

**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, May 18, 2016  
Central Library, Board Room  
5:30 p.m. Dinner  
6:00 p.m. Meeting

**MINUTES**

**PRESENT:** Jennifer Gautrey, Mary Ann Leach, Clare Wagner,  
Councillor Pearson, Douglas Brown, Vikki Cecchetto,  
John Kirkpatrick, Suzan Fawcett, Councillor Partridge,  
Lori-Anne Spence-Smith

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

**REGRETS:** George Geczy

**GUESTS:** John Black, Kathleen Shannon, Dijia Qin, Stephen Abram

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

**1. Discussion Period**

- 1.1 Board members welcomed Sherry Fahim, Director Digital Technology & Creation.
- 1.2 Ms Leach provided an update on the Carlisle Branch. There is an opportunity for the Library to partner with the arena which is slated for an upgrade. City is conducting a feasibility study to incorporate a library within the arena.
- 1.3 The fourth floor opening is schedule for June 9<sup>th</sup> from 4:00 to 6:00 p.m. An invitation will be forthcoming to the Library Board members.

**2. Acceptance of the Agenda**

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

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

**MOTION CARRIED**

**3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, April 20, 2016**

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

**THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, APRIL 20, 2016 BE ACCEPTED AS PRESENTED.**

**MOTION CARRIED.**

**4. Presentations**

4.1 FOPL – Stephen Abram

Mr. Abram reviewed the role that FOPL is playing for Ontario libraries.

4.2 Pop-up Library Presentation – DQ/KS

Ms Qin and Ms Shannon presented an overview of the pop-up library being conducted. The first location for the pop-up library was in Jackson Square. Other locations to be visited include Big B Comics, Winona Farmer's Market and Art Gallery of Hamilton.

**5. Consent Items**

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

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

**MOTION CARRIED.**

5.1 That the Hamilton Public Library Board approves the allocation of up to \$300,000 from the Reserve Funds (Computers & Servers Acct #106014) to support the staff phase of the computer renewal project.

That the Hamilton Public Library Board identifies Compugen and Audcomp as authorized vendors to provide computer hardware and

related services to Hamilton Public Library.

## 6. Business Arising

### 6.1 Upcoming and Outstanding Agenda Items

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

**THAT THE UPCOMING AND OUTSTANDING AGENDA ITEMS REPORT BE RECEIVED.**

**MOTION CARRIED.**

### 6.2 Start the Cycle

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

**THE HAMILTON PUBLIC LIBRARY BOARD RECEIVES THIS START THE CYCLE SUMMARY REPORT FOR INFORMATION.**

**MOTION CARRIED.**

### 6.3 In-Camera Process

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

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

**MOTION CARRIED.**

### 6.4 Construction Renovations Lessons Learned

**MOVED** by Ms Wagner, seconded by Ms Gautrey,

**THAT THIS REPORT ON LESSONS LEARNED BE RECEIVED FOR COMMENT AND THAT STAFF INCORPORATE RELEVANT INFORMATION AND BOARD FEEDBACK INTO THE FACILITIES MASTER PLAN FOR BOARD REVIEW LATER THIS YEAR.**

**MOTION CARRIED.**

6.5 Borrowing Parameters

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVES THE MODIFICATIONS TO THE BORROWING PARAMETERS. THAT STAFF UPDATE APPROPRIATE POLICIES AND SCHEDULES TO REFLECT THESE CHANGES.**

**MOTION CARRIED.**

7. Correspondence

No correspondence.

8. Reports

8.1 Chief Librarian's Report

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

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

**MOTION CARRIED.**

8.2 Report from the Policy Review Committee

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

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

**MOTION CARRIED.**

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

**THAT THE MINUTES OF THE AD HOC POLICY REVIEW COMMITTEE MEETING MINUTES OF MAY 9, 2016 BE APPROVED AS PRESENTED.**

**MOTION CARRIED.**

CEO/Chief Librarian Performance Appraisal

It was agreed by the Library Board to remove the “in-camera” references listed in the policy.

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

**THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE CEO/CHIEF LIBRARIAN PERFORMANCE APPRAISAL WITH AMENDMENTS.**

**MOTION CARRIED.**

Hamilton Public Library Board Bylaws

Ms Cecchetto reviewed the amendments being proposed to the Hamilton Public Library Board bylaws.

This item will be placed on the June meeting as a notice of motion.

8.3 Report from the Audit Committee

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

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

**MOTION CARRIED.**

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

**THE HAMILTON PUBLIC LIBRARY BOARD RECEIVES THE AUDITED FINANCIAL STATEMENTS.**

**MOTION CARRIED.**

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

**THE HAMILTON PUBLIC LIBRARY BOARD RECEIVES THE HAMILTON PUBLIC LIBRARY BOARD TRUST FUNDS REPORT.**

**MOTION CARRIED.**

## 9. New Business

### 9.1 Report on Reserves

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

**THAT THE RESERVES UPDATE BE RECEIVED FOR INFORMATION.**

**MOTION CARRIED.**

### 9.2 Makerspace Fees

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVES THE FEE STRUCTURES FOR VINYL PRINTING/ CUTTING, EMBROIDERY AND LARGE FORMAT PRINTING SERVICES AS PER THE UPDATED *FINES AND FEE SCHEDULE*.**

**MOTION CARRIED.**

## 10. Private and Confidential

No private and confidential items.

## 11. Date of Next Meeting

Wednesday, June 15, 2016

**Central Library, Board Room, 5<sup>th</sup> Floor**

5:00 p.m. Meeting

7:00 p.m. Annual Chairmen's Dinner

## 12. Adjournment

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, MAY 18, 2016 BE ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 8:45 p.m.