

**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 18, 2014  
Central Library, Board Room  
5:00 p.m. Meeting  
7:00 p.m. Dinner**

**MINUTES**

- PRESENT:** Mary Ann Leach, David Simpson, Nicolas van Velzen,  
Suzan Fawcett, Wenda Tulloch, George Geczy,  
Clare Wagner, Councillor Pearson, Jennifer Gautrey, Richard Bagdonas
- STAFF:** Paul Takala, Lisa DuPelle, Julianna McCormick,  
Lita Barrie, Michael Ciccone, Karen Anderson, Melanie Southern, Karen  
Hartog
- REGRETS:** Councillor Jackson

Ms Fawcett called the meeting to order at 5:00 p.m.

**1. Discussion Period**

1.1. Staff Development Day

Ms Fawcett and Ms DuPelle provided an update on the highlights from the recently held Staff Development Day.

1.2. Executive Committee

The Library Board does not meet during the summer months. If a meeting is required, the Executive Committee will meet. The Executive Committee members are Ms Fawcett, Mr. Simpson, Ms Leach and Mr. vanVelzen. The alternate member is Mr. Geczy.

3. Turner Park Anniversary Event

Ms Anderson remarked on the highlights from the Turner Park 5th Anniversary event.

4. 2014 Summer Reading Guide

Ms Barrie distributed copies of the 2014 Summer Reading guide to Board Members.

**2. Acceptance of the Agenda**

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

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

**MOTION CARRIED.**

**3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, May 21, 2014**

**MOVED** by Ms Leach, seconded by Mr. van Velzen,

**THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, MAY 21, 2014 BE ACCEPTED AS PRESENTED.**

**MOTION CARRIED.**

**4. Presentations**

4.1 Politician Participation Overview

Mr. Takala reported on the library board's responsibilities and role in participating in political issues and/or elections. A document around advocacy was recommended by the Library Board.

**5. Consent Items**

**MOVED** by Ms Leach, seconded by Mr. Simpson,

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

**MOTION CARRIED.**

5.1 Security RFP

That, pending final approval from the Procurement Department, the Hamilton Public Library Board identifies Fedse corporation with the registered business name of Federal Force Protection Agency as an authorized vendor to provide security services to the hamilton public library.

That the Chief Librarian is authorized to enter into an agreement with Federal Force Protection Agency for the provision of security services. The initial contract with run to december 31, 2016 and then is renewable annually for 2 additional years.

Motion carried.

**6. Business Arising**

6.1 Logo/Branding Report

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVES THE ALLOCATION OF \$120,000 FROM THE LIBRARY GENERAL DEVELOPMENT RESERVE (106007) TO COVER THE COSTS ASSOCIATED WITH THE REPLACEMENT OF EXTERIOR SIGNS AND FOR THE DESIGN AND REPLACEMENT OF BASIC BRAND ASSETS.**

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVES THE ALLOCATION OF \$15,000 FROM THE PERMANENT ENDOWMENT FUND (LEGACY FUND) FOR THE DESIGN AND REPLACEMENT OF THE BOOKMOBILE SKINS, AND SUPPORT MATERIALS.**

**MOTION CARRIED.**

6.2 Day Services Report

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD CONTINUE TO SUPPORT THE COMMUNITY RESOURCE WORKER (CRW) PROGRAM BEYOND THE PILOT PHASE.**

**THAT THE CHIEF LIBRARIAN IS AUTHORIZED TO ENTER INTO AN AGREEMENT WITH WESLEY URBAN MINISTRIES TO CONTINUE THE CRW PROGRAM.**

**MOTION CARRIED.**

**7. Correspondence**

No correspondence.

**8. Reports**

8.1 Chief Librarian's Report

**MOVED** by Ms Tulloch, seconded by Ms Leach,

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

**MOTION CARRIED.**

Board members requested an update for the September meeting on the 4th floor lab, space study report and website.

8.2 Report from the Audit Committee

Mr. Simpson provided an update on the Audit Committee meeting held on June 3, 2014.

**MOVED** by Mr. Simpson, seconded by Ms Leach,

**THAT THE 2013 FINANCIAL STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD, INCLUDED IN THE ATTACHED AUDIT COMMITTEE AGENDA, BE APPROVED.**

**THAT THE 2013 ANNUAL FINANCIAL REPORT BE RECEIVED FOR INFORMATION.**

**MOTION CARRIED.**

**9. New Business**

9.1 Capital Variance Report

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

**THAT THE CAPITAL VARIANCE REPORT AS AT DECEMBER 31ST, 2013 BE APPROVED.**

**MOTION CARRIED.**

9.2 Budget Variance Report

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

**THAT BUDGET VARIANCE REPORT AS AT APRIL 30, 2014 AND ESTIMATE TO DECEMBER 31, 2014 BE RECEIVED FOR INFORMATION.**

**MOTION CARRIED.**

9.2 Anti-spam Policy

**MOVED** by Ms Wagner, seconded by Ms Leach,

**THAT THIS REPORT BE RECEIVED FOR INFORMATION AND THAT LIBRARY STAFF WILL PREPARE A DRAFT POLICY FOR BOARD REVIEW FOR THE SEPTEMBER MEETING.**

**MOTION CARRIED.**

**10. Private and Confidential**

**11. Date of Next Meeting**

Wednesday, September 17, 2014  
**Central Library, Board Room, 5<sup>th</sup> Floor**  
5:30 p.m. Dinner  
6:00 p.m. Meeting

**12. Adjournment**

**MOVED** by Mr. van Velzen, seconded by Ms Leach,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, MAY 21, 2014 BE ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 6:45 p.m.

Minutes recorded by Karen Hartog