Immigration, Refugees and Citizenship Canada – formerly Citizenship and Immigration Canada) is heavily engaged in implementing the Government of Canada's commitment to resettle Syrian refugees from the Middle East Region. As a result, it will be delaying decisions related to our LINC funding. They do want to ensure the continuation of core services under the Settlement and Resettlement programs, so the IRCC could be extending contribution agreements with HPL for up to one year. Annually we receive approximately \$250,000 from the federal government for the LINC program. We will keep the Board posted on developments.

100 IN 1 DAY

Hamilton Public Library will participate again in 100 in 1 Day – a global festival of civic engagement. Program organizers shared that in 2015 HPL was the most active partner and that overall, Hamilton organizations hosted more “interventions” – opportunities/programs to engage the community – than Calgary, Vancouver and Halifax. HPL's support will include the provision of space for focus groups and training purposes as well as participation in 100 in 1 Day programming on June 4, 2016.

POWER OF THE PEN AWARDS GALA

The 21th Annual Power of the Pen Creative Writing Awards Gala will be held on January 15th at the Central Library. Approximately 150 are expected to attend this

wonderful event celebrating the young writers in our community. In 2015, Local Judges (local writers, poets and authors) reviewed over 200 talented entries narrowing it down to two winners per category. This annual teen program is offered in partnership with The Hamilton Spectator, the Hamilton Association for the Advancement of Literature, Science and Art and Bryan Prince Bookseller.

Paul Takala
Chief Librarian

Date: January 20, 2016
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Robin Hewitt, Director-Finance and Facilities
Subject: **Infrastructure Projects – New Building Canada Fund**

RECOMMENDATION:

That the Infrastructure Projects-New Building Canada Fund Report be received for information.

BACKGROUND:

In December 2015, the Canadian Press reported that Canada's new infrastructure minister, Amarjeet Sohi, has indicated that projects that are shovel-ready and meet the Liberal government's national objectives will be eligible for new federal funds which will be made available in the near future. In anticipation of this, the City is compiling a list of projects to submit for the pending funding, and has asked the Hamilton Public Library to provide a list of projects that are likely to meet the requirements.

To date, the specific requirements for the funds have not been released; however, Minister Sohi indicated that the refocused New Building Canada Fund would "include anything that allows you to be part of your community" stressing that it is to "build strong sustainable, liveable communities that we all want to be part of." This is a very broad statement and it is anticipated that the actual requirements will be stringent. It is likely that the program will be similar to the Federal Infrastructure Program that was implemented in 2009.

The library has included the following projects in its submission to the City in anticipation of the funding announcement:

1. Locke Library Vestibule - \$298,950
2. Central Library Front Doors - \$79,700
3. Binbrook Library Rebuild - \$1,900,000
4. Dundas Library Renovation - \$3,464,000

The City has included the windows at Central and the Turner Park parking lot expansion in their submission.

Date: January 10, 2016
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Robin Hewitt, Director Finance and Facilities
Melanie Southern, Director of Public Service, Partnerships &
Communications
Subject: **Central Library's York Street Entrance and Lights**

RECOMMENDATION

That the Hamilton Public Library Board receives this report for information and staff report back on final costing and funding recommendations.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS

Staff are currently confirming costing and looking for funding sources beyond Library reserves. Sources could include: infrastructure grants and/or operational funds, including some budgeted AODA funds.

BACKGROUND

The renovated first floor opened 5 years ago, in December 2010. Overall the renovation has been a tremendous success. The number of visitors to Central, circulation, computer sessions and other metrics show the community has embraced the renovated space. One problem with the design, however, has been the main entry doors on York Boulevard. The swing doors and associated hardware have been replaced numerous times in recent years due to heavy use and wear and tear. Other issues that have been raised about the entrance:

- The entry doors are not as visibly obvious as desired from street level.
- Accessibility could be improved if the doors were replaced with sliding doors.
- Despite ongoing efforts to remove smoking from near the entrance, the current configuration does not create any natural barriers that supports enforcement efforts to moving smoking away from the entrance.

Working with the City of Hamilton, library staff engaged David Premi (dpai), who was the architect that designed the first floor renovations completed in 2010, to conduct a feasibility study with regards to Central's Library street entrance.

The LED light bulbs in the York Blvd glass wall have been burning out after being on for 5 years. We are also aware that there have been a lot of advances in LED and related technologies in recent years. Before replacing the bulbs staff are reviewing options to ensure they are replaced with energy efficient lights that are cost effective.

REPORT ON ENTRANCE

The Library plans to replace all five existing doors and add aluminium side fins and an aluminium canopy. The cost to undertake this project is estimated to be \$79,700. These costs include a newly poured base for the new doors, a new door sensor and barrier-free automatic door operator. New planters would give the entrance definition from the rest of the exterior glazing system to allow visitors to easily locate the entrance. Electrical work would include revisions to the lighting and auxiliary systems. An existing exit light would be relocated and auxiliary systems affected include door access and the fire alarm system. Based on the history of repair costs, it is anticipated this project would pay for itself in 5 years.

Current Doors



Exterior Perspective View



Exterior View



Interior View



Date: January 15, 2015
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Lisa DuPelle, Director Human Resources
Subject: **Director of Finance & Facilities Transition**

RECOMMENDATION:

That the Hamilton Public Library Board approves Robert Half Management Resources as a vendor of record to provide contract placements for senior finance, and accounting positions to cover the Director of Finance and Facility position until the recruitment process is complete in Human Resources.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The cost of this will be covered by the operating budget. This contract will assist with ensuring an orderly transition while we recruit for the permanent director.

BACKGROUND:

Robin Hewitt is leaving the organization on January 22, 2016 which leaves a vacancy – Director of Finance and Facilities. In the area of finance, there is a significant amount of work related to the 2015 year end process, government reporting requirements, auditing and tax returns that must be prepared over the next 8 to 12 weeks. Based on the required level of work and the normal delay in hiring a candidate we would like to maintain continuity of service in the department with a contract employee through a specialized employment agency. The proposed firm specializes in this field and will provide us with a properly qualified individual to ensure there is no gap in financial oversight. We are anticipating that this will involve one position for approximately 3 months while we conduct the permanent recruitment process.