Mission Statement

The Hamilton Public Library unites people and ideas in a warm and welcoming environment. The library's staff, collections, and access to global electronic resources help to enrich the lives of individuals. The library actively champions literacy, access to information, and the joy of reading.

Strategic Priorities

Strengthen Communities Support Diverse Needs Continue to develop and energize our organization

HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting Wednesday, June 8, 2005 Central Library, Board Room

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

AGENDA

- 1. Discussion Period
- 2. Acceptance of the Agenda
- 3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, May 18, 2005

Attachment #3

- 4. Presentations
 - 4.1 HWSB Partnership Agreement HB

5. Consent Items

- 5.1 Expanded Hours BH
- 5.2 CELPLO Consortia

Attachment #5.1
Suggested Action: Recommendation

5.3 Mohawk/McMaster Centre Agreement

Suggested Action: Oral <u>Attachment #5.3</u> Suggested Action: Recommendation

6.	Business Arising	
	6.1 Facilities Master Plan – KR	Attachment #6.1
	6.2 Ancaster – KR	Suggested Action: Recommendation
		Suggested Action: Oral
7.	Correspondence	
8.	Reports	
	8.1 Chief Librarian's Report – KR	Attachment #8.1
		Suggested Action: Receive
9.	New Business	
	9.1 RFID - KD	Attachment #9.1
	9.2 Summer Board Meetings – KR	Suggested Action: Recommendation Attachment #9.2
		Suggested Action: Recommendation
10.	Private and Confidential	
	10.1 Staff Issues – LF	Attachment #10.1
		Suggested Action: Recommendation
11.	Date of Next Meeting	

Regular Board Meeting - Wednesday, September 21, 2005 **Central Library, Board Room** 5:30 p.m. Dinner 6:00 p.m. Meeting

Adjournment 12.

HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting Wednesday, May 18, 2005 Central Library, Board Room

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

MINUTES

PRESENT: George Geczy, Maureen McKeating, Santina Moccio, Tamara Fernandes, Jennifer Gautrey, Mavis Adams, Mac Carson, Councillor Pearson

REGRETS: Joyce Brown, Councillor Jackson, Doreen Horbach

STAFF: Linda Foley, Maureen Sawa, Beth Hovius, Kit Darling, Helen Benoit, Karen Hartog

1. Discussion Period

1.1 April 30th Branch Tour

Board members commented on the locations visited during the recent tour on April 30th.

2. Acceptance of the Agenda

MOVED by Ms Moccio, seconded by Councillor Pearson,

THAT THE AGENDA BE APPROVED AS PRESENTED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, April 20, 2005

MOVED by Ms Adams, seconded by Ms Moccio,

THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, APRIL 20, 2005 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. **Presentations**

4.1 Collaboration Space Presentation

Ms Darling and Ms Hartog provided a visual presentation of the Library Board's collaboration space.

5. Consent Items

MOVED by Ms Moccio, seconded by Ms McKeating,

THAT CONSENT ITEMS 5.1 BE APPROVED.

MOTION CARRIED.

5.1 South Mountain Secondment

That the Hamilton Public Library second a branch manager to the South Mountain Branch project from July 2005 to July 2006, and

That the secondment be funded through the Reserve for Redeployment and Training if necessary.

6. Business Arising

6.1 June 1st Facilities Meeting

Received for information.

Ms Benoit reported that Mr. John Marshall will be the lead facilitator and outlined the agenda for the evening. Board members expressed concern about the agenda and Ms Benoit will follow-up with Mr. Roberts when he returns. The meeting is scheduled to begin at 6:00 p.m. and will end no later than 9:00 p.m. It was suggested that parameters be set (i.e. plans for five years).

7. Correspondence

Letter to Mayor Di Ianni from George Geczy re Stoney Creek Branch/Technical Services

Received for information.

Letter to George Geczy from Mayor Di Ianni re Stoney Creek Branch/Technical Services

Received for information.

8. Reports

8.1 SOLS Report

Ms McKeating represented the Library Board at the SOLS meeting held April 23, 2005. Ms McKeating reported on various initiatives from other library systems. The next SOLS meeting will be held in October.

8.2 Chief Librarian's Report

The received was for information. Board Members inquired when the follow-up from the Locke meeting will be available. Ms Benoit will follow-up with Mr. Roberts.

9. New Business

9.1 CELPLO Consortium Electronic Licensing

Received for information.

Ms Darling reported that 28 public libraries in Ontario form CELPLO. As a result of several meetings, negotiations are currently being conducted with the vendors to obtain on-line resources for all CELPLO libraries. The result will be significant cost savings for library systems. The vendors will provide marketing tools programs and staff training sessions/tools/documents. It is hoped that the electronic resources will be available July 1st.

10. Private and Confidential

MOVED by Ms Fernandes, seconded by Ms Moccio,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS CONTRACT NEGOTIATIONS.

MOTION CARRIED.

MOVED by Ms Moccio, seconded by Councillor Pearson,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

Attachment #3

11. Date of Next Meeting

Wednesday, Septembe 21, 2005 **Central Library, Board Room** 5:30 p.m. Dinner 6:00 p.m. Meeting

12. Adjournment

MOVED by Ms Fernandes, seconded by Ms Moccio,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, MAY 18, 2005 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 7:45 p.m.

Minutes recorded by Karen Hartog

Attachment #5.1

Hamilton Public Library



Growing minuls. Growing community.

DATE: June 1, 2005

REPORT TO: George Geczy, Chair of the Library Board

FROM: Beth Hovius, Director of Public Service and Collection Development

SUBJECT: Branch Hours

RECOMMENDATION: That Westdale Library open Wednesday evenings, effective, September 7, 2005

That Kenilworth Library open Tuesday and Thursday mornings, effective July 2005.

BACKGROUND: Recent increases in the staff complement of these locations will enable these locations to offer more service hours.

Kenilworth Library has been the only community branch open fewer than 43 hours weekly. This change will bring it in line with other community branches which are open 43 hours or more per week and which have no closed mornings.

The use of Westdale Library has grown significantly over the past five years. With this change, all branches with more than 300,000 circulation will be open a minimum of three evenings. It will also provide an additional evening for Locke Library residents who also use Westdale.



DATE:June 1, 2005REPORT TO:Chair and Members of the BoardFROM:Ken Roberts, Chief Librarian

SUBJECT: City of Hamilton and Hamilton Public Library Training Centre

RECOMMENDATION:

That the Chief Librarian be authorized to enter into an agreement with the City of Hamilton for a joint City of Hamilton and Hamilton Public Library Training Centre in accordance with the conditions outlined in this report.

BACKGROUND

A motion was passed at the April Board meeting that gave the administration staff permission to explore the possibility of a joint use training centre (with the City of Hamilton as a partner) in the current MoMac Centre in the Central Library.

Any agreement will not include the current Dundas Room (Room 215). This room has never been a part of the MoMac Centre.

CONDITIONS

- Such an agreement will take affect at the conclusion of the MoMac use agreement (September, 2005) and will cover the space currently occupied by the MoMac Centre.
- Such an agreement will be in effect for five seven years and can be cancelled by either party after five years with a six month notification.
- The City of Hamilton will establish two computer labs in the facility.
- The Hamilton Public Library will move its computer lab, currently located on the first floor of the Central Library, into the facility.
- The parties will meet to consider the possibility of establishing a webcasting centre in the facility.
- The City will retain proprietary use of its two computer laboratories as well as proprietary use of any webcasting facility.
- The Hamilton Public Library will retain proprietary use of its computer laboratory and of the remaining classroom/meeting room.
- The City and the Hamilton Public Library may use each others' facilities in accordance with a mutually agreed upon protocol.
- The City computer laboratories must be capable of operating as public use computer centres without compromising the City's internal communications network.
- The Hamilton Public Library's computer laboratory must be capable of operating within the City's network, allowing it to be used as a City staff training facility.
- Capital costs related to relocating City computers or converting the two computer laboratories to be primarily used by the City will be borne by the City.
- Capital costs in the common area will be borne by the City.

- Capital costs related to relocating library computers or converting the library training facility and classroom will be borne by the Hamilton Public Library Board.
- The City will assume standard costs for the maintenance and operation of its two computer laboratories and for any other space that it uses or shares.
- The library will assume standard costs for the maintenance and operation of its computer laboratory and for any other space that it uses or shares.



DATE:June 2, 2005REPORT TO:Members of the BoardFROM:George Geczy, Board Chair, and Ken Roberts, Chief Librarian

SUBJECT: Facilities Master Plan Recommendations

RECOMMENDATION:

That the following guidelines, arising from Board discussions, be approved by the Board:

1) The Library Board reiterates its commitment to provide library branches that aspire to the guidelines of our Strategic Plan and prior Board directions. The following guidelines should form part of the Board's Facilities Master Plan:

- a. Library Branches should be quality facilities that can also act as "community meeting places".
- b. New branches should be located, whenever practical, in a multi-use facility with appropriate partners.
- c. New branches should be located on main thoroughfares and should have a commanding street presence.
- d. Library branches should be accessible and should meet provincial and city accessibility requirements.
- e. Library branches should meet all provincial guidelines for public libraries.
- 2) In addition, the Library Board encourages innovation and flexibility and welcomes suggestions from staff and from the public that might advance the above goals.

Regarding existing branches, the Library Board directs staff as follows:

- 3) To prepare, for consideration, a proposal that would consolidate services in East Flamborough (Carlisle, Millgrove and Waterdown) through the construction of a new branch. The Board Chair and Chief Librarian are directed to discuss such a proposal with the Ward Councilor and then with the community at large.
- 4) To review possibilities and opportunities that might address the physical shortcomings of our buildings in Lynden and Rockton, including accessibility concerns, as well as potential solutions. Staff are directed to include the City of Hamilton in discussions about Rockton since the current building is owned by the City.
- 5) To engage the Ancaster community in consultation and information processes as part of the Ancaster Library renovation and design.

- 6) To investigate the potential of expanding the Valley Park branch and, dependent on the outcomes of such discussions, to add expansion of the Valley Park branch to the Capital Plan.
- 7) To begin discussions with the Landlord of the Sherwood Branch concerning a new lease, at terms favourable to the Library, with such a lease taking effect upon the expiry of the existing lease arrangement. Such negotiations must be completed by Fall 2006, otherwise alternative arrangements must be investigated.
- 8) To add Upgrades and "Refresh" of the Terryberry Branch to the Capital Plan, with a target of timeline of 2008.
- 9) To discuss with the Ward Councilor issues relating to Mt Hope and Binbrook, including physical condition and access; to investigate City commitment to resolve access issues, highlighting the physical shortcomings of the Mt Hope branch.
- 10) To ensure that Kenilworth renovations are part of the Capital Plan for 2011 and that the Capital Plan highlights priorities such as parking and street presence.
- 11) To plan for improvements at Barton to improve external conditions that might include lighting, parking, and security.
- 12) In addition, the Board directs the Chair and Chief Librarian to discuss issues relating to Dundas and Greensville, such as service hours, with the Ward Councilors involved.

Chief Librarian's Report June, 2005-06-02

Enriched Content

The Hamilton Public Library catalogue now includes enriched content such as cover art and sample content as a standard feature. We are pleased to have this exciting enhancement to the catalogue. Reports from other library systems indicate that it is an extremely popular service.

Barton Incident

We did have an incident outside the Barton Branch. A person was stabbed in the leg outside the branch on Saturday, May 28th and came into the library for assistance. Staff called emergency services and handled the situation extremely well.

South Mountain

Karen Anderson, the current Branch Manager of the Terryberry Branch, has been seconded to the South Mountain project. We are starting to hold regular meetings with the architects.

IFLA

Beth Hovius will be attending the IFLA (International Federation of Library Associations and Institutions) conference in Copenhagen late this summer. She will be presenting a paper on partnerships that stresses the successes Hamilton has experienced with its partnerships and alliances.

Librarians' Roundtable

The first of our Librarians' Roundtable meetings took place on June 1-2. The emphasis was on the strategic priorities and future directions of the library system and what we can all do, as professional librarians, to help advance these strategic goals.

Portal

The City's communications officer who had been responsible for portal communications has now left the City's employment. The other trained communications officer who is knowledgeable about the project is Daphne Wood. Daphne is being seconded to the project for the summer months. The City is reimbursing us for her salary and we are back-filling some of her responsibilities.

Ancaster

Bill Guise and I are meeting with City staff about the Ancaster renovations on the day of the Board meeting and hope to have more information that evening.

5th Floor Central Renovations

We have been working with a project manager firm to develop a programme for the 5th floor of the Central Library. We do have some reports back from them, but we do not yet have enough information to create a board recommendation for use of the space.

Sciascia Room

The Sciascia Room has been expanded to twice its former size and moved to the second floor. The room, as you know, features the work on noted Italian writer Leonardo Sciascia and is maintained by the Leonardo Sciascia Foundation of Hamilton. Th4e material for the room was compiled by Cav Guido Ricca and his wife Ruth.

The collection was visited on Monday, May 30th by 20 retired air force generals from Italy. They were welcomed by Mayor DiIanni and by me.

Attachment #9.1



Memo

To: George Geczy, Chair, Hamilton Public Library Board

From: Kit Darling, Director, Information Technology and Bibliographic Services

CC: Library Board Members

Ken Roberts, Chief Librarian

Date: June 1, 2005

Re: Materials Security System - RFID Project

Recommendation: That the Hamilton Public Library Board commit to enhance the security of collections; to reduce staff time spent in handling materials and increase staff time spent on value added service; and to enable patron empowerment through the introduction of a radio frequency identification system.

Financial Implication: Staff estimates based on current information indicate that the overall costs for this project could run in excess of \$2,000,000. Funding for implementing this project will require a combination of current operating budgets, branch construction / renovation budgets and the Reserve for Library Capital Projects.

Background:

The Hamilton Public Library has an electromagnetic security system in place in nine of our twenty-four branches. Our current security system requires staff to hand items around the security gates, even when the item is legitimately checked out. We have also observed, but have no hard supporting data, that the current system is unreliable and relatively easy to circumvent.

We are experiencing a high theft rate for our more popular materials and need to investigate reliable solutions for protecting this investment.

An increase in circulation and holds, as well as changes in procedures related to Horizon circulation functions, have increased pressures on staff at all locations. Implementing RFID for check-out, check-in and checking in of delivery has been shown in other libraries to reduce the amount of time spent by staff on scanning items significantly – by up to 20%. An RFID system can read multiple tags, making the check-in and check-out process faster and less physically demanding.

Kit Darling, Electronic Services Coordinator Hamilton Public Library 55 York Boulevard, Hamilton, ON L8N 4E4 Patron empowerment through self-check stations has been quickly and enthusiastically adopted at libraries where it has been implemented. It is most successful when implemented as part of the entire customer service layout, so the self-check stations would be installed over time as we renovate branches and circulation / service points.

We are currently planning the construction of one new branch with the potential for another. We are also planning for significant renovations at Ancaster. If we are to install a security system of any kind, that needs to be integrated with the building plan.

We will issue a **Request for Information** in order to gather additional data that can be used in the development of a **Request for Proposals**. In order to ensure adequate response to the RFI, vendors will be informed that the RFI will be used to develop a list of pre-qualified vendors for the RFP process. The RFP will comply with the requirements outlined by the Information and Privacy Commissioner of Ontario in *Guidelines for Using RFID Tags in Ontario Public Libraries http://www.ipc.on.ca/docs/rfid-lib.pdf*.

The proposed implementation will include RFID tags that can be programmed to store item barcode information only and will not contain title information or any personally identifying information about the current or previous borrowers. We expect that the final implementation will in clued RFID tags for all existing and added materials in the collection, security gates at several locations and Patron Self Check stations at some locations.

Scope of Proposal

The proposed implementation will be over 4 years, with full implementation of patron self check being separately scheduled to coincide with Branch renovations.



DATE: REPORT TO: FROM: June 1, 2005 Chair and Members of the Board Ken Roberts, Chief Librarian

SUBJECT: Summer Board Meetings

RECOMMENDATION:

That the Hamilton Public Library Board be prepared to meet the third Wednesday in July and the third Wednesday in August in order to deal with issues, as identified by the Chair, that cannot be delayed until a September meeting.

BACKGROUND

We are engaged in a number of initiatives, such as collective bargaining, that may require a summer Board meeting.



DATE:	May 30, 2005
REPORT TO:	Chair and Members of the Board
C.C.:	Ken Roberts, Chief Librarian
FROM:	Linda Foley, Director, Human Resources
SUBJECT:	Job Evaluation – Non-Union Position

RECOMMENDATION:

That the rating for the Manager, Communications and Community Development be upgraded from Classification 5 to Classification 6 retroactive to April 1, 2004, be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The 2005 budget impact is \$10,094. Retroactive costs associated with the upgrading of this position are \$12,348 in wages and benefits.

BACKGROUND:

The Hamilton Public Library uses the City of Hamilton salary ranges for compensation and pay equity purposes. As such, it utilizes the City's job evaluation tool and appeal procedures. All management positions and non-union positions were under review and were evaluated and notification of the results was sent to employees in January 2002.

As a result of further restructuring in this group after this time, the role of Manager, Communications and Community Development was created and the position filled with an external hire in late 2002. The position was initially slotted into the Level 5 salary range. Adequate time has now elapsed in order to capture the position accurately and a review of the role, responsibilities, has been undertaken late in 2003 and early 2004.