

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, June 15, 2016
Central Library, Board Room**

5:00 p.m. Meeting
7:00 p.m. Annual Chairmen's Dinner

AGENDA

- 1. Discussion Period**
 - 1.1 Welcome Tony Del Monaco

- 2. Acceptance of the Agenda**

- 3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, May 18, 2016** Attachment #3

- 4. Presentations**
 - 4.1 Story Walk – K. Anderson/N. Brun
 - 4.2 Strategic Plan – PT

- 5. Consent Items**
 - 5.1 Carlisle & Waterdown Update - KA Attachment #5.1
Suggested Action: Receive
 - 5.2 Central Library Doors – MS/TD Attachment #5.2
Suggested Action: Recommendation
 - 5.3 SOLS Report – VC Attachment #5.3
Suggested Action: Receive

- 6. Business Arising**
 - 6.1 Upcoming Agenda Items - PT Attachment #6.1
Suggested Action: Recieve
 - 6.2 Federation of Public Libraries Follow-up - PT Attachment #6.2
Suggested Action: Recommendation

- 6.3 Threshold limits for suspending borrowing Privileges – MS Attachment #6.3
Suggested Action: Recommendation

7. Correspondence

8. Reports

- 8.1 Chief Librarian's Report Attachment #8.1
Suggested Action: Receive

9. New Business

- 9.1 NOTICE OF MOTION – Library Board Bylaws Attachment #9.1
Suggested Action: Recommendation
- 9.2 Major Construction Project Update – KA Attachment #9.2
Suggested Action: Receive
- 9.3 Year to Date Budget Variance Report – TD Attachment #9.3
Suggested Action: Receive

10. Private and Confidential

- 10.1 CEO Mid-year Progress Report

11. Date of Next Meeting

Wednesday, September 21, 2016
Central Library, Board Room, 5th Floor
5:30 p.m. Dinner
6:00 p.m. Meeting

12. Adjournment

Mission Statement

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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 9th 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, 5th 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.

Date: June 10, 2016
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Karen Anderson, Director of Public Service
Subject: **Carlisle/Waterdown Update**

RECOMMENDATION:

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

BACKGROUND:

With the opening of the new Waterdown branch the Board requested that a review of Carlisle be conducted after a full year of Waterdown operation. The Waterdown branch opened in December 2015 and this report provides a brief six month update of key indicators for both the Carlisle and Waterdown branches.

During the last six months Carlisle has experienced increased usage by the community. Circulation and the number of visitors are both up by 10% over the previous year and the number of computer sessions has doubled.

During the same period the new Waterdown library has been hugely popular with residents, with families in particular, discovering the new spaces. In six months an astounding 1636 new cards have been issued at Waterdown as compared to 286 the previous year and circulation is up by 51% . The number of visitors to the branch has doubled and the number of public computer sessions increased by almost 300%. In terms of programming, the addition of a multipurpose room has been a game changer as programs are now offered for all ages. In six months programs and attendance have more than tripled. With these very positive results, all signs indicate that the new branch is well positioned to expand services and meet the demands of the growing Waterdown community.

Staff in both locations are looking forward to a very busy summer.

Circulation

	% Change 2015-2016	Dec 2014 - May 2015	Dec 2015 - May 2016
Carlisle	9.84%	17,518	19,242
Waterdown	51.12%	74,214	112,155

In Person Visits

	% Change 2015-2016	2015 Q1	2015 Q2	2016 Q1	2016 Q2
Carlisle	9.76%	3,562	3,900	4,511	3,679
Waterdown	113.63%	14,105	12,584	36,941	20,075

Programming

		% Change 2015-2016	Dec 2014- May 2015	Dec 2015- May 2016
Carlisle	Programs	-24.24%	33	25
	Attendance	-7.43%	202	187
Waterdown	Programs	247.83%	69	240
	Attendance	308.41%	844	3447

Public Computer Usage

		% Change 2015-2016	Dec 2014 - May 2015	Dec 2015 - May 2016
Carlisle	Sessions	109.20%	261	546
Waterdown	Sessions	293.28%	2,336	9,187

Date: June 10, 2016
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Melanie Southern, Director of Public Service, Partnerships & Communications; Tony Del Monaco, Director Finance and Facilities
Subject: Central Library Doors Update

RECOMMENDATION

That the Library Board approves \$10,000 from operational funds to supplement the \$90,000 from the Library Major Capital Projects reserve (106008) already allocated towards renovating the York Boulevard Entrance.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS

Staff recommended that HPL allocates an additional \$10,000 from operational funds to supplement the \$90,000 already assigned to this project. Based on the history of repair costs, it is anticipated this project will pay for itself in five years.

BACKGROUND

In April, the Board was given an update regarding Central Library's York Street entrance and lights. At that time, the Board was informed that the estimate for this renovation was \$79,700. The Board approved an allocation of \$90,000 from the Library Major Capital Projects reserve (106008) as the contribution towards renovating the York Boulevard Entrance. Upon consultation with the City, Corporate Assets & Strategic Planning Division it was identified that HPL needs to budget an additional \$10,000.

The overview of the plan is as follows:

- Replace all five existing doors including a newly poured base
- New door sensor and barrier-free automatic door operation
- Add aluminium side fins and an aluminium canopy
- New planters to give the entrance definition
- Address lighting issues

Appended is a photo of the existing doors and the architectural drawings for the proposed entry.

Current Doors



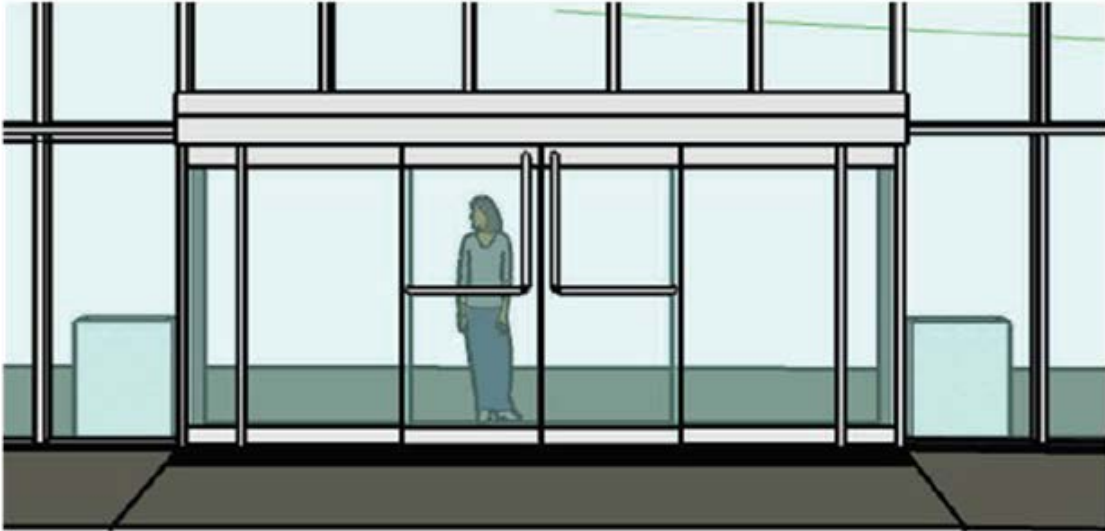
Exterior Perspective View



Exterior View



Interior View



Date: June 9, 2016
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Vikki Cecchetto, SOLS Representative
Subject: **Report on SOLS Spring Meeting, April 23, 2016 at Halton Hills Cultural Centre**

The SOLS Spring Meeting took place on April 23, 2016 at the Halton Hills Cultural Centre, which comprises the Halton Hills Public Library, the Helson Gallery and the John Elliot Theatre. Our meeting was held in the Library starting at 10 am till 1 pm, followed by a light lunch and tour of the Cultural Centre.

The first part of the meeting consisted of reports from representatives of various library associations:

1. SOLS Board Update:

Daryl Novak announced that his role would be changing (as a prelude to his retirement) to Senior Advisor to the new Board and Staff. He also indicated that, as of this election (2016), the Board Members would be reduced from 20 to 10 elected members. The following are the highlights of his report:

- ❖ The “end statement” on all SOLS correspondence is very important and staff have indicated that it has generated a good response from people dealing with SOLS:
“Southern Ontario Library Service strives to create a welcoming, supportive, respectful and inclusive learning environment. If you feel that you have experienced a situation at odds with these values, please bring it to our attention.”
- ❖ The “accreditation” of member libraries is very important and there is an on-line self-assessment tool available so that libraries can determine their status and correct insufficiencies, if necessary, before submitting their request for accreditation.
- ❖ Pay equity is another issue with libraries and there is a training webinar available which addresses the importance of maintaining pay equity within the staff.
- ❖ The issue of governance was also highlighted since there are different “systems” across the member libraries as to the relationship between the Library Boards and the Municipalities.
 - Because of these differences, it is not the responsibility of SOLS to interpret legislation for Library Boards: this is the task of the Ministry. It was pointed out that the latest document on the

interpretation of the Libraries Act is very important as it highlights some changes that might impact member libraries.

- In addition, the library's CEO/ Chief Librarian has diverse manifestations across the member libraries and there are different "partnerships" between the library and its municipality. In such cases it is very important that a Memorandum of Agreement be drawn up which clearly outlines the work to be carried out and the time commitment for that work for each part of the position.
- ❖ There will be no new funding for electronic resources from the Ministry, so "collaborative buying" as part of "core funding" becomes essential for all libraries. To that end Tier 1 & Tier 2 libraries have merged and there will be ongoing discussions of how this can work.
 - ❖ The Ministry should be completing the 3rd party review of First Nations Libraries soon. It is hoped that this will lead to a dedicated source of funding for these libraries.
 - ❖ SOLS Staff Update:
 - A Training Consultant and a Bilingual Consultant have been hired. As other vacancies occur, job descriptions will be reviewed and revised as necessary.
 - It is important for any organization to differentiate between "performance management" and "succession planning". To that end, a periodic "self-assessment" of the organization is desirable so that necessary renewal can occur.
2. **SOLS Board Elections:** Gary Price (Idea Exchange – new name of Cambridge Public Library) was acclaimed to the SOLS Board.
 3. **OLBA Update:**

The new President was unable to attend so his Report was given by the Past President, Don Lynch (Six Nations PL Board). He highlighted the benefits of libraries becoming a member of OLBA since then all trustees are automatically members of OLA & OLBA at no extra cost. All trustees/ library board members were encouraged to find out about their benefits & perks by consulting the webpage *OLA Member Benefits and Perks*. We were also encouraged to contact OLBA if we were interested in presenting at the OLA Super Conference or Boot Camp, or if we had any suggestions for session topics or modifications to the Boot Camp.

Leadership by Design – The Next Generation is being phased in a sequence corresponding to the changing needs of Library Boards according to a 4-year cycle:

Year One – Orientation; Year Two – Assessment; Year Three – Strategic Planning; Year Four - Succession

The second part of the Meeting consisted of Reports from each of the representatives detailing the major highlights of the past six months in the member Libraries. At the end of my Report on the activities of HPL, the Chair asked whether HPL would consider hosting the Fall Meeting of SOLS on November 5, 2016.

Date: May 13, 2016
To: Chair and Members of the Board
From: Paul Takala, Chief Librarian
Subject: **Upcoming and Outstanding Agenda Items**

RECOMMENDATION:

That the Upcoming and Outstanding Agenda Items report be received.

UPCOMING AND OUTSTANDING AGENDA ITEMS – JUNE 2016:

Name of Issue - Comments	Month Action Initiated	Who Initiated	Month on Agenda
Donations & Sponsorship Policy – The Director of F & F will review and bring policy in the fall.	April 2016	Board	Sept/Oct 2016
2017–2020 Strategic Plan Process – we need to begin the process for renewing the Board strategic plan	May 2016	P. Takala	June 2016
Facilities Master Plan – Information from the City’s building assessments, age friendly audits and results of Lessons Learned are to be incorporated in the FMP.	May 2015	Board Report	September 2016
3D Printing Fees – staff to provide a program update report after 6 months of operation.	October 2015	Board Report	October 2016
Local History & Archives Images - Mr. Geczy requested that HPL investigate HPL also offering images as per the New York Public Library’s initiative and provide the findings in the report to the Board.	January 2016	G. Geczy	October 2016
Youth Services Resources Renewal – staff report back to provide the Board with an update on the impact of the project upon its completion.	December 2015	L. Barrie	December 2016
Additional Waterdown Debrief – additional information on the Waterdown project.	May 2016	D. Brown	TBD
Public Firewall Settings - staff to report back to provide the Board with an update and recommendations on next steps.	January 2016	P. Takala	TBD

In-Camera Process – Board members to have a full discussion on items to be discussed in-camera and items to be discussed in public forum	May 2016	Board	September 2016
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Date: June 10, 2016
To: Chair and Members of the Board
From: Paul Takala, Chief Librarian
Subject: **Federation of Ontario Public Libraries (FOPL)**

RECOMMENDATION:

That the Hamilton Public Library become a member of FOPL on a trial basis until December 31, 2017. That the CEO/Chief Librarian report to the Library Board in late 2017 on the benefits and impacts of HPL's participation in FOPL so a decision can be made about membership.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Annual membership in FOPL costs HPL \$15,000. Membership for the rest of 2016 would be prorated at \$7,500. The funds for this will be paid for out of the operating budget.

BACKGROUND:

The Hamilton Public Library was a founding member of FOPL in 2005. In 2009 HPL withdrew its membership. In 2011 the Library Board received a presentation from FOPL and decided not to rejoin FOPL. In 2013 a new Executive Director, Stephen Abram, was appointed. Under Stephen's leadership there has been a renewal in the organization.

When HPL withdrew in 2009, the reasons given were: FOPL was not effectively advocating for large public libraries, there were other associations like the Ontario Library Association (OLA) advocating for public libraries, and there were not a lot of benefits available to members that were not available to non-members. Over the past few years the situation has changed. With one other exception, HPL is the only large urban library in Ontario that is not a member of FOPL. OLA has transitioned its advocacy efforts to focus on school libraries and supports FOPL's advocacy on behalf of public libraries. In regards to what benefits there are for members that are not available to non-members: as a non-member I know there are reports they have commissioned that we do not have access to. A trial membership would enable us to really determine that value those provided.

While answering the value question is important, as CEO/Chief Librarian, I am also concerned about the role HPL has traditionally played in influencing the broader and longer term direction of public libraries. As a leading library it is important that we help shape discussions about what metrics libraries should be evaluated on, what range of services public libraries should offer and what kind of support higher levels of government should provide public libraries. In recent years the Ontario

Government has demonstrated a willingness to enhance support for public libraries and look at their funding processes. HPL should be participating in those discussions. FOPL is highly engaged with the Province in the Libraries 2025 visioning exercises. That vision will help inform future provincial investments in public libraries. Our lack of participation in FOPL limits our ability to influence those discussions in positive directions.

Date: June 10, 2016
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Melanie Southern, Director Public Service, Partnership & Communications
Subject: **Threshold limits for suspending borrowing privileges**

RECOMMENDATION:

That the Hamilton Public Library Board approves the modifications to the threshold limits for suspending borrowing privileges, and
That staff update appropriate policies and schedules to reflect these changes.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The financial impact of raising the limits is anticipated to be minimal but will be assessed by staff. It should be noted that this change is anticipated to have a positive impact on the circulation of library materials.

BACKGROUND:

Last month, the Board approved the following modifications to the borrowing parameters:

- Increase the number of renewals for items with no requests pending from two (2) to five (5) times. This could potentially alleviate some restocking pressures as customers retain materials in their homes
- Increase the number of holds from fifty (50) to seventy-five (75). A number of our most avid customers regularly hit the 50 hold limit.
- Increase the maximum number of checkouts from fifty (50) to seventy-five (75)

Staff have also been reviewing other elements of our borrowing parameters to better support customer services excellence. The current thresholds on when card borrowing privileges are suspended have been in place since 1989. Staff recommend that the threshold limits when cards are suspended be adjusted as follows:

- Increase the threshold limit of suspending cards from \$5.00 in fines to \$10.00 for juvenile cards.
- Increase the threshold limit of suspending cards from \$10.00 in fines to \$20.00 for teen, adult, senior, corporate and non-resident cards.

Appendix 1: Borrower Types and Parameters

	Card Valid	# of Items Out	# of Holds	Borrowing Period & Limitations	Privileges suspended at	Access to Digital Resources
Resident Cards*						
Juvenile	Until age 14	75	75	21-day loan period: Applies to most print material 14-day loan period: Bestseller Express, Magazines 7-day loan period: DVDs, Blu Rays, Games 3-day loan period: DVD Express Express limits: 2	\$10.00	Yes
Teen	Until age 18	75	75		\$20.00	Yes
Adult	Until age 65	75	75		\$20.00	Yes
Seniors	n/a	75	75		\$20.00	Yes
Access Cards*						
Juvenile	Until age 14	5	5	See Resident cards Express limits: 1	\$10.00	Yes
Teen	Until age 18	5	5		\$10.00	Yes
Adult	n/a	5	5		\$10.00	Yes
Corporate Cards						
	1 year	75	75	See Resident cards	\$20.00	Yes
Institution						
	1 year	200	99	90 day loan period for 21 day items (no express items)	\$300.00	Yes
Reciprocal						
	1 year	8	2	See Resident cards	\$10.00	No
Non-Resident						
	1 year	75	75	See Resident cards	\$20.00	Yes

* Address and phone verification is required every 3 years for Resident and Access cards.

Chief Librarian's Report – June 2016

HAMILTON READS LAUNCH – EVENING FOR BOOK LOVERS

HPL held its second annual *Evening for Book Lovers* on Friday, June 3. The evening highlighted local authors Gary Barwin, Kim Echlin and Brent Van Staaldin who read from their respective novels. The event featured staff who gave “book talks” to promote a wide range of local or Canadian authors. The 2016 Hamilton Reads title, *The Illegal*, was revealed during this event by CHCH’s Annette Hamm. Lawrence Hill had pre-recorded a video message that engaged the audience. The evening was a success with wonderful comments from the participants, and approximately fifteen express copies circulated that evening. Seventy-five (75) tickets were sold and the revenue went towards supplementing the cost of food and prizes. Staff is encouraging everyone to read and embrace this community reading program. Lawrence Hill will be speaking at two library locations in the fall.

ART CRAWL AND STAFF/VOLUNTEER RECOGNITION

HPL recognizes both staff and volunteers for their service on an annual basis as part of the June Art Crawl. Central Library opens from 6:30pm to 9pm and features a selection of art exhibits, music and this year, an author reading by Rachael Preston. Staff and volunteers are presented with service awards followed by light refreshments.

THE CIRCUIT 4.0 GRAND OPENING

On June 9, HPL held a Grand Opening celebration of The Circuit 4.0 in conjunction with the Learning Annex and City School by Mohawk. Approximately 100 people were in attendance, including Mayor Fred Eisenberg. Board Chair, Mary Ann Leach welcomed the partners to HPL and praised the different initiatives. Staff gave tours, demonstrated elements of the Makerspace, Digital Media Lab, and Sound Studio. A market place area featured fifteen different community agencies. It was an electric event that celebrated Hamilton, HPL and individual partners and organizations.

PROJECT BOOKMARK CANADA UNVEILING

On Thursday, June 9 Project Bookmark Canada unveiled its 16th bookmark and second bookmark in Hamilton. *The Fishers of Paradise* by Rachael Preston is recognized with this bookmark which has been erected under the second rail bridge on the Desjardins Canal. HPL is proud to partner with Project Bookmark Canada and to have played a role with establishing this particular bookmark.

STORYTELLING PROJECT UPDATE - SOFT LAUNCH

The Love Your City, Share Your Stories project was “soft-launched” at the end of May marking the end of phase one. Phase two will continue until the grand unveiling scheduled for Friday, September 30 as part of the province of Ontario’s Culture Days celebration. The second phase involves minor tweaking of the project elements. Please visit the project’s microsite at <http://www.hamiltonstories.ca>

SENIORS GRANT FOR CREATIVE AGING

HPL’s application to the Senior Community Grant program was successful and has been awarded a conditional approval up to the maximum amount of \$7864.20. All projects must be completed by March 31, 2017

100 IN1 DAY AT HPL

On June 4, Hamilton joined 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. HPL supported this initiative once again by offering a wide number of activities system wide.

BOOKMOBILE AT DUNDAS DURING CONSTRUCTION

The Bookmobile will be making a scheduled stop adjacent to the existing location on Fridays during branch construction. This additional service will supplement the service provided at the temporary library on Cootes Drive and is intended to assist the many residents who live in the Hatt/Ogilivie area.

SUMMER READING CLUB

Pre-registration for the 2016 Summer Reading program began on June 1st. Over 600 kids and teens have already registered for this summer’s program. The TD Summer Reading Club theme for 2016 is Wild. We have a full summer planned with over 600 free programs across the system this summer in support of Summer Reading.

POP UP LIBRARY SUMMER ACTIVITIES

Pop Up staff have arranged for a number of activities in the weeks to come. Here is snap shot of planned events to date:

- June 18: Celebration for the Healthy Kid Community Challenge, Westmount Recreation Centre
- June 26: Hamilton Mini Maker Faire, Hamilton Museum of Steam & Technology
- July 12: Winona Farmers Market, Stoney Creek
- July 26: Family Picnic Day, Art Gallery of Hamilton
- Aug 20: Waterdown Summer Festival

- Aug: Dundas Cactus Festival
- Sept 10: Locke Street festival
- Sept 21: McMaster Library Day, McMaster Campus

McMASTER HEALTH SCIENCES LIBRARY PARTNERSHIP

HPL has entered into a partnership with McMaster Health Sciences Library (HSL) to further develop and promote each location's respective resources, network, and create opportunities for co-facilitating public workshops. On June 23, HPL staff will receive training on HSL Optimal Aging Portal – health resources that have been reviewed and curated by HSL staff. HPL staff will also be providing training opportunities to HSL in the near future.

TELLING TALES KICK OFF

The kick-off for the 8th Annual Telling Tales Festival was held at Central Library on May 17. Mark your calendars, this year's festival will be held on Sunday, September 18 at Westfield Heritage Village. The Kick-off, hosted by Kevin Sylvester, provided an opportunity to learn more about this year's line-up which includes Barbara Reid, Jeremy Tankard, Kevin Opiel and some of the new features for this year's festival including a Tween and Teen Zone that will offer hands workshops.

BEST START CHILDREN'S CHARTER

HPL will be hosting the Best Start Children's Charter art exhibit in the Living Room at the Central Library from June to August of 2016. The Hamilton Best Start Network partnered with Culture for the Kids in the Arts and Art Forms Youth Art Studio on this project engaging over 2000 children and youth in conversations about rights and responsibilities. <http://hamiltonbeststart.ca/community-initiatives/>

Paul Takala
Chief Librarian



Date: June 9, 2016

To: Chair and Members of the Board

c.c. Paul Takala, Chief Librarian

From: Karen Hartog, Administrative Assistant

Subject: NOTICE OF MOTION – AMENDMENT TO THE HAMILTON PUBLIC LIBRARY BOARD BY-LAWS

MOVED BY:

SECONDED BY:

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE ATTACHED REVISED BY-LAWS AT ITS MEETING OF SEPTEMBER 21, 2016.

Financial/Staffing/Legal Implications:

There are no financial implications.

Background:

Further to reports provided to the Library Board from the Adhoc Policy Review Committee, amendments to the Hamilton Public Library Board By-laws are being recommended for approval. The last time the Library Board made any changes to the by-laws was in 2007.

The information provided in this report is for review and the motion will be placed on the September 21, 2016 meeting agenda for formal approval.

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)

N.B. CHANGES TO THE DOCUMENT RESULTING FROM THE COMMENTS SENT BY BOARD MEMBERS AND THE DISCUSSION BY THE COMMITTEE AROUND THEM ARE IN THIS COLOUR.

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.

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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 **the Central Library**, 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 **and the Secretary**, 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.

If both the Chair and Vice Chair are unavailable, the Secretary will assume the duties 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.

Systematic and rigorous monitoring of the CEO's job performance will be conducted in accordance with the Chief Librarian/ CEO Performance Appraisal document. (<http://www.hpl.ca/articles/chief-librarianceo-performance-appraisal-policy>)

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 (<https://www.ontario.ca/laws/statute/90m50>))

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. **In the event that a Board Member accepts employment with either the City of Hamilton or the Hamilton Public**

Library during their term, they shall resign immediately upon acceptance of said employment.

Any Board Member who declares their candidacy for public office, whether at the municipal, provincial or federal level, shall resign from the Board upon public declaration of their candidacy. This provision does not apply, however, to the Councillors of the City of Hamilton who are appointed to serve on the Hamilton Public Library Board.

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 **the Clerk of the City of Hamilton** 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 Inaugural Meeting and Elections

5.1 Inaugural Meeting

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.

5.2 Elections

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, **or expeditious for the issue at hand**, 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.

Comment [VC1]: The "excused for cause" for the Councillors is in place as a policy and does not need to be included in the By-Laws.

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 Chair **and Vice Chair** to determine the Agenda **for any meeting of the Board**. The standard process for getting items added to the agenda is for Board Members to communicate with the Chair and Secretary, **preferably with a ten (10) day notice** prior to a meeting.

The Secretary and 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.

Board Members, in extraordinary circumstances where they deem the standard process unsatisfactory, may submit a formal notice of motion to the 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 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 Nominating Committee

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 Audit Committee

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;

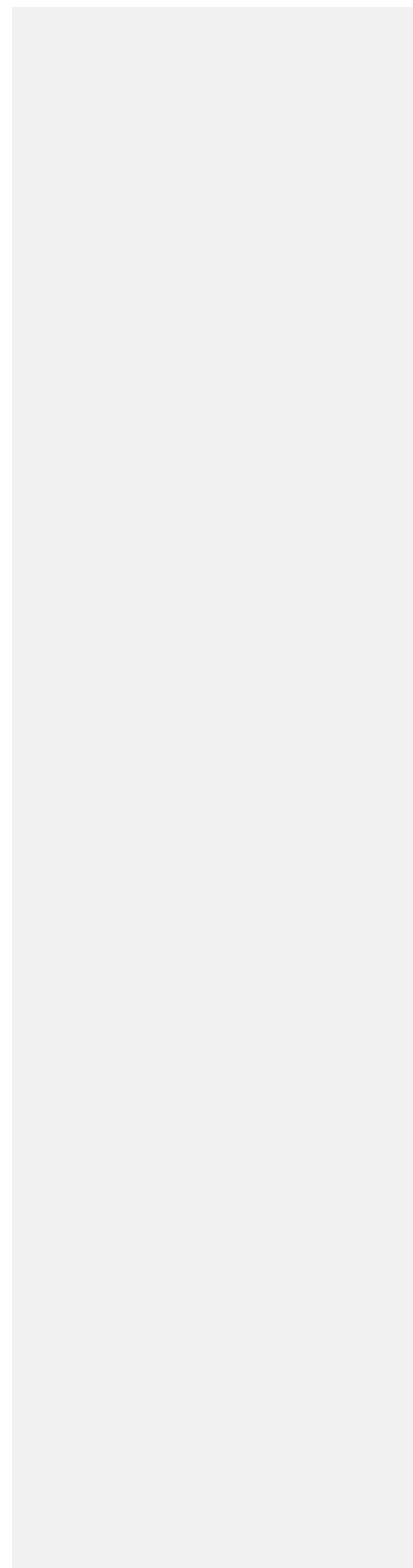
8. To consider any major audit recommendations and to consider the major findings of internal investigations and management's response.

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.



Date: June 10, 2016
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Karen Anderson, Director of Public Service
Subject: **Construction Project Update and Service Continuity Plans**

RECOMMENDATION:

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

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Binbrook and Dundas projects have established budgets approved through the capital budget process. The Greensville project will form part of the 2017 capital budget process.

BACKGROUND:

Binbrook

Approved in the 2016 capital budget, the Binbrook reconstruction project consists of the demolition of the current branch and the construction of a 6000sf library on the same site. The new larger library will be re-positioned on the site to improve the street presence and allow for increased parking. In keeping with the Binbrook Village plan, the new library will be well connected by sidewalks and feature an outdoor reading patio and community gathering place.

Site Plan Approval is complete and permit application and tendering is expected to occur by the end of June with a construction contract award in August. The project is expected to take approximately 14-16 months. During this period library services will be provided to the community from a temporary location in an office complex adjacent to the current site. While the space will be smaller, keeping the library in the village core will ensure that the branch retains good pedestrian access and can continue to serve customers including seniors from a nearby retirement home on Library Lane.

Dundas

Renovation of the Dundas branch is slated to begin in August. Significant improvements for customers include the addition of three quiet study rooms, a new accessible side entrance and walkway from Ogilvie St, a small increase in overall public space, new barrier free washrooms, and a repositioned children's area. Asbestos abatement is also an important element of project.

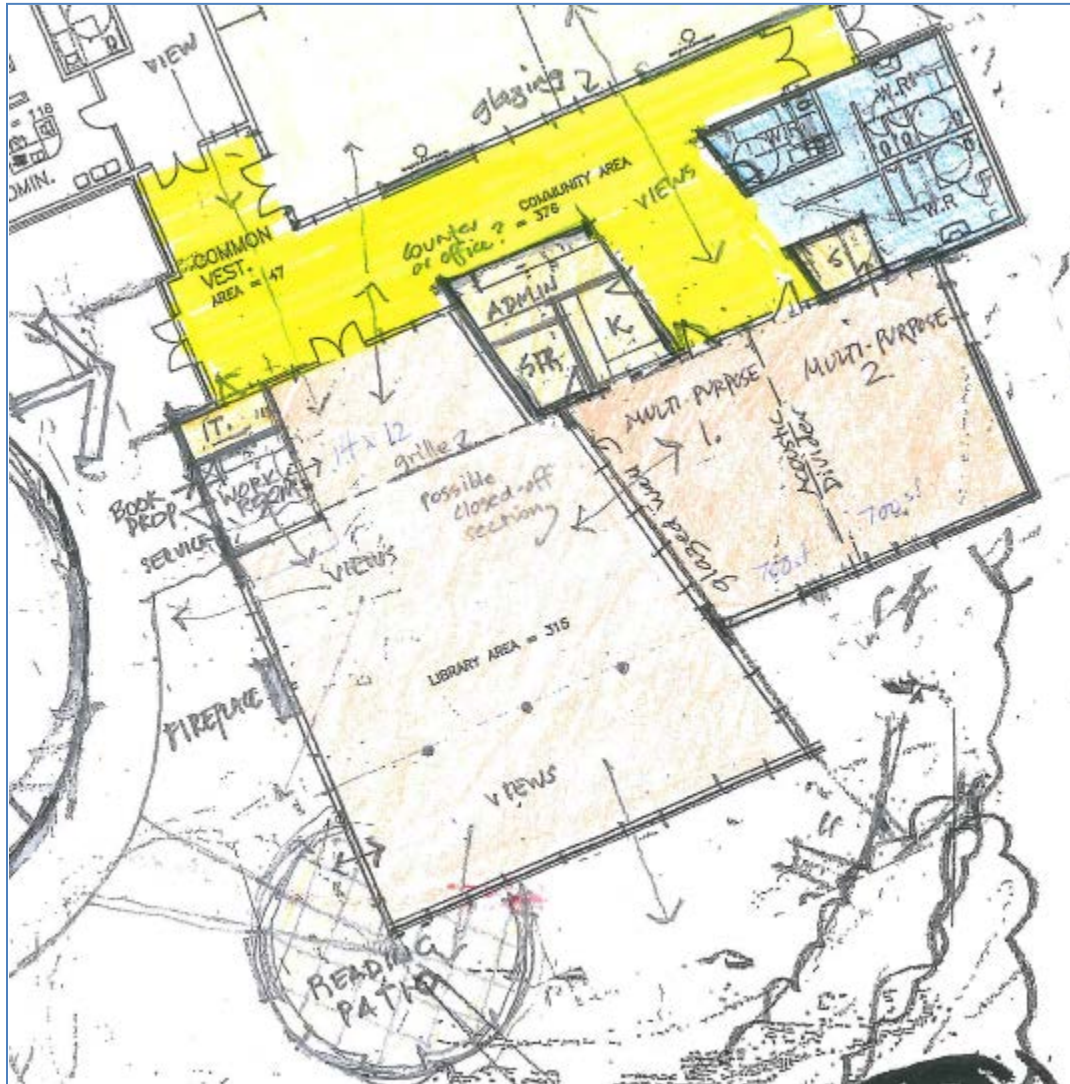
The building permit stage is complete and the final drawings are being updated. City of Hamilton Procurement is on track to tender the project in late June. Library service is expected to relocate in August to temporary space on Cootes Drive for approximately 11 months. To address the needs of many of the senior residents who live in close proximity to the Ogilvie Street branch, a weekly Bookmobile stop is also being explored.

Greensville

As part of the community hub initiative a new joint facility is being designed to include the Greensville Public School, City of Hamilton recreation space and the Greensville branch of the Hamilton Public Library. Located on Harvest Rd the facility will be adjacent to the new Johnson Tew Park. The 3400 square foot library will be designed as a prominent feature of the complex and along with recreation space will serve as a community destination for all ages. The library will be able to program activities in the multipurpose rooms and the local Optimists service club will also play in role in programming the shared multipurpose space. The building design currently under development contemplates a service model that would allow customers who are using the facility access to some library space beyond typical library service hours. As a community hub serving area residents, the intent is to maximize use of all of these community spaces, including the school gymnasium after hours. The design stage is expected to conclude in Fall 2016 after which a lengthy period of approvals is required due to the site's Greenbelt location. To accommodate the needs of the HWDSB a target opening of September 2018 is the goal.

Preliminary Design Drawing – Library – City Space

This drawing shows a potential layout for the Library and City of Hamilton section of the project. This is just an initial design and it will change, however; from a functional standpoint it shows how the City and Library spaces will work together.



Date: June 9, 2015
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Tony Del Monaco, Director of Finance & Facilities
Subject: **Year to Date Budget Variance Report as at April 30, 2016**

RECOMMENDATION:

That the Budget Variance Report as at April 30, 2016 and estimated to December 31, 2016 be received for information.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The budget variance as at December 31, 2016 is estimated to be \$322,315 Favourable

The total 2016 operating budget for the Hamilton Public Library was approved at a net expenditure of \$28,952,830 (gross expenditures of \$31,023,930 less gross revenues of \$2,071,100). The current estimated variance as at December 31, 2016 is favourable by \$322,315 which is 99% of the budgeted net expenditure.

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.

BACKGROUND:

REVENUES

GRANTS AND SUBSIDIES

Estimated variance at December 31, 2016 - \$15,137 Unfavourable

This line includes the annual operating grant from the Province of Ontario which is budgeted at \$949,450 and funding by Provincial and Federal governments for specific grant programs such as Literacy Instruction for New Canadians (LINC). The annual operating grant from the province is paid in one lump sum and is normally received in the last quarter of the year.

FEES AND GENERAL

Estimated variance at December 31, 2016 - \$21,942 Unfavourable

The major items contained in this line are revenues from library fines, book sales, photocopiers, printers and donations. Contributing variances are primarily related to fine revenue and books sale revenues which are under budget by \$30,321 and

\$9,848 respectively. These variances are partially offset by higher than anticipated revenues relating to Donations, Third Party contributions, and other recoverable fees.

RESERVES/CAPITAL RECOVERIES

Estimated variance at December 31, 2016 – no variance

This line consists of transfers from City of Hamilton reserve funds to cover specific costs charged to the Hamilton Public Library. Transfers from the City's Development Charge reserve fund are intended to cover the repayment of debentures that were issued by the City for a Library capital project instead of being funded directly from the Development Charge reserve.

EXPENSES

EMPLOYEE RELATED COSTS

Estimated variance at December 31, 2016 - \$323,422 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 primarily due to lower than expected salaries expenses.

CAPITAL FINANCING

Estimated variance at December 31, 2016 – no variance

This line reflects the repayment of debentures issued by the City of Hamilton to fund Library capital projects.

FINANCIAL

Estimated variance at December 31, 2016 - \$18,139 Favourable

The favourable variance is primarily a result of savings in legal fees and processing fees. More detail on Financial expenses follows at the end of this report.

MATERIALS AND SUPPLIES

Estimated variance at December 31, 2016 - \$ 69,233 Favourable

The major items in this line are library materials and subscriptions. More detail on Materials and Supplies follows at the end of this report.

VEHICLE EXPENSES

Estimated variance at December 31, 2016 - \$12,151 Unfavourable

This line includes vehicle expenses such as costs for fuel and vehicle washing. It also includes fleet related work orders done by the City to maintain our vehicles. The unfavourable variance is mainly attributable to central fleet vehicle charges.

BUILDINGS AND GROUNDS

Estimated variance at December 31, 2016 - \$85,729 Favourable

This line includes building associated costs that are paid directly by the Library and not through a cost allocation from the City. It also includes relocation costs, data and external telephone lines and security guards. The variance is mainly attributable to lower than expected hydro charges.

CONSULTING

Estimated variance at December 31, 2016 - \$3565 Unfavourable

There is no budget for consulting. However, the services of an architect were engaged for the Central Library Door Replacement (\$1565). There is also an open commitment for another \$2000 in consulting fees.

CONTRACTUAL

Estimated variance at December 31, 2016 - \$121,413 Unfavourable

This line includes expenditures for items such as computers, servers, rental of photocopiers, advertising, service contracts, collection agency fees, access copyright fees and inter-branch courier service. Main contributors to the variance are related to expected expenditures related to contractual services, printers, and inter-branch couriers.

RESERVES/RECOVERIES

Estimated variance at December 31, 2016 – no variance

This line includes planned transfers from operating to Library reserve funds, as well as direct charges from the City.

Table 1: Budget Variance Report				
Estimate for the Year Ending Decemeber 31, 2016				
	Budget	Projected Actual	Variance	% Spent
Revenues:				
Grants & Subsidies	(1,187,340)	(1,172,203)	(15,137)	98.7%
Fees & General	(602,270)	(580,328)	(21,942)	96.4%
Reserves/ Capital Recoverie	(281,490)	(281,490)	-	100.0%
	(2,071,100)	(2,034,021)	(37,079)	98.2%
Expenditures:				
Employee Related Costs	20,741,810	20,418,388	323,422	98.4%
Capital Financing	418,440	418,440	-	100.0%
Financial	398,120	379,981	18,139	95.4%
Materials and Supplies	3,819,680	3,750,447	69,233	98.2%
Vehicle Expenses	36,090	48,241	(12,151)	133.7%
Building and Grounds	1,605,910	1,520,181	85,729	94.7%
Contractual	1,970,800	2,092,213	(121,413)	106.2%
Consulting	-	3,565	(3,565)	-
Reserves and Recoveries	2,033,080	2,033,080	-	100.0%
	31,023,930	30,664,537	359,393	98.8%
Net Expenditures	\$ 28,952,830	28,630,515	322,315	98.9%

Table 2: Materials and Supplies Details				
Description	Budget	Projected Actual	Variance	Explanation
Legal Fees	40,000	26,667	13,333	no legal fees incurred to date
Cash Over / Short	-	210	(210)	budget reduced to \$0 as of 2015
Debit & Credit Card Processing Charges	14,680	13,259	1,421	Charges for customer use of eCommerce, credit, and debit cards
Audit Fees	9,620	6,716	2,904	
Collection Fees	25,300	20,488	4,812	Fees charged by the collection agency to recover overdue accounts
Processing Fee	300,000	286,116	13,884	
Other Fees & Services	8,520	26,525	(18,005)	
FINANCIAL	398,120	379,981	18,139	
Operating Supplies	216,400	187,899	28,501	
Computer Software	53,060	66,605	(13,545)	
Computer Hardware	-	44,300	(44,300)	Purchase of Desktop and Notebook Computers
Operating Equipment	117,820	165,483	(47,663)	
Furniture & Fixtures	50,000	63,424	(13,424)	
Merchandise	-	4,526	(4,526)	
Library Materials	2,632,570	2,363,254	269,316	
Subscriptions	600,000	600,000	-	
Repairs-Equipment	4,440	2,960	1,480	
Service-Reader/Printer	3,100	2,064	1,036	
Postage/ Freight/ Courier	3,270	4,323	(1,053)	
Printing and Reproduction	82,000	79,613	2,387	
Other Fees & Services	57,020	165,996	(108,976)	
MATERIAL & SUPPLIES	3,819,680	3,750,447	69,233	
Processing Fee	300,000	286,116	13,884	
Library Materials	2,632,570	2,363,254	269,316	
Subscriptions	600,000	600,000	-	
Total Collections	3,532,570	3,249,370	283,200	