

**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, April 20, 2016  
Central Library, Board Room**

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

**AGENDA**

**Guests:** Laura Lukasik, John Black

**1. Discussion Period**

**2. Acceptance of the Agenda**

**3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, March 16, 2016** Attachment #3

**4. Presentations**

- 4.1 Library Board Minutes & Related Processes– PT
- 4.2 HPL Membership in Library Associations – PT
- 4.3 7 Million Circulation Club - LB

**5. Consent Items**

- 5.1 Turner Park Parking Lot – KA Attachment #5.1  
**Suggested Action: Receive**
- 5.2 City School by Mohawk – PT Attachment #5.2  
**Suggested Action: Recieve**

**6. Business Arising**

- 6.1 York Blvd Entrance – MS Attachment #6.1  
**Suggested Action: Recommendation**

**7. Correspondence**

## 8. Reports

- 8.1 Chief Librarian's Report Attachment #8.1  
**Suggested Action: Receive**
- 8.2 Report from the Policy Review Committee Attachment #8.2  
**Suggested Action: Recommendation**
- 8.3 2016 Budget Variance Report – JB Attachment #8.3  
**Suggested Action: Receive**

## 9. New Business

- 9.1 Q1 Metrics Report – LL Attachment #9.1  
**Suggested Action: Receive**
- 9.2 Donations & Sponsorship Policy – KA/LL Attachment #9.2  
**Suggested Action: Recommendation**
- 9.3 Partnerships Policy – LL Attachment #9.3  
**Suggested Action: Recommendation**
- 9.4 Valley Park Feasibility Report – KA Attachment #9.4  
**Suggested Action: Receive**
- 9.5 Friends of the Library Policy – KA Attachment #9.5  
**Suggested Action: Recommendation**

## 10. Private and Confidential

- 10.1 Legal Matter
- 10.2 HR Matters

## 11. Date of Next Meeting

Wednesday, May 18, 2016  
**Central Library, Board Room, 5<sup>th</sup> Floor**  
5:30 p.m. Dinner  
6:00 p.m. Meeting

## 12. Adjournment

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**HAMILTON PUBLIC LIBRARY BOARD**

Regular Board Meeting  
Wednesday, March 16, 2016  
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, Clare Wagner, Suzan Fawcett, Councillor Partridge,

**STAFF:** Lisa DuPelle, Karen Anderson, Melanie Southern, Paul Takala,  
Lita Barrie, Karen Hartog

**REGRETS:** Lori-Anne Spence-Smith

**GUESTS:** Ania Van Minnen, Yvonne Patch, John Black

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

- 1. Discussion Period**
- 2. Acceptance of the Agenda**

**MOVED** by Councillor Partridge, seconded by Mr. Kirkpatrick,

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

**MOTION CARRIED**

- 3. Minutes of the Hamilton Public Library Board Meeting of  
Wednesday, February 17, 2016**

Delete the second entry of Councillor Partridge and Councillor Pearson as  
being present.

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

**THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, FEBRUARY 17, 2016 BE ACCEPTED AS AMENDED.**

**MOTION CARRIED.**

**4. Presentations**

4.1 Voter Identification Clinics

Ms Patch and Ms Van Minnen reviewed HPL's participation in the voter identification clinics held at Central and Turner Park.

**5. Consent Items**

**MOVED** by Ms Fawcett, seconded by Ms Gautrey,

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

**MOTION CARRIED.**

5.1 That the Hamilton Public Library Board receives this report for information and feedback.

**6. Business Arising**

There was no business arising items.

**7. Correspondence**

Letter from Tony Greco, Chair, Friends of the Library, dated February 18, 2016

**MOVED** by Ms Fawcett, seconded by Ms Cecchetto,

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

**MOTION CARRIED**

## 8. Reports

### 8.1 Chief Librarian's Report

**MOVED** by Councillor Partridge, seconded by Ms Gautrey,

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

**MOTION CARRIED.**

### 8.2 Report from the Policy Review Committee

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

**THAT THE MINUTES FROM THE MARCH 7, 2016 POLICY REVIEW COMMITTEE BE ACCEPTED AS PRESENTED.**

**MOTION CARRIED.**

Terms of Reference

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

**THAT THE TERMS OF REFERENCE BE ADOPTED.**

**MOTION CARRIED.**

### 8.3 Partnerships Report

**MOVED** by Ms Wagner, seconded by Ms Fawcett,

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

**MOTION CARRIED.**

## 9. New Business

### 9.1 2015 Year End Variance Report

**MOVED** by Ms Fawcett, seconded by Ms Gautrey,

**THAT THE UNAUDITED HAMILTON PUBLIC LIBRARY BUDGET VARIANCE REPORT AS AT DECEMBER 31, 2015 BE RECEIVED FOR INFORMATION.**

**MOTION CARRIED.**

9.2 2015 Year End Reserve Report

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

**THAT THE CAPITAL VARIANCE REPORT AS AT DECEMBER 31, 2015 BE APPROVED.**

**MOTION CARRIED.**

9.3 Real Estate Assistance for Binbrook Project

**MOVED** by Ms Cecchetto, seconded by Ms Fawcett,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD AUTHORIZES THE CITY OF HAMILTON REAL ESTATE SECTION TO NEGOTIATE A LEASE FOR A TEMPORARY BINBROOK LIBRARY SITE ON BEHALF OF THE BOARD AND TO WORK WITH THE CITY OF HAMILTON LEGAL SERVICES FOR ASSISTANCE IN PREPARATION OF THE LEASE DOCUMENT. THAT THE CHIEF LIBRARIAN IS AUTHORIZED TO SIGN A LEASE ON BEHALF OF THE LIBRARY BOARD SHOULD A FAVOURABLE AGREEMENT IS REACHED.**

**MOTION CARRIED.**

9.4 Librarian's Summit and LEAN

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD RECEIVES THIS REPORT FOR INFORMATION AND FEEDBACK.**

**MOTION CARRIED.**

**10. Private and Confidential**

**MOVED** by Ms Fawcett, seconded by Ms Cecchetto,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS HR ITEMS.**

**MOTION CARRIED.**

**MOVED** by Ms Fawcett, seconded by Ms Gautrey,

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

**MOTION CARRIED.**

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

**THAT THE BOARD CONCLUDES THAT THE CHIEF LIBRARIAN MET THE 2015 GOALS SET BY THE BOARD AND HIS PERFORMANCE WAS EFFECTIVELY SIGNED BY THE BOARD CHAIR. THE BOARD HAS SET THE CHIEF LIBRARIAN'S GOALS FOR 2016 AND THE DOCUMENT WILL BE SIGNED BY THE BOARD CHAIR.**

**MOTION CARRIED.**

**11. Date of Next Meeting**

Wednesday, April 20, 2016  
**Central Library, Board Room, 5<sup>th</sup> Floor**  
5:30 p.m. Dinner  
6:00 p.m. Meeting

**12. Adjournment**

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, MARCH 16, 2016 BE ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 8:44 p.m.

**Date:** April 20, 2016  
**To:** Chair and Members of the Board  
**c.c.** Paul Takala, Chief Librarian  
**From:** Karen Anderson, Director of Public Service  
**Subject:** **Turner Park Parking Lot Reconfiguration and Expansion**

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#### **RECOMMENDATION:**

That the Hamilton Public Library Board receives this report for information and staff report back on scheduling.

#### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Facilities staff will coordinate the project over the next two to three years. Costing for Phase 1 Reconfiguration is estimated at \$202,000 and funding will come from the Capital Reserve Fund maintained by the City/YMCA/Library per the Operations and Maintenance Agreement for the Turner Park Community Centre. Costing for Phase 2 Expansion has been estimated at \$719,500 and funding will be provided through City capital funding and potentially infrastructure grants.

#### **BACKGROUND:**

The Turner Park branch/YMCA has been in operation for 7 years and the facility receives approximately 1500 visitors per day. An ongoing challenge has been the south entrance parking lot, both in terms of the overall capacity of the lot and the difficulty accommodating safe drop offs for customers and services like DARTs and safe travel by pedestrians. In January 2015 the Turner Park Owners Group approved a Feasibility Study to provide options to address both functional and safety concerns including the provision of additional barrier free spaces.

The proposed plan will be implemented in three stages. Phase 1 will address immediate concerns and create a safer and better experience for customers. This critical phase will include the reconfiguration of the parking areas immediately adjacent to the south entrance. Significant improvements include the creation of a well defined pedestrian zone, a new drop off area that eliminates the opportunity to park in the fire lane, relocated day care drop off spaces, and the addition of 12 new barrier free spaces (now total 20) and 13 family spaces.

Phase 2 Expansion will be implemented in two stages. The City has agreed to fund this phase as part of their commitment to the entire site including the adjacent sports park. The current southeast parking lot will be expanded into Turner Park to increase overall capacity. At completion the parking lot will have increased from 280 spaces to 356 spaces.



**Date:** April 15, 2016  
**To:** Chair and Members of the Board  
**From:** Paul Takala, Chief Librarian  
**Subject:** **City School by Mohawk Partnership**

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#### **RECOMMENDATION:**

That the Hamilton Public Library Board receives this report for information and feedback.

#### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The partnership outlined in this report will help ensure the new Central 4<sup>th</sup> Floor, *The Circuit 4.0*, will complement Library staff led programming and will assist with ensuring full utilization of the space in a sustainable way. This partnership involves City School by Mohawk collaborating with HPL to provide learning programs at Central. An MOU will be developed to ensure commitments on both sides are clear and HPL has the ongoing ability to ensure the space is meeting the Board's strategic priorities.

#### **BACKGROUND:**

At the February Board meeting staff reported on working with the Learning Annex and the Industry Education Council (IEC) to complement programs lead by Library staff. We are pleased to report that we are actively working on another potentially important partnership with Mohawk College.

#### **About City School by Mohawk**

*City School by Mohawk is a community-based initiative that aims to break down the barriers to education and employment. Through community consultation with neighbours, City School by Mohawk will focus on developing specialized learning programs, workshops and services that will encourage gradual steps to a postsecondary pathway. The first City School classroom is located on the second floor of the Eva Rothwell Resource Centre at 460 Wentworth St North.* <sup>[1]</sup>

Library staff have been in discussions with the Dean of the Faculty of Interdisciplinary Studies, Jim Vanderveken, and staff about locating the next City School by Mohawk on the Central Library 4<sup>th</sup> Floor. The nature of the partnership will be developed around the following parameters:

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<sup>[1]</sup> <http://www.mohawkcollege.ca/cityschool.html>

- City School will provide an average of 15 hours of learning programs a week at the Central Library. Activities will begin in the summer of 2016.
- City School learning activities will complement and align with programming offered by HPL. City School @ HPL will offer unique deliveries in the media and communications stream. The menu of deliveries will include learning labs, speaker series, after school, employment supports, academic upgrading, and postsecondary bridging.
- The Learning programs will take place in several settings at Central such as the 4<sup>th</sup> floor classroom, computer training lab, Maker Space, digital media lab and other settings appropriate to the topic and type of instruction.
- The programming will be open to the public and will be tuition-free
- Adjacent to the Learning Annex office space on the 4<sup>th</sup> Floor will be office space for City School @ HPL. In both instances modular walls will be used that could be reconfigured at a later date. The City School @ HPL will be branded and identified as such and house staff and resources to support their programs.
- Mohawk will fund the cost of constructing the office. HPL will provide the space free of charge to Mohawk and Mohawk will provide the instruction for free.
- City School @ HPL programs will be jointly promoted.

There is strong alignment between the goals of the City School by Mohawk and our goal as a public library to support lifelong learning. We see significant potential for this partnership to succeed and grow because of that alignment; however, staff will report back to the Library Board in late 2016 on how this is progressing and next steps.

**Date:** April 15, 2016  
**To:** Chair and Members of the Board  
**c.c.** Paul Takala, Chief Librarian  
**From:** Melanie Southern, Director of Public Service, Partnerships & Communications  
**Subject:** **Central Library's York Boulevard Entrance**

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### **RECOMMENDATION**

That the Library Board approves up to \$90,000 to be allocated from the Library Major Capital Projects reserve (106008) to fund renovating the York Boulevard Entrance.

### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS**

The cost to undertake this project was estimated to be \$79,700. Staff recommend that HPL allocates \$90,000 for this project and ensure there is a contingency. Based on the history of repair costs, it is anticipate this project will pay for itself in five years.

### **BACKGROUND**

In January, the Board was given an information update report regarding Central Library's York Street entrance and lights. It was noted that these swing doors and associated hardware have been replaced numerous times in recent years due to heavy use, and wear and tear. Appended is a photo of the existing doors and the architectural drawings for the proposed entry.

As outlined in January, the plan is to replace all five existing doors, add aluminium side fins and an aluminium canopy, and address lighting issues. The project includes 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.

The January report also mentioned that the Central Library's perimeter lighting needs to be replaced. Staff will be bringing the Board a report on this situation in the near future.

**Current Doors**



**Exterior Perspective View**



## Chief Librarian's Report – April 2016

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### GREENSVILLE LIBRARY PROJECT UPDATE

The HWDSB has selected the Architectural Firm, Svedas Architects ([www.svedasarchitects.com/](http://www.svedasarchitects.com/)) to design the new Greensville Elementary School, Greensville Library and City of Hamilton Recreation space. The project kick-off was held on April 14. The planned opening of the facility is September 2018. Over the next few months we will be working with the Architect, Anthony Svedas to develop the design of the facility. We are working with the City of Hamilton Recreation Department to ensure the City and Library space is designed to ensure the approved funds will lead to community space that is truly a community hub. We will be reporting back to the Library over the next couple months to show the initial designs as they are taking shape.

### START THE CYCLE BIKE LOAN PILOT

In 2015 a summer children's bike loan pilot was conducted in two branches, BA and RH, in partnership with Start the Cycle. The intent was to reduce barriers for those kids who didn't have access to bikes and take advantage of the existing loan process at the library. Bikes and helmets, generously provided by Canadian Tire Jumpstart program, appeared in the library catalogue and were available for loan to kids 7-15. The program, particularly at the BA branch, provided unique opportunities for staff to engage with kids in the neighbourhood. In late 2015 conversations with both Public Health and City Recreation led to interest in shifting the program to Recreation where the program could be more integrated and supported. The library and Start the Cycle received grant funding in 2016 under the Healthy Kids Community Challenge for both infrastructure (additional racks) and to support development and promotion of the loan program. City Recreation is also a recipient of funds through the HKCC and resources will be pooled to ensure a smooth transition. The bike loan program is expected to restart in June 2016 at one or two recreation centres.

### POP-UP LIBRARY

The Pop-Up Library was the winning project proposal at HPL's 2015 Professional Development Day. HPL's first Pop-Up Library will be taking place on Friday, April 22 in Jackson Square. The goal of the project is to build a stronger presence in the community by showcasing the Library outside of our own facilities. This will be achieved by staff spending time interacting with customers and potential customers in the community, outside of the library buildings in indoor and outdoor venues. The project is rooted in HPL's Community-led commitment; the Project team is

choosing pilot locations in consultation with Library staff attending neighbourhood association meetings and community consultations. The Project Leads will attend a Board meeting later this spring to present an update.

### **UPDATE ON PUBLIC AND STAFF COMPUTING**

In March 2015, the Library Board approved phase one of HPL's two phase Virtualized Desktop Infrastructure project (VDI). In a VDI environment, the user's computer is a virtual machine that lives on a server in the datacenter and can be accessed from any end point. Phase 1 focused on the public computers and the VDI data center infrastructure. In 2015, all public terminals were replaced and access to Microsoft office was implemented system wide. There was a 6% increase in public computer use in Q4 as a result. Phase 2, the staff phase, is anticipated to greatly improve the mobility of staff, facilitate offsite Library card registration and collection check, enhance remote security and reduce document duplication. A full report on phase 2 will be presented at the May Board meeting.

### **OLA – DIGITAL ODYSSEY WORKSHOP**

The Ontario Library Association's technology division OLITA hosts a day long Digital Odyssey workshop annually. This year's workshop will be held at the Central Library. The theme for the workshop is *Privacy in Public* and Dr. Ann Cavoukian is scheduled as the keynote speaker. Dr. Cavoukian was formerly the Privacy Commissioner of Ontario and is currently the Executive Director of Ryerson University's Privacy and Big Data Institute. Dr. Cavoukian is responsible for the creation of Privacy by Design – unanimously adopted as an international framework for privacy and data protection in 2010 and adopted by the Library Board in 2013.

[Workshop program](#)

### **1 IN 4**

Estimates indicate that one in four people experience abuse – whether it's physical, sexual or emotional. "1 in 4" is an international program committed to helping people support themselves as they heal from abuse. Information Hamilton and Hamilton Public Library are partnering with the Hamilton chapter of 1 in 4 to implement a pilot program at Central Library for victims of abuse. Staff will be provided with a simple to follow information sheet so they can easily assist customers in distress. The intent is to promote Central Library as a "safe place" where victims of abuse can go to obtain referrals to appropriate services.

### **MINIMUM WAGE INCREASE IN ONTARIO**

On October 1, 2016 minimum wage will be moving to \$11.40 per hour (from \$11.25). This will impact predominately the Library Page position. The Board did approve a 1.9% increase for January 1, 2016 but the grid will need to be adjusted

again based on this change. A formal report will go to the Board in September requesting an adjustment to reflect the changes.

### **100 IN1 DAY AT HPL**

On June 4, Hamilton will be joining other cities including Toronto, Halifax, and Vancouver to participate in the fourth annual 100in1Day event.

<https://hamilton.100in1day.ca/> Starting in Bogota, Columbia, this one day event focuses on civic engagement and generating ideas for a better city. On the event day activities can range from street art, greening/beautification projects, or social events. HPL is supporting this initiative once again by offering a wide number of activities.

### **NEW HORIZON GRANT: SENIORS' OPEN MEDIA DESK**

HPL's application was successful and we will be receiving \$24,840 for a year. The focus of this grant is the creation of an Open Media Desk for seniors to share content - content by Seniors for Seniors. Content can vary ranging from a podcast to restaurant review or short stories. A meeting will be called shortly to initiate. This project strongly supports our Digital Media Labs (DML), and HPL programming and services.

### **CIRCUIT 4.0 MAKERSPACE**

On April 4, the Circuit 4.0 Makerspace opened to the public. The response to the space, technology offered and customer assistance has been very positive. One of the space's most avid and enthusiastic users posted an article on his blog about the Makerspace: <http://www.exploriment.blogspot.ca/2016/04/hpl-makerspace.html>. To date, customers have been using all of the available spaces and equipment, we've provided a number of tours and several elementary classes used the sound and video studio as part of the Library's Shakespeare project with Western University. The Makerspace is scheduled to be showcased on CHCH Morning Live on Wednesday, April 20.

### **IBBY SILENT BOOKS - WORDLESS PICTURE BOOK EXHIBIT**

HPL was privileged to host the IBBY Silent Books exhibit in the Hamilton from March 21 to April 14. The exhibit was displayed at the Central Library Children's Department, HWDSB Education Centre and Terryberry Branch. Mariella Bertelli, from IBBY Canada, offered two wonderful programs about the exhibit and the Lampedusa Children's Library, a number of classes visited the exhibit and many families enjoyed the collection. The exhibit also provided a wonderful opportunity to highlight HPL's [wordless picture book](#) collection. Youth Services will look for opportunities to work with IBBY Canada.

Paul Takala  
Chief Librarian



**Report on Phase 1 of the  
Review of the  
HPL *Draft Policy Manual*  
(*December 2015*)**

Ad Hoc Committee Report  
April 20, 2016

# Purpose & Goals of the Ad Hoc Committee ...

- **Phase 1: First Task:**
  - Review the **overall structure** of the *Draft Policy Manual* (December 2015)
    - Revise so that **information is easy to access** both for customers & staff => transparency
    - Establish a **logical sequence of policies**
      - e.g.: place all policies dealing with customers in the same section
    - Edit wording so that there is **no ambiguity or confusion** => compliance
    - Ensure that **Acts or policies referred to are readily accessible** (functioning hyperlinks or Appendix)

- **Phase 1: Second task:**
  - Review and revise as appropriate the two policies from the *Draft Policy Manual* already identified as priorities in the *Terms of Reference* for the Ad Hoc Committee:
    - **Board By-Laws**
    - **CEO Performance Appraisal Policy**

- **Phase 1: Third task:**
  - **Review the rest of the policies/ documents currently in the *Draft Policy Manual* and identify those that should be added/ revised/ updated/ deleted during Phase 2 of the Review and prioritize them.**
  - **High priority items:**
    - Policies on certain issues missing and should be added to Manual
    - Policies/ documents/ statements that would benefit from a re-structuring/ language clean-up/ “contextualizing” in order to the information clearer
  - **Medium priority items:**
    - Policies that have missing non- vital information
    - Policies where the information has to be clearly attributed to the original source
    - Policies that need to be updated or need minor structure changes / language clean-up

# Procedure ...

- Three meetings of Committee – March 7, March 23, April 4 2016
- March 7:
  - **discussion & revision of new Policy Manual structure**
    - Identify possible policies for revision (postponed till April 4 meeting)
  - **Established 2 Working Groups to review and revise the 2 priorities already identified:**
    - **CEO Performance Appraisal Group:** Mary Ann Leach, John Kirkpatrick, Lisa DuPelle, Paul Takala (additional separate meeting)
    - **Board By-Laws Group:** Doug Brown, George Geczy, Vikki Cecchetto, Paul Takala (additional separate meeting)

- **March 23**
  - **Presentation of Draft CEO Performance Appraisal Process by Working Group**
    - Review & revision of text presented by whole committee
    - Acceptance of “final” draft text to be presented to full Board on April 20
  - **Presentation of Draft Board By-Laws by Working Group**
    - Review & revision of text presented by whole committee
    - Acceptance of “final” draft text to be presented to full Board on April 20

- **April 4**
  - **Final revision of text of Draft CEO Performance Appraisal Process & Draft Board By-Laws for presentation to full Board on April 20**
  - **Identify possible existing policies in *Draft Policy Manual* (December 2015) that need revision**
  - **Identify missing policies (i.e.: Administrative policies) that should be included in the Manual since they are referred to in existing policies, especially those pertaining to customers**
  - **Recommend the next phase in the Manual review and recommend which policies should have priority**

# *Draft Policy Manual Structure ...*

- Goal was to make the **Manual easier to navigate**, primarily for the public:
  - Table of Contents page added
  - Policies/ Documents grouped together in Sections:
    - Governance
    - Core Values
    - Policies Regarding Customers
    - Library Management Policies
    - Policies Relating to Staff
    - Selected Administration Level Polices – primarily those that affect the public/ customers



# CEO Performance Appraisal Process ...

- CEO/Chief Librarian Performance Appraisal Process outlines the process for appraising the performance of the CEO/Chief Librarian
  - “This Policy has been developed to ensure that the process is fair, is transparent to Board members, protects confidentiality and is focused on improving the CEO’s performance and his adherence to HPL’s strategic priorities.” [Draft CEO Appraisal Process document]

- The document identifies:
  - Criteria of Evaluation [from document text]
    - To ensure alignment between the Library Board and the CEO
    - To ensure feedback systems are in place to support ongoing improvement
    - Board will monitor, against expected job outputs, the degree to which Board policies and strategic priorities are met
    - Identify the methods to be used for collecting monitoring data
  - Frequency of Appraisals
    - Annually, unless a consensus is reached with the Library Board and the CEO that a longer period is more appropriate
  - Schedule and Process
    - Provides a checklist for the steps in the appraisal process

# Board By-Laws ...

- “While recognizing that the Library Board has been successful on many fronts, the Board nonetheless understands that **a periodic review of its policies and practices is important for its mandate.**”
- The Committee **reviewed the Best Practices and recommendations pertaining to Library Board governance from a number of sources** but especially the OLBA materials on Library Board governance and the SOLS Trustee Kit 2014
  - The **revisions to the Board By-Laws** were undertaken so that the By-Laws are **“clear and support transparency and compliance.”**

[all quotes from document text]

- Three main types of revisions:
- **Editing:**
  - **Same wording in different sections if it refers to the same procedure**
    - e.g.: the description of the election of the Chair (Section 3.1, paragraph 1, lines 1-4) and in Elections (Section 5.0, paragraph 1&2)
  - **Disambiguating confusing wording**
    - e.g.: Section 3.5, paragraph 3 “Operational achievement and conduct of Library staff...”
- vs.
  - “The CEO is the Board’s only link to operational achievement and conduct, so that authority and accountability of staff, as far as the Board is concerned, is considered to be authority and accountability of the chief executive. “
- **Repositioning of sections to create a more “logical” sequencing of sections**
  - e.g.: the information originally in the section on “Inaugural Annual Meeting” was incorporated in Elections (Section 5.0)
  - e.g.: the “In Camera” & “Committees” sections moved after Minutes (Section 6.9)

- **New Information**
  - **Table of Contents** - added so that information can be found easily
  - **Section on Governance Vision (Section 1.0)** – clearly outlines the Library Board’s vision for governance
  - **The Treasurer (Section 3.4)** has been identified
  - The new section on **Electronic Voting (Section 6.1, paragraph 2)** has made the “Executive Committee” redundant
  - Complete information, and hyperlinks where possible, have been added for all Acts and/or policies referred to in the text
  - **Board Self-Assessment (Section 9.0)**

- **Substantial Revisions:**
  - **Elections (Sec. 5.0)** – clearly describes the procedure at the beginning of a board’s term and then annually
  - “Procedure” => **Agenda Procedure (Section 6.5)** – clearly describes the procedure for adding motions to the monthly agenda
  - **Nominating Committee (Section 6.12.1)** – a new composition and process is outlined
  - **Audit Committee (Section 6.12.2)** – rewording to reflect that in the *Terms of Reference* for the Committee
  - **Voting (Section 6.4, paragraph 1&2)** – clearer definition of who can vote and how abstentions are counted, which **also impacts how the Quorum (Section 6.3) is determined**

# *Draft Policy Manual Review – Phase 2 ...*

- Ad Hoc Committee has identified the policies that should be reviewed and revised (as necessary) and has prioritized them  
=> Hamilton Public Library- Policy Manual Review Phase 2 Table.
- Administration Level Policies (ALP) are being reviewed and collected into a separate Manual by Paul Takala and staff.
  - ALPs that should also appear/ hyperlinked in *Draft Policy Manual* are being identified

# Ad Hoc Committee ...

- **Members:**

- **Mary Ann Leach, John Kirkpatrick, Lisa DuPelle, Paul Takala, Doug Brown, George Geczy, Vikki Cecchetto (Chair)**

- **Thank you to all the Committee members and the staff (who worked behind the scenes and smoothed our task): your commitment and hard work allowed all of us to complete our work in the short time frame we had and to present to you, the Board, the revised policies you have here.**



# Recommendations ...

- That the Library Board accept the *Draft Policy Manual Structure* as proposed by the Ad Hoc Committee.
- That the Library Board accept the Draft CEO Performance Appraisal Process as proposed by the Ad Hoc Committee.
- That the Library Board accept the Draft Board By-Laws as proposed by the Ad Hoc Committee.

# Recommendations ...

- That the Library Board accept the *Draft Policy Manual Review – Phase 2 Table* as proposed by the Ad Hoc Committee.
- That the Library Board extend the Ad Hoc Committee's mandate to allow for the Phase 2 review and revision of the remaining policies, and to formulate policies identified as missing from the present Manual.

- **Questions ?...**



**Mission Statement**

Freedom to Discover

**Strategic Priorities**

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**HAMILTON PUBLIC LIBRARY BOARD**

Ad Hoc Policy Review Committee Meeting Minutes

Monday, April 4, 2016

Central Library, Admin Committee Room

4:30 p.m. Meeting

**MEMBERS:** Vikki Cecchetto (Chair), George Geczy, John Kirkpatrick

**STAFF:** Paul Takala, Karen Hartog

**REGRETS:** Mary Ann Leach, Douglas Brown, Lisa DuPelle

**1. Call to Order**

Ms Cecchetto called the meeting to order at 4:45 p.m.

**2. Confirm Agenda**

Add: under 5 – rules for in-camera sessions

**MOVED** by Mr. Geczy, seconded by Mr. Kirkpatrick,

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

**MOTION CARRIED.**

**3. Minutes of March 23, 2016 Meeting**

Item #3 – seconded by Mr. Geczy should read Mr. Brown,

Date incorrect should read March 23, 2016

**MOVED** by Mr. Kirkpatrick, seconded by Mr. Geczy,

**THAT THE MINUTES OF THE MARCH 23, 2016 MEETING BE APPROVED AS AMENDED.**

**MOTION CARRIED.**

**4. Report of the CEO Performance Appraisal Process Working Group**

Small edits were made including:

Under introduction, seconded sentence should read "...that **the** process..."

Last sentence should read "...the **CEO'S** performance and **adherence to HPL...**".

Under Criteria for Evaluation:

5<sup>th</sup> Bullet – remove "CEO" and change "any" to "a".

**5. Report of the Board By-Laws Working Group**

Committee members discussed rules for going in-camera and whether it should be included in the bylaws. It was suggested to include a link to the citation from the Public Libraries Act on in-camera sessions. It was also suggested that instead of including the information in the bylaws that the Library Board create a policy including reasons to go in-camera. After some discussion, it was decided to bring to the full board for additional discussion.

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

**THAT THE DOCUMENT ENTITLED "RULES FOR GOING IN-CAMERA" BE ADDED TO THE FINAL PRESENTATION TO THE FULL BOARD FOR CONSIDERATION OF INCLUDING THE INFORMATION IN THE LIBRARY BOARD BYLAWS OR AS A SEPARATE LIBRARY BOARD POLICY.**

**MOTION CARRIED.**

Bylaw #6.3 – add "Any member declaring a conflict of interest in a matter to be discussed during the meeting will not be counted in establishing the quorum for that matter".

Delete the third paragraph.

Bylaw #6.12.1 should read "The Nominating Committee will be...plus **three (3)...**"

**6. Discussion of the structure and compiling of the list of policies to be reviewed and prioritized**

Add category "Core Statements". Committee members reviewed the chart of priority policies requiring updating provided by Ms Cecchetto. A list of

policies will be prepared for the Library Board and the Committee that require extensive work.

Committee members will provide a list of policies that they deem needing priority updating.

An email will be sent to Mr. Brown, Mr. Geczy and Ms Leach including the list of policies for review by Ms Cecchetto. Committee members will be asked to identify any additional policies they feel need review.

The cycle of reviewing library board policies will also be reviewed and determined at the end of the process.

**7. Review of the PowerPoint presentation to the Board**

Draft documents of the bylaws and CEO Performance Appraisal Process will be presented to the Library Board and a list of board policies to be reviewed in future.

**8. Other Business**

There was no additional business.

**9. Adjournment**

Meeting adjourned at 6:30 p.m.

**10. Date of Next Meeting**

The next meeting dates has not yet been determined.

Minutes recorded by Karen Hartog.

**Mission Statement**  
Freedom to Discover

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

**HAMILTON PUBLIC LIBRARY BOARD**

Policy Review Committee Meeting  
Wednesday, March 23, 2016  
Central Library, Board Room  
4:30 p.m. Meeting

**MINUTES**

**PRESENT:** Vikki Cecchetto, George Geczy, Mary Ann Leach, Douglas Brown,  
John Kirkpatrick

**REGRETS :** Mary Ann Leach

**STAFF:** Paul Takala, Lisa DuPelle, Karen Hartog

**1. Call to Order**

Ms Cecchetto called the meeting to order at 4:45 p.m.

**2. Confirm Agenda**

Add: 6.1 Google Docs  
6.2 Policies and Procedures

**MOVED** by Mr. Kirkpatrick, seconded by Mr. Geczy,

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

**MOTION CARRIED.**

**3. Report of the CEO Performance Appraisal Process Working Group**

Mr. Kirkpatrick provided an overview of the discussions from the working group. Committee members discussed whether the goal setting meeting at the early stages should be in-camera or not. Committee members recommended that further investigation on the CEO's performance appraisal at other library systems.

Committee members agreed that the following two bullets be added to the end of the Criteria for Evaluation:

- All policies that instruct the CEO will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any methods, but will ordinarily depend on a routine schedule.
- The Board may exercise discretion in evaluating CEO performance based on length of service or circumstances beyond the CEO's control.

Question was raised regarding the definition of "reasonable" in the bullet "The standard for performance/compliance shall be any reasonable CEO interpretation of the Board policy or priority being monitored." Committee members agreed to change the wording to "The standard for performance/compliance shall be a reasonable interpretation of the Board policy or priority being monitored."

Final bullet should read "Discussion related to the performance of the CEO will **be** done with the Board Chair and Vice-Chair of the Board."

Under Criteria for Evaluation, the second bullet, last sentence should read "Data that do not do this will not be considered as monitoring data."

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

**THAT THE POLICY REVIEW COMMITTEE ACCEPT THE DRAFT CEO/CHIEF LIBRARIAN PERFORMANCE APPRAISAL DOCUMENT AS PRESENTED.**

**MOTION CARRIED.**

**1 opposed (George Geczy)**

**4. Report of the Board By-Laws Working Group:**

Ms Cecchetto outlined the changes/edits made to the Library Board bylaws.

Nominating Committee, number 3, should read "If any member of the Nominating Committee intends to stand for election for Chair or Vice-Chair, they shall inform the Nominating Committee and withdraw from it."

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

**THAT THE POLICY REVIEW COMMITTEE ACCEPT THE DRAFT HAMILTON PUBLIC LIBRARY BOARD BY-LAWS AS AMENDED.**

**MOTION CARRIED.**



5. Report from Paul re: voting on motions and value of absentions.

Committee members discussed.

6. **Other Business**

- 6.1 Administration Policies

Admin level policy – committee wants the Admin Level policies referenced in the Board policies ready for the April Board meeting. The entire list of the policies (Admin) can be given after the April Board meeting – date to be determined.

- 6.2 Google Docs

Google Docs- see attachment. Sub divided into folders. The docstocollectfeedback- it will be working draft folder.

7. **Other Business**

There was no additional business for discussion.

8. **Adjournment**

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

**THAT THE POLICY REVIEW COMMITTEE MEETING OF WEDNESDAY,  
MARCH 23, 2016 BE ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 7:20 p.m.

Minutes recorded by Karen Hartog.

## CEO/Chief Librarian Performance Appraisal

**Policy Level:** Library Board

**Keywords:** Performance Appraisal; Chief Librarian

**Author:** HR Director

**Date Approved:** 2015-03-13, Revised 2016-03-16 (draft)

### Introduction

One of the responsibilities of the Library Board is to employ a competent CEO/Chief Librarian (CEO). This Policy has been developed to ensure that the process is fair, is transparent to Board members, protects confidentiality and is focused on improving the CEO's performance and adherence to HPL strategic priorities.

### Principles

- The Library Board is responsible for the CEO Performance Appraisal (PA) process.
- The CEO Performance Appraisal will be conducted consistent with Library Board mission, values and strategic priorities.
- The Board will seek input from the Chief Librarian on the CEO performance and will communicate results of the process. Discussion related to the performance process of the Chief Librarian will be exclusively with the Board Chair and Vice-Chair of the Board.
- The PA Process will remain confidential and be discussed in-camera at the Library Board. Board members will maintain the confidentiality of the process. The Director of Human Resources assists with the process.
- Final versions of the Goals and Reports will be signed by the Board Chair, CEO and Director of Human Resources and added to the CEO's personnel file.
- The Library Board aspires to make decisions based on consensus. Where consensus is not achievable, a vote may be taken on specific goals or sections of the PA under question. In such cases a simple majority (number that is greater than half of a total) of Board members present will be required to approve.

### Criteria for Evaluation

- The purpose of evaluation is to ensure alignment between the Library Board and the CEO and to ensure feedback systems are in place to support ongoing improvement.
- The Library Board will monitor the degree to which Board policies and strategic priorities are met. Monitoring of the CEO's job performance will be solely against expected job outputs. Data that do not do this will not be considered to be monitoring data.
- The Board may acquire monitoring data by one or more of three methods:
  - Internal reports, in which the CEO discloses performance and compliance information to the Board

**Comment [11]:** This section is from the By-laws. The By-law committee has taken it out of the By-laws and wants it inserted into this policy instead.

- External reports, in which a disinterested, external third party selected by the Board, assesses compliance with Board policies.
- Direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria
- The standard for performance/compliance shall be any reasonable CEO interpretation of the Board policy or priority being monitored

### Frequency of Appraisals

The standard period for evaluation will be annually, unless a consensus is reached with the Library Board and the CEO that a longer period is more appropriate. In such a case the schedule will be adjusted accordingly.

### Schedule and Process

The schedule provides a checklist for the steps of the process

- **Establishing Goals: November** with discussion in Camera in **December**
  - CEO to draft goals for the coming year
  - Draft sent to Board for comment, comments sent to the Chair/CEO in writing. All comments will be viewed by the entire Board and if approved by the majority of the members it will be incorporated into the performance document for the given year.
  - Once finalized, goals will be approved by the Library Board in camera.
- **Mid-Year Progress Report: June**
  - CEO presents to the Board on a mid-year progress report that includes any needed adjustments to the goals for 2<sup>nd</sup> half of the year
  - Draft sent to Board for comment, comments sent to the Chair in writing. All comments will be viewed by the entire Board and if approved by the majority of the members it will be incorporated into the performance document for the given year.
  - Once finalized, goals will be approved by the Library Board in camera.
- **Final Report for the year: December**
  - CEO works with the Board to complete report for the year
  - Draft sent to Board for comment, comments sent to the Chair/CEO in writing. All comments will be viewed by the entire Board and if approved by the majority of the members it will be incorporated into the performance document for the given year.
  - Once finalized, goals will be approved by Library Board in camera.

#### Board discussions:

- During the process there may be questions or the need for a Board discussion at any point during the year. Board members wishing such discussion should request that through the Board Chair.
- The item will appear under Private and Confidential as "HR Matter"

- The CEO may remain for the 1<sup>st</sup> part of the In-Camera discussion to make a statement or answer questions; however, the main Board discussion will happen with the CEO not present. The Director of Human Resources will remain in attendance to take notes and advise on process.
- Discussion related to the performance of the CEO will done with the Board Chair and Vice-Chair of the Board.

# Hamilton Public Library Board By-Laws

## HAMILTON PUBLIC LIBRARY BOARD BY-LAW FOR THE REGULATION OF THE BUSINESS OF THE BOARD (November 2007; Revised XXXXXXXX)

The Hamilton Public Library Board is duly constituted as a corporation and governed by the provisions of the Public Libraries Act, Statutes of Ontario, 1990, Chapter P. 44 and is established by the provisions of City of Hamilton By-Law 04-019.

The Hamilton Public Library Board, hereinafter called “the Board”, enacts the following by-laws for regulation of the business of the Board.

### ***Table of Contents***

- Section 1 - ***Governance Vision of the Hamilton Public Library Board***
- Section 2 - ***Corporation***
- Section 3 - ***Officers***
- Section 4 - ***Board Members Code of Conduct***
- Section 5 - ***Elections***
- Section 6 - ***Meetings and Notice of Meetings; Special meetings; Attendance; Quorum; Voting; Agenda Procedure; Meeting Procedural Rules; Order of Business; Delegations; In Camera Sessions; Committees; Standing Committees –Nominating Committee, Audit Committee***
- Section 7 - ***Payment of Board Expenses***
- Section 8 - ***Amendment of the By-Laws***
- Section 9 - ***Board Self-Assessment***
- Section 10 - ***Effective Date***
- Appendix 1 - ***Audit Committee Terms of Reference***

## **1.0 Governance Vision of the Hamilton Public Library Board**

The Hamilton Public Library Board oversees the purpose, plans and policies of the Hamilton Public Library. It is the responsibility of the Library Board to ensure that the funding it receives provides the best possible library service to Hamilton residents. In addition, it is committed to providing effective governance for the Hamilton Public Library to ensure services and programs offered by HPL remain relevant to the changing needs of the communities we serve. The Library Board has four main functions:

- 1) To establish the mission and strategic directions.
- 2) To hire and evaluate the Chief Executive Officer/Chief Librarian.
- 3) To ensure resources are in place to achieve the mission.
- 4) To monitor and audit results of programs and resources.

## **2.0 Corporation**

In accordance with the Corporations Act, the Board shall have a corporate seal, which shall be under the control and responsibility of the Chief Executive Officer. This seal shall be affixed under the direction of the Board to all deeds, contracts, or documents requiring the seal, which seal shall be attested to by the signatures of the Chair and the Secretary, or by such other member and/or other officer as the Board shall direct.

The Head Office of the Board shall be at 55 York Boulevard, Hamilton, Ontario L8N 4E4.

## **3.0 Officers**

The Board shall have the following officers:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Chief Executive Officer

## **3.1 Chair**

In the first year of a new Board's term the Chair shall be elected at the inaugural meeting of the Board and serve until January, when there will be the election of the Chair for that year. In each subsequent year of a Board's term, the election of the Chair shall take place in January. The Chair shall hold office for one year and may be re-elected for a maximum of one additional consecutive year (See **Elections Section 5.0**).

The primary role of the Chair of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with all relevant legislation and with the rules of procedure adopted by the Board.

The Chair's responsibilities include:

- 1) Presiding at regular and special meetings of the Board in the manner and extent prescribed by the Board.
- 2) Committing the Board to no course of action unless specifically authorized by the Board to do so.
- 3) Serving as an ex officio member of all Board committees.
- 4) Only the Chair may represent and speak for the Board in an official capacity to outside parties in announcing Board-stated positions and in stating Chair decisions.
- 5) Acting as one of the authorized signing officers of all documents pertaining to Board business.
- 6) Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board.
- 7) Notifying the Vice-Chair, if for any reason, the Chair is unable to perform these functions.

### ***3.2 Vice-Chair***

The Vice-Chair shall be elected at the first meeting of the Board in each year, shall hold office for one year and may be re-elected for a maximum of one additional consecutive year.

The Vice-Chair, in the absence or illness of the Chair, shall act in the place and stead of the Chair and while so acting has all the powers of the Chair.

### ***3.3 Secretary***

The Secretary of the Board shall be the Chief Executive Officer.

### ***3.4 Treasurer***

The Treasurer of the Board shall be the Chief Executive Officer.

### **3.5 Chief Executive Officer**

The Board shall appoint the Chief Executive Officer, who shall be its Chief Librarian, and who shall hold office until the Board rescinds the appointment or a new appointment is made. The Chief Executive Officer shall be responsible, under the supervision of the Board, for the general conduct and management of the Hamilton Public Library.

Only decisions of the Board are binding on the CEO.

- 1) Decisions or instructions of individual Board members, officers or committees are not binding on the CEO except in rare circumstances when the Board has specifically authorized or delegated such exercise of authority.
- 2) In the case of Board members or committees requesting information or assistance without Board authorization, the CEO can refuse such requests.

Operational achievement and conduct of library staff are the responsibility of the CEO, to whom the Board has delegated authority over and accountability for staff performance.

- 1) The Board will never give instructions to persons who report directly or indirectly to the CEO.
- 2) The Board will refrain from evaluating, either formally or informally, any staff other than the CEO.

### **4.0 Board Members Code of Conduct**

Board Members must avoid any conflict of interest with respect to their fiduciary responsibility by adhering to the regulations of the Municipal Conflict of Interest Act (R.S.O. 1990, Chapter M.50 [\[HYPERLINK TO ACT TO BE ADDED TO FINAL VERSION\]](#)).

There will be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.

Board Members will not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.

Members will annually disclose their involvements with other organizations, with vendors, or any other associations that might produce a conflict.



Members will respect the confidentiality appropriate to issues of a sensitive nature and understand that it is the Chair's role to represent and speak on behalf of the Board.

#### **4.1 Vacancies**

In the event of a vacancy occurring on the Board, the Secretary, upon instructions from the Board in session, shall advise Council and request that a new member be appointed to fill the vacancy under the conditions contained in the Public Libraries Act.

In the event of a vacancy occurring during the year in the office of Chair or Vice-Chair, the Board at its first regular meeting thereafter shall elect a new Chair or Vice-Chair to serve for the remainder of the elected time in that office.

#### **4.2 Resignation**

Members of the Board who must resign before the end of their term of appointment on the Board shall inform both the Clerk of the City of Hamilton and the Secretary of the Board in writing, specifying the effective date of their resignation.

#### **5.0 Elections**

In the first year of its term, the Board shall hold its inaugural meeting at a place and time to be determined by the Chief Executive Officer, provided that such meeting shall be held within 30 days of the appointment of a majority of its members.

In the subsequent years of its term, the Board shall hold its nomination meeting at the place and time of its regular January meeting and the regular meeting shall take place immediately following.

The Secretary of the Board shall take the chair and shall call for the Nominating Committee Report with the full slate of nominations for the Chair, Vice-Chair and members of the standing committees. The Chief Executive Officer shall introduce the nominee for each position individually and then ask if there are any nominations from the floor for the same position.

Any member of the Board has the right to make nominations from the floor. This can either be a self-nomination for any position - Chair, Vice-Chair or member of a standing committee – or the nomination of someone else.

- 1) Nominations shall be made with no seconder required.
- 2) Nominations shall be closed by a motion made and seconded.
- 3) Voting shall be by secret ballot.
- 4) The nominee receiving a clear majority of the votes cast shall be declared elected by the Chief Executive Officer.

- 5) Should no member receive a clear majority, balloting shall proceed with the nominee's name receiving the smallest number of votes being dropped.

## ***6.0 Meetings and Notice of Meetings***

A regular meeting of the Board shall be held on the third Wednesday of the month (except July and August) at 6:00 p.m. in the Board Room at the Central Library, 55 York Boulevard, Hamilton or at such other day or time or such other place as may be agreed upon by the Board.

Written notice of all regular meetings together with the proposed agenda and the minutes of the immediately preceding regular meeting and of any special meetings shall be communicated to each member of the Board at least three days in advance of such meetings.

Board meetings are open to the public except for in-camera sessions and individual committee meetings.

## ***6.1 Special Meetings***

The Chair may, or upon the written request of any two members of the Board, call a Special Meeting by giving, through the Secretary or designate, at least two days written notice to each member, specifying the purpose for which the meeting is called.

The purpose of a Special Meeting shall be specific. No business shall be transacted or considered at such a meeting other than that specified in the notice.

Electronic Voting: In cases where a prompt decision is required and scheduling a meeting may not be practical, such as during July and August, the Chair may opt to seek a vote electronically, such as by email or by other electronic communication means. In such cases, motions will be carried by a simple majority of the entire Board. Items decided by electronic voting will be reported as part of the next scheduled Board meeting.

## ***6.2 Attendance***

Board members are expected to attend all scheduled monthly meetings of the Board. Any member who must be absent from a meeting must advise the Secretary in advance. In any event, absence from three consecutive scheduled meetings (according to the Public Libraries Act, section 13 (c)) will result in the member's

disqualification from the Board unless the member is 'excused for cause' by a motion of the Board.

The Secretary shall record the names of members in attendance in each meeting of the Board and of its committees.

### **6.3 Quorum**

A quorum, which shall be a majority of the Board, must be present for the transaction of business at a meeting. If a quorum is not present within fifteen minutes after the hour for which any Board meeting has been called, the Secretary shall record the names of such members present and the Board shall stand adjourned. Any member declaring a conflict of interest in a matter to be discussed during the meeting will not be counted in establishing the quorum for that matter.

Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit.

However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the Board or, when time is of the essence, written approval of such decisions may be obtained from a majority of the members of the Board.

### **6.4 Voting**

All members of the Board (including the Chair) - unless they have declared a conflict of interest on a matter and are therefore ineligible to vote on that matter - shall vote on all questions. Any motion on which there is an equality of votes shall be deemed to be lost. Abstentions are counted as a negative or no vote.

Motions shall be carried by a simple majority (more than one half the total members present eligible to vote), except as otherwise provided for in this By-Law.

Notice of motion given at the previous meeting and two-thirds majority vote is required for:

1. A motion to reconsider a lost motion.
2. A motion to amend the by-laws.

### **6.5 Agenda Procedure**

The Secretary will work with the Board Chair to determine the Agenda. The standard process for getting items added to the agenda is for Board members to communicate

with the Chair and Secretary at least ten (10) days prior to a meeting, with more advanced notice being preferred.

The Secretary and Board Chair will then develop draft motions, presentations and reports as needed. Other than routine business or those arising out of reports from committees, the Chair may rule items out of order unless the mover gives at least ten (10) days' notice.

Board members, in extraordinary circumstances where they deem the standard process unsatisfactory, may submit a formal notice of motion to the Board Chair and Secretary who will ensure their motion is attached to the Board package unedited. Notice of such a motion will be sent to the Board Chair and Secretary at least ten (10) days' notice before the meeting.

## **6.6 Meeting Procedural Rules**

The rules and practice set out in *Robert's Rules of Order* shall govern wherever applicable in all cases not specifically provided for in these by-laws.

## **6.7 Order of Business**

The order of business at regular meetings of the Board shall be as follows, subject to the discretion of the Chair:

1. Discussion
2. Acceptance of the Agenda
3. Minutes
4. Declarations of Conflict of Interest
5. Presentations
6. Consent Items
7. Business Arising from the Minutes
8. Correspondence
9. Reports
10. New Business
11. Private and Confidential
12. Date of Next Meeting
13. Adjournment

## **6.8 Delegations**

Members of the public may make verbal presentations to the Board as a delegation with the permission of the Chair or upon written notification to the Secretary, received seven (7) days in advance of the meeting.

## **6.9 Minutes**

The Secretary or designate shall keep Minutes of every meeting of the Board.

The Minutes shall be confirmed by motion at the next following Board meeting.

## **6.10 In Camera Sessions**

An in camera session of the Board shall be held when it is expedient to consider all or part of an agenda in camera because “intimate financial or personal matters” may be disclosed in debate and the desirability of protecting against the consequences of such disclosure outweighs the desirability of holding the meeting in public.

The decision must be confirmed by the Board or Board Committee in the form of a motion “THAT item(s) #\_\_\_ be considered during an in camera session”. Such a motion shall be non-debatable and, if it is carried, the Chair shall designate a time for the session to be held. An in camera session shall be ended by a motion that the regular session be resumed.

Any actions determined during an in camera session must be authorized by Board motion passed during regular open session and recorded in public minutes. However, the Board’s Secretary may designate the minutes of in camera sessions as confidential if Section 28(2) of the Public Libraries Act applies.

## **6.11 Committees**

The Board has two standing Committees: the Nominating Committee and the Audit Committee, but may also appoint Ad Hoc Committees

- 1) Ad Hoc Committees may be appointed by the Board to deal with special issues assigned by the Board. Such committees report to the Board and shall be dissolved immediately upon making their final report to the Board.
- 2) A committee may have any number of members. The Board shall name a chair for each Ad Hoc committee.

A quorum for all committees shall be the majority of members. Committees meet when required at the call of the committee chair.

The Chair of the Board shall be a member of all Committees of the Board ex officio.

The Secretary of the Board (or designate) shall attend all committee meetings and shall be the Secretary of all committees.

## **6.12 Standing Committees**

**6.12.1 The Nominating Committee** will be composed of four (4) members, - the Secretary of the Board plus three (3) elected Board members. It shall be established annually by the Board at its November meeting to present the slate of officers for the ensuing year at the January Meeting.

In a municipal election year, the outgoing Chair of the Board shall appoint the Nominating Committee from among the members of the new Board immediately following the appointment of the new Board by City Council.

In each year, the Nominating Committee shall meet before and report to the January Meeting following its appointment.

Duties of the Nominating Committee:

- 1) To select from the nominations received for each position or standing committees, the most appropriate candidate. In their selection across the whole slate, the Committee will endeavour to balance candidates with expertise and new board members with a view to succession planning over the term of the Board.
- 2) To recruit candidates for those positions where no nominations have been received.
- 3) If any member of the Nominating Committee intends to stand for election as Chair or Vice Chair, they shall inform the Nominating Committee and withdraw from it.
- 4) To ensure that their report indicating the full slate of candidates is ready to be included with the January Board meeting package.
- 5) To ensure the right of any member to either self-nominate or nominate someone else for any of the positions from the floor during elections in January is clearly outlined in their report.

**6.12.2 The Audit Committee** oversees the financial reporting process, monitors the choice of accounting policies and procedures and monitors internal control procedures

to ensure the effective development and maintenance of adequate financial controls and reporting.

The Committee is independent of the auditing function and ensures appropriate actions are taken with audit findings. The Committee has no direct responsibility for the operations and functions of audit areas. It does however make recommendations to the Board regarding both factors.

The Audit Committee will be composed of four members of the Hamilton Public Library Board one of whom shall be the Chair of the Hamilton Public Library Board. Preference will be given to Library Board members who are financially literate with relevant background in financial matters (i.e. prior experience as a business person, recognized accounting designation, work in the accounting profession, or in the financial accounting department of a current or past organization). Committee members will have no current business relationship or financial interests with the Library or its management.

Members will be appointed at the first meeting in each year of the Board's term and will serve until the end of the year. The members of the Audit Committee will appoint one of the members as Chair who will chair the meeting of the Audit Committee and perform such other duties as required to ensure the proper functioning of the Committee. (See Audit Committee Terms of Reference, Appendix 1, for further information about the duties and responsibilities of this committee).

### ***7.0 Payment of Board Expenses***

Citizen appointees shall be paid no salary, fees or honorarium for their services. However, any member of the Board may be reimbursed for their actual, out of pocket expenses and travel costs, incurred as a result of their acting either within or outside the municipality in their capacity as members of the Board. Such payments must be allowed for in the budget that is approved by the Board and Council and the expenses must have been incurred with the prior approval of the Board.

### ***8.0 Amendment of the By-Laws***

Amendments to these by-laws may only be made at a regular meeting provided that Notice of Motion in writing shall have been given at the previous meeting. Such amendments shall require a two-thirds majority vote of the Board.

### ***9.0 Board Self-Assessment***

A Board self-assessment demonstrates that it believe in the values of accountability, learning and development and establishes its credibility not only with the funding

agencies, but also with the public being served. In order to monitor how well it is fulfilling its responsibilities, there will be periodic self-assessments carried out by the Board according to the procedures/ processes and timing agreed upon by the Board.

### ***10.0 Effective Date***

These By-Laws shall come into effect on XXXXXXXXXXXX and all former By- Laws and Rules of Procedure of predecessor Boards are hereby repealed.



# APPENDIX 1

## AUDIT COMMITTEE

### *Terms of Reference*

#### **PURPOSE**

The Committee is to oversee the financial reporting process, to monitor the choice of accounting policies and procedures and to monitor internal control procedures to ensure the effective development and maintenance of adequate financial controls and reporting. The Committee is to be independent of the auditing function and ensure appropriate actions are taken with audit findings. The Committee has no direct responsibility for the operations and functions of audit areas. It does however make recommendations to the Board regarding both factors.

#### ***Appointment of External Auditors***

Under the authority of the Municipal Act, the City of Hamilton shall appoint the external auditor for the Hamilton Public Library.

#### ***Membership***

The Audit Committee will be composed of four members of the Hamilton Public Library Board one of whom shall be the Chair of the Hamilton Public Library Board. A quorum shall be two members.

Preference will be given to Library Board members who are financially literate with relevant background in financial matters (i.e. prior experience as a business person, recognized accounting designation, work in the accounting profession, or in the financial accounting department of a current or past organization). Committee members will have no current business relationship or financial interests with the Library or its management.

Members will be appointed at the first meeting in each year of the Board's term and will serve until the end of the year. The members of the Audit Committee will appoint one of the members as Chair who will chair the meeting of the Audit Committee and perform such other duties as required to ensure the proper functioning of the Committee.

#### ***Meetings***

The Committee will meet at least twice in each year – to meet the external auditors to review the scope of the audit and, after the audit has been done, to review the results.

Additional meetings may be held at the Call of the Chair of the Audit Committee, request by a Committee member or by the external auditors. Notice of each meeting confirming the venue, time and date of the meeting together with an agenda of items to be discussed shall be forwarded to each member of the Committee prior to the date of the meeting in a timely manner.

The external auditors, Chief Librarian and the Director, Finance and Facilities will be invited to attend meetings and at least once a year, the Committee will meet with the external auditors without Library staff present. The Audit Committee may invite such other persons to its meetings as it deems necessary.

### ***Duties***

The duties of the Committee will be:

1. To meet with the external auditors before the audit commences and to discuss and approve the nature and scope of the audit
2. To discuss with external auditors issues such as compliance with accounting standards and proposals by external auditors
3. To monitor the integrity of the financial statements of the Library and to review, and challenge where necessary, the actions and judgements of management in relation to financial statements before submission to the Board, focusing particularly on:
  - I. Significant accounting policies and practices and any changes in them;
  - II. Major judgemental areas
  - III. The extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed;
  - IV. The clarity of disclosures
  - V. Significant adjustments resulting from the audit
4. To meet with the external auditors post-audit at the reporting stage to discuss the audit, including problems and reservations arising from the audit, and any matters the auditor may wish to discuss;
5. To review the management representation letter, the external auditors' management letter and management's response.
6. To monitor and review the internal audit programme (if any) and its effectiveness;
7. To monitor and review the Library's systems for internal financial control, financial reporting and risk management;

8. To consider any major audit recommendations and to consider the major findings of internal investigations and management's response.

### ***Reporting***

The Chair of the Committee shall report to the Board on all meetings of the Committee.

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its responsibility where action or improvement is needed.

The Committee members shall conduct an annual review of their work and these *Terms of Reference* and make recommendations to the Board.

**Hamilton Public Library Board – Draft Policy Manual Structure**  
**Revisions: March – April 2016**

**Table of Contents**

**Governance**

- 1.0 Hamilton Public Library Board By-Laws for the Regulation of the Business of the Board
  - Appendix 1: Ontario Public Libraries Act (R.S.O.1990), Chapter 44 [hyperlink added to Act]
  - Appendix 2: City of Hamilton By-Law NO. 04-019 [hyperlink added to Act]
- 1.1 Chief librarian/ CEO Performance Appraisal Process
- 1.2 Advocacy and Political Participation policy (should a new policy be added to Governance section?  
– to parallel what is in staff policy)

**Core Values**

- 2.0 Library Mission Statement
- 2.1 Values
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**Policies regarding Customers**

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- 3.3 Access to Information and Communication Technology (ICT)
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- 3.7 Intellectual Freedom Policy
- 3.8 Rights of Children and Teens in the Public Library Policy
- 3.9 Safety of Children in the Library Policy

- 3.10 Security Camera Policy
- 3.11 Social media Policy
- 3.12 Fines and Fees Schedule
- 3.13 Library Service Hours
- 3.14 Policy on Library Closures (should it be added?)

### **Library Management policies**

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- 4.1 Collections Policy
- 4.2 Displays and Exhibits Policy
- 4.3 **Error! Bookmark not defined.**Program Policy (should Cancellation Policy be added?)
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- 5.0 Code of Conduct and Conflict of Interest Policy
- 5.1 Hiring Policy
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- 5.3 Annual Policy Sign-off

### **Selected Administration Level Policies – *only those that affect the public***

**Hamilton Public Library – Policy Manual Review Phase 2  
Revisions: April - June 2016(?)**

**Other policies to be reviewed and priority:**

Review & revision/ High priority	Structure, updating, attribution of sources & missing info/ Medium priority	Minor editing – language, some attribution of sources / Low priority
<p><b>Core Values Policy 2.3:</b> <i>Access by Design and Privacy by Design</i> – should be reviewed for setting its context</p> <p><b>Policies Regarding Customers</b> <b>Policy 3.5: Accessibility for Customers with a Disability</b> – should be revised and re-structured/ parts of it pertain to staff</p>	<p><b>Policies regarding Customers:</b>  <b>Policy 3.1 Customer Registration Policy</b>  <b>Policy 3.3 Access to information and Communication Technology</b>  <b>Policy 3.4 Technology and Internet Use Policy</b>  <b>Policy 3.12 Fines and Fees Schedule</b>  <b>Policy 3.13 Library Service Hours</b></p> <p><b>Library Management Policies:</b>  <b>Policy 4.3 Program Policy</b> – add Cancellation Policy (?)</p>	<p>The remaining policies should be reviewed and edited/ revised as necessary.</p>
<p><b>Policies that Should Be Added:</b></p> <p><b>Advocacy &amp; Political Participation</b></p> <ul style="list-style-type: none"> <li>- to be added to Manual</li> <li>- should be divided into 2 policies: one concerning staff; one concerning Board members</li> </ul> <p><b>Policy on Library Closures</b> (only Inclement Weather now, but not accessible to public)</p>		

**Date:** April 15, 2016  
**To:** Chair and Members of the Board  
**c.c.** Paul Takala, Chief Librarian  
**From:** John Black, CPA, CMA, (Acting) Director, Finance and Facilities  
**Subject:** **First Quarter 2016 Net Expenditures Report**

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### **RECOMMENDATION**

That the First Quarter 2016 Hamilton Public Library Net Expenditures Report for the three (3) months ending March 31, 2016 be received for information.

### **SUMMARY**

*The comparative Net Expenditures for the three (3) months ended March 31, 2016 was \$282,991 favourable.*

The total spending less any revenues generated for the first three (3) months of 2016 is lower than the first quarter of 2015 (gross expenditures of \$6,453,884 less gross revenues of \$128,502).

An explanation of the type of revenues and expenditures contained with each line of the Budget Variance Report is provided below along with an explanation of the significant variances.

### **GRANTS AND SUBSIDIES**

*\$102,936 Unfavourable*

This was due to the timing of the payment of the government grants. All of the grant monies received in the first three months of 2016 was for the 2015 year end. As such, these amounts were set up as accounts receivable and recognized as revenues in the 2015 year end.

### **FEES AND GENERAL**

*\$4,008 Unfavourable*

In the first three (3) months of 2016 the Library has collected 3.1% (\$4,008) less than the same period last year. A small decline has been expected in Library fines as more people utilize the electronic readers available.

### **RESERVES/CAPITAL RECOVERIES**

*\$174,396 Unfavourable*

The City of Hamilton is charging more recoveries on a monthly basis rather than recording these at the year end.

**EMPLOYEE RELATED COSTS**

*\$359,036 Favourable*

This line includes all the employee related costs such as salaries, wages and government and employer benefits including medical, dental, OMERS, WSIB and Vested Sick Leave payouts. The variance is due to gapping.

**FINANCIAL**

*\$20,922 Favourable*

The favourable variance is a result of a reduction in processing fees and legal fees.

**MATERIALS AND SUPPLIES**

*\$ 228,957 Favourable*

A majority of the savings is a result of the reduction in library materials purchased and invoiced in the first three months.

**VEHICLE EXPENSES**

*\$1,444 Unfavourable*

The increase in spending is for the Central Fleet Vehicle Charges. These charges are for the repairs and maintenance of the Library's vehicles. As these vehicles age the costs to maintain them can be expected to increase.

**BUILDINGS AND GROUNDS**

*\$63,832 Favourable*

The mild winter appears to have had a favourable impact on the heat and hydro being consumed by the branches.

**CONSULTING**

*\$855 Favourable*

There have been no consulting charges so far this year. Charges in prior year were nominal.

**CONTRACTUAL**

*\$107,826 Unfavourable*

This line includes expenditures for items such as computers, servers, rental of photocopiers, advertising, service contracts, aquarium maintenance, collection agency fees, Access Copyright fees and inter-branch courier service. The unfavourable variance is a result paying for long term contracts in one lump sum. These amounts will be set up as prepaid expenses at the year end.



**RESERVES/RECOVERIES***\$174,396 Unfavourable*

This line includes planned transfers from operating to Library reserve funds, as well as direct charges from the City. It is unfavourable because in the prior year these recoveries were recorded at the end of the year.

**First Quarter (January 1 to March 31)**

	<u>2016</u>	<u>2015</u>	<u>Difference</u>	<u>% Change</u>
<b>Revenues:</b>				
Grants & Subsidies	-	(102,936)	102,936	N/A
Fees & General	(128,502)	(132,510)	4,008	-3.1%
	<u>(128,502)</u>	<u>(235,446)</u>	<u>106,944</u>	<u>-83.2%</u>
<b>Expenditures:</b>				
Employee Related				
Costs	4,415,188	4,774,224	(359,036)	-8.1%
Financial	64,752	85,674	(20,922)	-32.3%
Materials & Supplies	952,110	1,181,066	(228,957)	-24.0%
Vehicle Expenses	10,607	9,164	1,444	13.6%
Buildings & Grounds	280,317	344,149	(63,832)	-22.8%
Consulting	-	855	(855)	N/A
Contractual	683,209	575,383	107,826	15.8%
Reserves & Recoveries	176,203	1,807	174,396	99.0%
	<u>6,582,387</u>	<u>6,972,322</u>	<u>(389,935)</u>	<u>-5.9%</u>
<b>Net Expenditures</b>	<b><u>6,453,884</u></b>	<b><u>6,736,876</u></b>	<b><u>(282,991)</u></b>	<b><u>-4.4%</u></b>

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**Date:** April 15, 2016  
**To:** Chair and Members of the Board  
**c.c.** Paul Takala, Chief Librarian  
**From:** Melanie Southern, Director Public Service, Partnerships & Communications  
**Subject:** **Quarter 1 Metrics Report**

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## RECOMMENDATION

That the Library Board receive the Quarter 1 Metrics Report for its information.

## BACKGROUND

Ensuring that HPL is relevant and responsive is one of the Library's current strategic priorities. A key element in advancing this strategic priority is to gather, analyze and interpret our quantitative data. As the attached spreadsheet illustrates, the 1st Quarter statistical report provides the Library Board with the comparable 2015 and 2014 data where possible. These indicators help to demonstrate the nature of customer usage of the Library's collections, programs and services.

## REPORT

For the first quarter of 2016, there are a few areas to note. Circulated Items (Digital) dropped this quarter. With the prevalence of streaming, staff have separated digital items e.g. eBooks, eAudiobooks, magazines, etc. from streaming digital content e.g. Freegal streaming, Mango languages, Lynda.com, etc. It is noted that streaming appears to be gaining momentum. Freegal downloads, for example, are down 10% but Freegal streaming is up 30%. Digital formats, however, do not yet offset the physical circulation decline.

As identified in the 2015 Metrics Report given to the Board in February, the number of visits (user sessions) made to the Hamilton Public Library Catalogue ([www.hpl.bibliocommons.com](http://www.hpl.bibliocommons.com)) has had a significant spike. It has been challenging to identify the source of this significant increase although staff members are confident the Library's LibHub project is playing a role. They are looking at other metrics that will more accurately reflect online catalogue usage.

Wireless use continues to trend up significantly. In 2015, there were a number of wireless projects that improved both customer experience and our ability to more accurately report usage. The wireless access controllers and software were upgraded, providing greatly improved access to wireless usage data. The Library also worked with City IT to separate the Library's wireless network from the City's which allows easier tracking of library specific traffic, particularly at joint facilities.

Social Media continues its upward trend as momentum grows, and staff members develop strategies to leverage these tools further.

The Library Board will continue to be provided with quarterly updates of key performance indicators. It is a means to monitor trends in the use of Library facilities, collections, programs and services and plan for future strategic opportunities and developments. These performance indicators will continue to evolve as library service evolves.

# Hamilton Public Library

55 York Boulevard  
Hamilton, Ontario

Population Served: 545,850 Active Library Cardholders: 155,802 Active Cardholders Per Population Served: 28.5%



Performance Statistic	Q1, 2016	Q1, 2015	Q1, 2014	% Change 2015 2016	% Change 2014 2016	Annual, 2015	Annual, 2014
New Registered Cardholders	6,098	5,799	4,561	5.16%	33.70%	22,366	19,995
Circulated Items (Physical)	1,362,279	1,423,731	1,471,557	-4.32%	-7.43%	5,480,705	5,825,464
Circulated Items (Digital)	232,611	268,784	236,611	-13.46%	-1.69%	992,897	944,239
Circulated Items (Digital Streaming)	121,257	97,355	N/A	24.55%	-	410,205	N/A
Circulated Items (Total)	1,716,147	1,789,870	1,708,168	-4.12%	0.47%	6,883,807	6,769,703
In Person Visits	926,066	887,019	928,063	4.40%	-0.22%	3,728,654	3,712,253
Website Visits	619,986	779,955	851,960	-20.51%	-27.23%	2,675,487	3,111,001
Catalogue Visits	2,232,725	613,128	538,110	264.15%	314.92%	7,346,407	2,108,376
Number of Programs	2,680	2,412	2,040	11.11%	31.37%	8,867	8,312
Program Attendance	43,795	40,340	29,959	8.56%	46.18%	174,290	161,347
Computer Sessions	211,083	192,399	202,496	9.71%	4.24%	795,397	788,333
Wireless Network Uses	292,746	168,807	135,613	73.42%	115.87%	814,440	542,450
Social Media Fans	11,440	7,562	5,662	51.28%	102.05%	9,014	7,205

**Date:** April 15, 2016  
**To:** Chair and Members of the Board  
**c.c.** Paul Takala, Chief Librarian  
**From:** Melanie Southern, Director Public Service, Partnership & Communications  
**Subject:** **Donations, Sponsorship & Fundraising Policy**

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**RECOMMENDATION:**

That the Hamilton Public Library Board approves the Donations, Sponsorship and Fundraising Policy.

**BACKGROUND:**

HPL welcomes and encourages donations, gifts and sponsorship from individuals, group, foundations and corporations as a means to enhancing HPL's services. While HPL has had Fundraising and Donations since 1993, the policy needed to be updated and revised for better clarification.

The attached Donations, Sponsorship & Fundraising Policy provides a clearer vision on how people and organizations can support HPL in these areas. It defines and outlines the different respective roles and activities. The policy acknowledges our recognition program that is designed to thank our donors while encouraging others to donate. The policy guides staff stewardship in supporting these important relationships, as well as better support staff and HPL for the future.



## **Donations, Sponsorship & Fundraising Policy**

**Policy Level:** Library Board

**Date Approved:** Replacing Donations and Fundraising and Donations Policy – First Approved June 1993; April 2001, July 15, 2010, Revision date: March 31, 2016 (Draft – April 2016)

### **Purpose**

The Hamilton Public Library (HPL) welcomes and encourages donations, gifts and sponsorship from individuals, groups, foundations and corporations for the purpose of enhancing the services of the library system. The Library provides service to the community in accordance with the Library's mission, values and strategic goals. The Hamilton Public Library gratefully accepts donations and sponsorship and fundraising opportunities based on this policy.

### **Guidelines**

The Hamilton Public Library Board endorses the Canadian Library Associations Position Statement on Corporate Sponsorship Agreements in Libraries (approved by CLA See - Appendix A). All donations, gifts, sponsorship and fundraising programs will be consistent with the Hamilton Public Library's mission statement. The Library reserves the right to decline any donation, gift or sponsorship opportunity that is deemed to be inappropriate or unsuitable to the advancement of the mission, values, and strategic objectives of the Library.

### **Regulation**

The Hamilton Public Library is a registered charity and follows all relevant rules and regulations of the Canada Revenue Agency (CRA).

### **Definitions**

**Business Office of HPL** - This office is responsible for financial services for the Library and facilitates tax receipts and donations.

### **Hamilton Community Foundation**

The Library Board is committed to working with the Hamilton Community Foundation (HCF). HPL has a long standing partnership with HCF with managing its endowment funds. Endowments are gratefully accepted and directed to the HCF on behalf of the Library. This foundation manages HPL's endowments which provide the Library Board with the investment income annually. The Library Board approves the expenditures of these funds consistent with the specifications of the funds.

([www.hamiltoncommunityfoundation.ca/](http://www.hamiltoncommunityfoundation.ca/))

## CanadaHelps.org

CanadaHelps is a non-profit organization. It facilitates online donations for not-for-profits, including libraries. A small percentage of the donation is retained to support this organization ([www.canadahelps.org/en/](http://www.canadahelps.org/en/))

## Donations

A donation is a gift, or contribution of cash, or goods given voluntarily to the Library as a philanthropic act without expectation or requirement of reciprocal benefit.

The Library reserves the right to use the donation in the best interest of the Library, and shall make decisions regarding the investment, disposition and/or eventual disposal of all donations. All donations constitute a complete transfer from the previous owner to the Library. Unless a mutual agreement between the Library and the donor is achieved, if the owner is unwilling to transfer full ownership and rights then the gift will be declined with thanks.

The Hamilton Public Library has no obligation to inform the donor of the disposition of the donated materials, to retain intact, or to reserve special library shelving for, unsolicited gifts of private collections. Gifts of money will be accepted on the understanding that these monies will be used in accordance with the criteria established in this policy. As a rule donated materials will not be accepted as payment for lost or damaged library materials or late fees.

While the Hamilton Public Library appreciates the generosity of those who wish to donate, the Hamilton Public Library's Collections Policy states that the Library does not accept donations of materials for its collections. The Hamilton Public Library encourages persons with such materials to consider donating them to other community agencies.

Donations to the Local History and Archives department must align with the selection criteria identified in the Library's [Collections Policy](#) and any relevant [Local History & Archives Policies](#).

Note: This policy does not supersede prior agreements. Any restrictions in existence as of April 20, 2016 may remain as restrictions to disposal and the Library Board will be governed by its prior commitments. This includes memorial gifts of art which may not normally be disposed of unless the donor or donor's representative has given approval.

## Types of Gifts

HPL welcomes and accepts different types of gifts as defined by the Canada Revenue Agency. Where applicable, the Library may require the donor to have his/her property appraised by a certified appraiser at a shared expense with the Library before a decision as to whether or not a donation will be accepted.

## Gifts of Cash

Gifts of cash are accepted and are used to enhance the services of the Library system. Donations can be made

- Smaller gifts can be made online through [CanadaHelps.org](http://CanadaHelps.org)
- Larger gifts can be made directly to the Hamilton Community Foundation or

through HPL's business office

## Gifts in Kind

Gifts in kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property.

A contribution of service, that is, of time, skills or efforts, is not property and, therefore, does not qualify as a gift or gift in kind for purposes of issuing official donation receipts. ([www.cra-arc.gc.ca/chrts-gvng/chrts/glssry-eng.html](http://www.cra-arc.gc.ca/chrts-gvng/chrts/glssry-eng.html))

### Art

The Library accepts artwork of historic/documentary value related to the history of the City of Hamilton as appropriate and as described in its Collection Policy.

- The Library does not act as a repository of the works of local artists or of portraits of local persons.
- The Library does not actively collect, seek or accept unsolicited donations or purchase art for decorative, artistic or commemorative purposes unless it is a Commission of Art for a new building specifically commissioned by the Library Board.
- The Library Board reserves the right to refuse to accept any artwork considered by it to be inappropriate and/or unsuitable for a library environment.

### Valuable Papers/Collections

The Library accepts gifts of papers/collections of historic/documentary value related to the history of the City of Hamilton as determined by its Collections Policy.

### Non-cash Gifts

Gifts of securities are welcomed and are directed to the Library's trust funds managed by the Hamilton Community Foundation.

### Property

Gifts of property, real estate and tangible property are administered through the Library's Business Offices.

### Deferred Gifts including Bequests/Life Insurance

A deferred gift is arranged now but is not available for use by the Library until some future time, usually after the death of the donor. With a deferred gift, a portion or all of a donor's assets may be designated by bequest to benefit the Library. Such gifts may be made by will or beneficiary designation. Persons interested in making deferred gifts are directed to the Library's Legacy Fund managed by the Hamilton Community Foundation.

## Sponsorship

A sponsorship is a mutually beneficial exchange between Hamilton Public Library and an outside organization, in which an external party makes a contribution of cash or in-kind goods or services to the Library in return for recognition, acknowledgements



other considerations. Sponsors receive a benefit of reciprocal value in return for their support and contribution.

Sponsors are required to have sponsorship agreement and need to align with our policies and practices and do not imply endorsement of products by the Library. Sponsors may not influence the goals and objectives of Library programs. Sponsorship agreements does not suggest endorsement of products or services by Hamilton Public Library.

The Library reserves the right to immediately terminate an existing sponsorship if the sponsor uses Hamilton Public Library's name outside the parameters of the agreement, without prior consent, or if the sponsor develops a public image inappropriate to the Library's service and philosophy. Should there be a change in ownership or name or both of a sponsor during the term of the agreement; Hamilton Public Library reserves the right to immediately cancel the agreement if the new organization fails to meet any of the principles or conditions outlined in this policy or in the contractual agreement.

All sponsorship agreements must include the dates of the agreement, must clearly indicate what the sponsor is contributing and the value of that contribution (best market value estimate) and the forms of recognition the Library will provide to the sponsor in return. The agreement must be signed by the Chief Librarian as the authorized representative of the Library Board and by authorized representatives from the external organization. The parameters of any exclusivity agreement shall clearly define the nature, extent and duration of the exclusivity.

The Library will ensure that the confidentiality of its records is maintained and will not sell or provide access to customer records in accordance with applicable Library policies and legislation.

Any naming opportunity included in a Sponsorship Agreement will conform to the [Naming Opportunities Policy](#) and will be assessed in accordance with that policy. Sponsors' corporate names and/or logos may not have prominence over the Hamilton Public Library name and/or logo. The Library reserves the right to determine the placement of such names and logos.

Sponsorship agreements valued at \$50,000 or less may be approved by the Chief Librarian and will be reported to the Board. Sponsorships agreements valued at \$50,000 or more shall be presented to the Library Board for approval.

## **Fundraising**

Staff will develop and implement appropriate fundraising strategies to achieve fundraising targets, while maintaining awareness and respect for fundraising endeavours undertaken by others within the City of Hamilton.

The Library may approve special fundraising ventures which it deems suitable in fulfilling its mission, values, goals and objectives, and which will not compromise the Library's public image. All funds raised will be used for the stated purposes and established priorities of the fundraising program as determined by the Library in the fundraising strategy.

## **Friends of the Library and other Support Groups**

Friends of the Library or other groups wishing to financially support and/or advocate on behalf of the Hamilton Public Library will have their terms of reference and governance By-Laws approved by the Hamilton Public Library Board. Annual reports will be made to the Library Board summarizing their activities.

## **Recognition**

The Hamilton Public Library Board will maintain a donor recognition program in support of its Donations, Sponsorship & Fundraising Policy. The purpose of the donor recognition program is to thank donors, to encourage others to give, and to steward a healthy long-term relationships between the Library and its donors. Every effort is made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. Recognition of donors will conform to established guidelines.

The Hamilton Room at Central has been designated HPL's Donor Recognition Room. A digital Donor Recognition wall will be used to highlight past gifts. HPL will also use the Library website and digital monitors around the system to thank donors.

Recognition programs will honour individuals, corporations, service clubs, community organizations and philanthropic foundations that make monetary and/or gifts-in-kind donations, and government agencies that provide direct cash grants to the Hamilton Public Library for the purpose of enhancing library services.

Donor recognition programs for special fundraising initiatives, such as a capital campaigns, will be developed as a part of the campaigns.

The formal recognition of government grants or corporate partners in library programs and/or services is normally dictated by the terms of the grant or agreement and may include the inclusion of government or partners' logos in print or electronic publications relating to the grant or agreement.

Use of funds raised for fundraising operating expenses will be the Revenue Canada Taxation guidelines and every effort will be made to maximize dollars raised in relationship to dollars spent.

All records pertaining to established and potential donors will be held confidentially and in accordance with relevant legislation and Library policies.

## **Charitable Receipts**

Charitable receipts are issued for cash donations, appraised donations of art and valuable papers, as well as in-kind donations. Charitable receipts cannot be issued for more than the fair market value as determined by an independent appraiser.

Deadlines may be applied to ensure that donations are received in time to be receipted in the current tax year. Receipts cannot be backdated.

## **Support Your Library Webpage**

The Library website will provide information about how to Support HPL. [www.hpl.ca/](http://www.hpl.ca/) (donation information to added and updated once approved by the Library Board)

## **Appendix A: Canadian Library Association - Corporate Sponsorship Agreement in Libraries<sup>i</sup>**

Approved by Executive Council ~ June 21, 1997

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Libraries enrich lives, provide information needed for work and daily living, and foster informed communities which are essential to a democratic society. In recognition of this important function, communities support libraries through public funding. The library's first priority is to ensure the continuation and growth of this primary relationship -- public funding for the public good.

CLA encourages and supports advocacy to maintain and develop public funding as the principal source of support for public, school, academic and government libraries. Publicly funded libraries can and do explore other sources of funding, such as grants, gifts, donations, partnerships and sponsorships, to ensure that they provide the best possible services to their communities. Corporate sponsorships are one source of additional support that allows libraries to enhance the level, extend the range, or improve the quality of library service. To ensure that partnerships enhance the library's image and add value to library services, libraries need to develop policies and sponsorship agreements that outline the conditions and the benefits of the sponsorship arrangement.

CLA believes that the following principles are important in developing sponsorship policies and agreements. Libraries have a responsibility to:

1. demonstrate that sponsors further the library's mission, goals, objectives and priorities, but do not drive the library's agenda or priorities.
2. safeguard equity of access to library services and not allow sponsorship agreements to give unfair advantage to, or cause discrimination against, sectors of the community.
3. protect the principle of intellectual freedom and not permit sponsors to influence the selection of collections, or staff advice and recommendations about library materials, nor require endorsement of products or services.
4. ensure the confidentiality of user records by not selling or providing access to library records.
5. be sensitive to the local political and social climate and select partners who will enhance the library's image in the community

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<sup>i</sup> <http://cla.ca/wp-content/uploads/Corporate-Sponsorship-Agreement-in-Libraries-June-1997.pdf>

**Date:** April 15, 2016  
**To:** Chair and Members of the Board  
**c.c.** Paul Takala, Chief Librarian  
**From:** Melanie Southern, Director Public Service, Partnership & Communications  
**Subject: Partnership Policy**

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**RECOMMENDATION:**

That the Hamilton Public Library Board approves the Partnership Policy.

**BACKGROUND:**

HPL has a long history of developing successful partnerships. Last month, the board received an annual partnership report generated from a partnership list maintained by staff. This report was created to provide an ongoing mechanism for staff to report on existing partnership activities.

The attached Partnership Policy defines and outlines the principles for establishing partnerships at Hamilton Public Library, and articulates the roles and responsibilities for staff who are developing these opportunities. The policy is designed to support staff and better position the library for the future.



## Partnership Policy

**Policy Level:** Library Board

**Authors:** Director, Public Service, Partnerships and Communications

**Date:** April 2016 (Draft)

### Introduction

The Hamilton Public Library has a long history of developing partnerships to:

- Extend and enhance our services in a sustainable way
- Support City of Hamilton and other broad based community initiatives that advance Hamilton's economic, social or cultural richness
- Enhance coordination and reduce overlap in efforts between agencies serving Hamilton

### Definition

A Partnership is defined as a mutually beneficial collaboration between the Library and an external organization(s). Partner contributions provide and/or promote activities, services, events and programs to the public in ways that are mutually beneficial.

### Principals Governing Partnerships

The following principals will govern how HPL approaches partnerships and related activities. Not all principals will apply in every case; however, these principles will be used inform decision making. We will partner where, the organization or project:

- Aligns with our organizational values
- Shares common goals or objectives with HPL
- Is committed to ongoing evaluation of progress and continuous improvement
- Is committed to collaborative, long-term strategies not just short-term solutions
- Is committed to creating numerous opportunities to engage all segments of the community
- Is committed to and acknowledging partner's contributions through appropriate forms of recognition
- Provides opportunities for all partners to meet their shared social responsibilities

Small or local partnerships may be informal in nature; however, as partnerships grow formal memos of understanding (MOUs) or agreements will be developed.

Generally, partnerships should start modest and only grow after demonstrated success and alignment. Partners should be committed to identify clearly defined roles and responsibilities for all involved

Partnerships should be reviewed and affirmed based on an established cycle.

### **Roles and Responsibilities**

All Library departments have a responsibility for identifying new partnerships and nurturing existing ones that advance HPL's mission. All staff engaged in partnerships are responsible for supporting effective communication and coordination of partnership activities. Within those shared responsibilities, the following specialized roles exist:

- Branch/Departmental Managers are responsible for advancing local partnerships and ensuring local efforts align and support broader library partnerships
- The Manager of Partnerships and Communication plays a leadership role in developing and sharing best practices around developing and managing partnerships
- The Manager of Youth Services supports key partnerships with the School Boards and other partners advancing youth and teen learning experiences
- The Manager of Program Development support partnerships enhancing adult and senior learning opportunities
- The Library Administration Team is responsible for supporting partnership activities system-wide and playing a leadership role developing new strategic partnerships
- The Chief Librarian/CEO supported by the Administration Team is responsible for ensuring the Library Board is informed of and supports major partnership activities and initiatives. The CEO and Administration Team will work to seek out and advance potential partnership consistent with this policy, however; when long term or major commitments involving staff time, library space or financial obligations are involved, Library Board approval will be required before finalizing agreements

**Date:** April 20, 2016  
**To:** Chair and Members of the Board  
**c.c.** Paul Takala, Chief Librarian  
**From:** Karen Anderson, Director of Public Service  
**Subject:** **Valley Park Library Project**

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#### **RECOMMENDATION:**

That the Hamilton Public Library Board receives this report for information and feedback.

#### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

There are no recommendations associated with this report. In the coming months staff will be working with the Board on moving the project forward.

#### **BACKGROUND:**

The Hamilton Public Library has been working with the City of Hamilton on building a new and expanded library branch on the current site of the Valley Park Community Centre. The project is high priority as it is recognized that the current Valley Park Branch does not meet the needs of the rapidly growing Stoney Creek Mountain community. In 2015 the City of Hamilton hired Invizij Architects Inc to complete a feasibility study of the project and accompanying enhancements needed to the recreation centre. The draft report was completed in February 2016 and the will be reviewed over the next couple of months. The report includes conceptual design drawings and renderings as well as provides order of magnitude cost estimates. The proposed 8000sf library space would be an addition to the existing multi-use facility and would provide an opportunity for Recreation to renovate former library space for recreation use. Highlights of the design were recently presented to the Heritage Green Community Trust Board who has expressed interest in investing in this project to both enhance the project scope and to ensure the facility meets the needs of the growing community.

The City is reviewing this project for inclusion in their submission for federal infrastructure funding and has noted that having projects shovel ready may increase the probability of being selected. The City has also indicated that "green" projects such as a LEED building would be a welcome addition to their list. The feasibility study does identify several environmentally friendly elements including storm water management and rain gardens, gardens and walkways to link the addition to the existing centre, and a potential micro solar pv power generator.

As the feasibility study was still underway, the project was not funded in the 2016 budget process but will be submitted for the 2017 process. In order to position the

project well in terms of both potential federal infrastructure funding and to provide the Heritage Green Community Trust with a more concrete range of investment options, it will be important to establish next steps including whether to expedite detailed design of the new building and whether there is interest in the LEED option.

## **VALLEY PARK COMMUNITY CENTRE & NEW BRANCH LIBRARY FEASIBILITY REPORT**

February, 2016 – Invizij Architects Inc.

### **1. SCOPE AND DELIVERABLES**

Invizij Architects Inc. (Invizij) was retained by City of Hamilton in June 2015, to carry out a feasibility study for the existing Valley Park Community Centre Site with the following topics:

- Development of a new 8,000 ft<sup>2</sup> new branch library for Hamilton Public Library (HPL) with space and facilities program similar to the existing Westdale Branch but avoiding the noise and space flexibility issues there.
- Options for the new branch library include a separate stand-alone building in functional proximity to the existing multi-use facility or an addition to the existing multi-use facility.
- To assist with a possible legacy donation from the Heritage Green Community Trust, the study should identify and recommend possible additional sustainable design features for the library.
- After occupancy of the new branch library, the City wishes to renovate the existing library space into multi-purpose spaces for the use of the recreation centre, and explore the feasibility of adding more multi-use community spaces.
- The study should include replacement of the existing swimming pool water treatment system which is original to the building (1993).

As part of the Feasibility Study Process, the Invizij Team has undertaken the following activities:

- Stakeholder Consultations
- Two stakeholder meetings were held during the course of the study, one to review the library site options and one to review conceptual design of the new library.
- Obtaining Boundary and Topographic Survey for the study area
- A topographic survey of the study area was completed by A. T. McLaren Limited based on requirements prepared by Invizij.
- Feasibility Study of Library Site Options
- Three (3) site options were developed by the Invizij Team and the constraints and opportunities of each site option were studied.
- Consultations with City Planning Department and Hamilton Conservation Authority regarding each Site Options.
- Preparing Conceptual Design of the new library/multi-purpose rooms addition and renovations to the existing recreation centre.
- Preparing Civil, Mechanical and Electrical Engineering Reports.
- Preparing Order of Magnitude Cost Report.
- Submitting Application for Site Plan Formal Consultation.



## **2. ZONING & SITE PLAN CONTROL**

The existing Valley Park Recreation Centre is located at 970 Paramount Drive, at the corner of Paramount Drive and Marston Street in the former municipality of Stoney Creek, now part of City of Hamilton.

The recreational complex consists of an indoor swimming pool, a single-pad arena, multipurpose spaces, a gymnasium, and a branch library.

### **JURISDICTIONS**

The recreation centre complex and parking lots occupy the north/east corner of a large parcel publicly owned land with Felk Creek running east-west through the middle of it (Figure-1).

Site Plan Approval will be required for the proposed new library. Application for Formal Consultation was submitted by Invizij on February 12, 2016. The resultant Formal Consultation Document will provide detailed requirements for the Site Plan Approval.

Based on consultation with Hamilton Conservation Authority, should the proposed library development falls within 50m from channel centre line of Felk Creek, a HCA Permit will be required.

### **PERMITTED USE**

The Valley Park Recreation Centre site and its surrounding parkland are zoned as P3- City Wide Park Zone (Figure-1). Even though a public library is not explicitly listed in Zoning By-law Section 7.3.1 Permitted Uses (Figure-2), it is considered public/recreational use and is permitted, let alone the fact that there is an existing branch library on site.

### **BUILDING SETBACKS**

7.5 metres building setback is required from property lines abutting Paramount Drive and Marston Street.

Setback requirements from Felk Creek are somewhat ambiguous. Darren Kenny of the HCA advised the following in his Oct 6, 2015 email:

For watercourses in valleys with less than a 3m slope height, we apply the meander belt analysis for erosion hazard. In this case, Provincial hazard guidelines state that in the absence of a site-specific assessment, the meander belt would be 20x the 5m wide channel which equals 100 m. The 100m is centered over the stream centerline which would give a setback of 50m either side of the channel centerline.

If the valley slope height is 3m or greater, the confined system erosion hazard is used. In this case, any development would have to be located at least 6m from the long-term stable slope line.

As the slope height for this channel is approximately 3m on the west side and slightly under that on the east side, either approach could technically be used.

Invizij did not pursue further clarifications and policy reference regarding the above since Site Option 1 was chosen by the Library and setback requirements from Felk Creek were no longer relevant.

### **MAXIMUM BUILDING HEIGHT**

The 11 metres maximum building height is considered adequate for a single-storey library.

## PARKING

Based on current Survey prepared by A. T. McLaren Limited, the recreation centre complex has total of 445 parking spaces including 4 barrier-free spaces near the swimming pool entrance. Libraries and community centres are considered Public Uses under Zoning By-law 05-200, and there is no minimum parking requirement. Therefore, additional parking spaces are not required for the proposed new library development.



### 3. SITE OPTIONS FOR THE NEW LIBRARY

Three Site Options were developed by the design team. Consultations with Planning and HCA regarding these options were carried out. Refer to Appendix-F.

At the October 23, 2015 Stakeholder Meeting, Invizij presented the three (3) Site Options for the 8,000 ft<sup>2</sup> new library, images of design inspirations along with comments from HCA and City Planning and Urban Design.

- Option 1 – new library located at north/west corner of the existing recreation centre as an addition to the existing building and yet can be operated as a separate entity. This option provides the maximum street exposure for the new library and doesn't require HCA Permit.
- Option 2 – new library located at south/east of the existing arena as a separate building. The structure will straddle both banks of Felk Creek like a bridge, creating a pedestrian path linking the recreation centre site and the residential neighbourhoods south of the creek. This is an architecturally exciting option, however with huge hurdles to overcome in terms approvals and engineering challenges.
- Option 3 - East of main parking lot on land currently used as a baseball diamond. Invizij was advised that this area is regularly used for outdoor festivals and may cause heavy usage of the library washroom facilities during summer festival season. Lacking the street prominence of Option 1 and the design excitement of Option 2, Option 2 was eliminated at the Stakeholder Meeting.

After careful consideration, the Library advised Invizij to proceed with Conceptual Design based on Site Option 1.

#### **4. CONCEPTUAL DESIGN OF THE NEW VALLEY PARK LIBRARY**

A conceptual design was developed by Invizij and it includes the following design features and characteristics:

- An 8,000 sf library with a curved glass corner addressing the intersection of Paramount Drive and Marston Street.
- A driveway off Paramount Drive with a lay-by for pick-up and drop-off.
- A covered walkway (loggia) linking the lay-by to the new library entrance. The loggia also frames the courtyard in front of the new entrance, making it a suitable space for contemplation.
- From the main entrance to the new library, one can also access the existing Recreation Centre and the 1,500 ft<sup>2</sup> new Community Multi-purpose Room.
- An outdoor playground/courtyard facing Marston Street was framed by the new library building, the new multi-purpose rooms and the north façade of the existing pool.
- Green features include creating 'rain gardens' to enhance storm water quality before re-charges the aquifer, and a possible roof-mounted 10-15 kw solar photovoltaic supplementary electrical power system.
- Two (2) 1500 ft<sup>2</sup> Multi-purpose Rooms with flexibility for after-hour uses are included in the proposed Addition.
- Renovations to the existing recreation centre include the re-design, and opening up of the 'centre block' allowing a single staff control desk to serve both recreation centre and the swimming pool.
- The current library space within the recreation centre is to be renovated into multi-purpose spaces and storage spaces to replenish storage lost elsewhere.

#### **5. ENGINEERING REPORTS**

##### **CIVIL**

Civil Engineering Report, prepared by S. Llewellyn & Associates Limited, indicates that water and sanitary services are readily available off Paramount Drive and Marston Street.

Storm water quantity and quality can be managed to meet or improve pre-development levels through various engineering measures including rain gardens and infiltration galleries.

##### **MECHANICAL**

Mechanical and Electrical Engineering Report, prepared by exp Services Inc., recommends the use of traditional rooftop HVAC units to provide fresh air, heating and cooling for the new and renovated spaces. The roof top HVAC units are most likely to be located on the roof over the proposed new multi-purpose rooms.

Energy saving alternatives, such as reclaiming heat from the existing ice plant and ground source heating pumps were explored and deemed not feasible.

The exp report also discussed the replacement of the existing pool filtration system. Standard sand filter system is recommended to replace the existing Diatomaceous Earth Feeder filtration system. Probable cost for the recommended conversion is \$274,000. This amount is

considered operational cost of the community centre and is not included in the Hanscomb Cost Estimate for the proposed development.

## ELECTRICAL

The exp report advises that the existing electrical service for the community centre has sufficient capacity to accommodate the proposed development.

The exp report also advises that a 'Micro' Solar PV Power Generation Facility of 10 to 15 kW is possible for the available roof space of the proposed new library including the 'higher' roof as shown in the preliminary design concept. The probable cost for such a facility is \$52,000, as estimated by Hanscomb Limited.

## 6. ORDER OF MAGNITUDE COST ESTIMATE

An Order of Magnitude Cost Estimate was prepared by Hanscomb Limited.

The estimated total construction cost for the project is \$5.9 million\* and can be broken down as follows:

\*This includes the costs of renovations to the Communnality Centre

New Construction	12,400 ft2 (1,151 m2)	\$4.2 million
Renovations	10,700 ft2(996 m2)	\$1.46 million
Site Work		\$0.24 million
<b>Total</b>		<b>\$5.9 million</b>

The following breakout items are included \$5.9 million construction estimate, and are identified as possibilities for alternative funding sources and donations:

1	Entrance Garden with Covered Walkway	\$ 175,000
2	Proposed Driveway with Lay-by	\$ 75,000
3	Community Multi-Purpose Rooms (2 at	\$ 1,000,000
4	West Courtyard including play structure and shade structure	\$ 80,000
5	'Rain Gardens' (west)	\$12,000

The cost for the roof-mounted 'Micro' Solar PV Power Generation Facility is estimated at \$52,000, and is not included in the \$5.9 million Construction Estimate.

## 7. CONSTRUCTION SEQUENCE

Construction of the proposed addition can take place with minimal disruption to the daily operation of the existing recreation centre and branch library. Swimming pool users will be asked to enter via the main recreation centre entrance. Existing Valley Park Branch Library can function in its current location until completion of the addition.

Renovations to the existing recreation centre will take place after the addition is completed and occupied. With careful planning, it is possible to maintain operation of the existing Pool while interior of the recreation centre is being renovated.

**Date:** April 15, 2016  
**To:** Chair and Members of the Board  
**c.c.** Paul Takala, Chief Librarian  
**From:** Karen Anderson, Director of Public Service  
**Subject:** **Friends of the Library Dissolution and Withdrawal of Policy**

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**RECOMMENDATION:**

That the Hamilton Public Library Board acknowledge the dissolution of the Friends of the Hamilton Public Library organization and approve the withdrawal of the Friends of the Hamilton Public Library Policy once the group is inactive.

**BACKGROUND:**

The Friends of the Hamilton Public Library was formed in 1994 as a group of concerned citizens who were passionate about the role of libraries in the community. Over many years the Friends advocated for a strong and unified library and made significant contributions to support library programs and staff. Most recently the Friends generously funded a professional development opportunity for two new librarians.

In 2016, after much deliberation, and having surpassed their original purpose, the Friends reached the decision to disband their organization. The Library is grateful for many years of support and will look for a public opportunity to recognize the longstanding contributions made by the Friends to the success of the Hamilton Public Library.

# Policy: Friends of the Hamilton Public Library - Policy

Location of Policy: **Public Services and Communications > Volunteers**

**Policy Level:** Library Board

**Author:** Manager, Communications & Community Development

**Date Approved:** First Approved: January 13, 1997;  
Revision Date: April 2001; March 2003 Last Revised:  
August 5, 2010

## **Purpose**

There shall be established a benevolent, voluntary, and charitable Association called "The Friends of the Hamilton Public Library." The Friends shall be carried on without purpose of gain for its members. Any profits or other accretions to the Friends shall be used only to promote its aim.

## **Policy Statement**

Currently there are two Friends groups: Friends of the Hamilton Public Library and Friends (Constitution below) and Friends of the Dundas Public Library. Discussions will be taking place as to how these two groups will cooperate.

## **Who Friends are**

The aim of the Friends shall be to enhance and support the extension and improvement of the services and resources of the Hamilton Public Library and to assist in raising community awareness of the public library.

## **Methods of Action**

The Friends shall seek to achieve its aim by raising funds, obtaining materials needed by the Library and by making available to the Library the personal or professional services of the Association's members or others.

The Friends may undertake all manner of lawful activities to raise funds or to obtain materials in support of the Hamilton Public Library.

Friends can also undertake recreational or educational activities offering the membership opportunities to broaden their knowledge of Canada or the world in or outside the context of library activities.

## **Membership**

All individuals and organizations interested in the purpose of this organization shall be eligible for membership upon payment of dues.

Each member shall be entitled to one vote.

Any person who has performed distinguished community service may, on the recommendation of the Board of Directors, be elected by the organization as an Honorary Member without dues.

## **Governance of Association**

The Board of Directors shall consist of nine (9) elected members, four (4) of whom shall be elected to serve as officers of the Board. These officers shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. The Chief Executive Officer of Hamilton Public Library, or designate, shall be an ex-officio member of the Board of Directors.

The Nominating Committee shall prepare a slate for the positions to be filled on the Board of Directors. The nominations shall be submitted in writing and posted in the library two weeks prior to the Annual General Meeting. Additional nominations may be made from the floor with the consent of the nominees.

The Directors shall be elected by ballot at the annual meeting. However, if there shall be but one candidate for any office, it shall be in order to move that the election be by voice vote.

Directors shall assume their official duties at the close of the annual meeting and shall serve for a term of two years. A person shall not be eligible to serve more than two consecutive terms in the same office.

The Board of Directors shall fill vacancies in elective positions for the unexpired term.

From time to time the Friends will be invited to make a presentation to the Hamilton Public Library Board outlining its programs and projects. The Friends will provide the Library Chief Executive Officer with minutes of its Annual meetings and its Board of Directors meetings for presentation to the Library Board.

Until a Board of Directors can be established, a Steering Committee of nine (9) persons shall be appointed by the Hamilton Public Library Board and will hold office and act in lieu of the Board of Directors until the Board of Directors has been elected at the first Annual General Meeting. Thereafter, the Friends shall be elected.

## **Trust Fund**

The Friends may establish a Trust Fund.

Funds and materials held in trust may accrue from gifts inter vivos, from bequests, organized tours, visits or from any public activity that might

be to the credit or to the eventual benefit of the Library.

The Friends of the Library Administrative Committee shall manage and invest the Trust Fund in accordance with the norms established by the Trustees Act of Ontario.

**Financial Responsibilities**

An auditor, appointed by the Board of Directors, shall audit the books at the end of the fiscal year.

No member of this organization shall be held personally liable financially in connection with any of its undertakings.

The organization's liabilities shall be limited to its common funds and assets.

Neither the Board of Directors nor the officers shall have any authority to borrow money or incur any indebtedness or liability other than current expenses, in the name of or on behalf of the organization.

No contract shall be entered into and no obligation shall be incurred beyond the amount on hand or in the bank after deducting therefrom, or providing for, the total of all unpaid accounts and unpaid obligations and liabilities.

Signing authority on behalf of the Friends shall be composed of two (2) of the following three positions: the Chairperson of the Friends, the Treasurer of the Friends or the Vice-Chairperson of the Friends.

**Use of Funds**

The Friends' net revenues, trust funds or the proceeds or interest thereon may be disbursed by the Board of Directors to the Hamilton Public Library. This transfer is on condition that these materials or funds are acceptable to the Hamilton Public Library and, secondly, that they are considered by the library and the City of Hamilton to be in addition to and in no way in diminution of the regular budgeted funds provided by the City of Hamilton and the Province of Ontario or from other sources.

**Amendment of the Constitution**

Amendments to the Constitution, duly moved and seconded by the Friends of the Library members in good standing, must be submitted to the Executive of the Friends of the Library at least 45 days prior to the Annual General Meeting.

Upon compliance with Section 8.1, the amendment to the Constitution must be ratified by a 2/3 majority of those voting members present at the Annual General Meeting.

**Winding Up of the Friends**

Should the Friends decide to dissolve itself, the net proceeds and net capital of the Trust Fund and any other monies or materials shall be handed over to the Hamilton Public Library within one year.

Approved by the Hamilton Public Library Board, February 2, 1994.

Approved by the Friends of the Hamilton Public Library, Annual General Meeting  
March 29, 1995; revised at the Second Annual General Meeting, March 20, 1996.