

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, March 15, 2006**

Hamilton Public 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, February 22, 2006** **Attachment #3**
4. **Presentations**
 - 4.1 E-Audio Books – KD
5. **Consent Items**
 - 5.1 Permanent Endowment Request – MS Attachment #5.1
Suggested Action: Recommendation
6. **Business Arising**
 - 6.1 5th Floor Update – WG Attachment #6.1
Suggested Action: Receive
 - 6.2 Ancaster Update Oral Report

7. Correspondence

Attachment #7

- North End Health Center Letter

8. Reports

- 8.1 Chief Librarian's Report

Attachment #8.1

Suggested Action: Receive

9. New Business

a.1 Pay Equity Update - LF (Add-on)

10. Private and Confidential

- 10.1 Labour Relations – LF

11. Date of Next Meeting

Wednesday, April 19, 2006
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

12. Adjournment

13. Facilities Master Plan Discussion (1 hour)

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

Wednesday, February 22, 2006

Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

MINUTES

PRESENT: George Geczy, Maureen McKeating, Mavis Adams, Jennifer Gautrey, Santina Moccio, Tamara Fernandes, Joyce Brown, Doreen Horbach

REGRETS: Councillor Pearson, Councillor Jackson, Mac Carson

STAFF: Ken Roberts, William Guise, Linda Foley, Beth Hovius, Helen Benoit, Karen Hartog

1. DISCUSSION PERIOD

- 1.1 Board and staff exchanged information regarding sessions attended at the recently held OLA Conference.
- 1.2 Mr. Roberts reported that there were several positive publicity pieces with the media the past week.

2. ACCEPTANCE OF THE AGENDA

Add: 9.2 Request for Special Gifts Fund

MOVED by Ms Gautrey, seconded by Ms Fernandes,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

3. MINUTES

3.1 MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, JANUARY 18, 2006

MOVED by Ms Brown, seconded by Ms Gautrey,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, JANUARY 18, 2006 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

3.2 MINUTES OF THE HAMILTON PUBLIC LIBRARY SPECIAL BOARD MEETING OF MONDAY, JANUARY 30, 2006

MOVED by Ms Gautrey, seconded by Mr. Geczy,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF MONDAY, JANUARY 30, 2006 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. PRESENTATIONS

4.1 Hamilton Family Reads

Received for information. Ms Benoit provided a PowerPoint on the Hamilton Family Reads initiative.

5. CONSENT ITEMS

MOVED by Ms Brown, seconded by Ms Moccio,

THAT CONSENT ITEM 5.1 BE APPROVED.

MOTION CARRIED.

5.1 That the Hamilton Public Library Audit Committee minutes of Monday, January 30, 2005 be approved as presented.

6. BUSINESS ARISING

6.1 Holds Process

Mr. Roberts conveyed the recommendations being made to Administration from the various teams. Library Board members requested future updates and the decisions made by management.

6.2 2006 Operating Budget

Mr. Roberts provided an update with regard to the 2006 operating budget.

6.3 Facilities Master Plan March 1st Meeting

This special meeting will be held at 6:00 p.m. in the new training classroom on the 2nd floor. The motions passed at the June 2005 meeting will be forwarded to board members prior to the March 1st meeting.

7. CORRESPONDENCE

Letter to Mayor Larry Dilanni from Maureen McKeating dated February 1, 2006

Received for information.

Letter to Maureen McKeating from Mayor Larry Dilanni dated February 3, 2006

Received for information.

8. REPORTS

8.1 Chief Librarian's Report

Received for information.

9. NEW BUSINESS

9.1 OMERS Labour Disruption

Received for information.

9.2 Request for Special Gifts Fund

MOVED BY Ms Brown, seconded by Ms Gautrey

THAT AN AMOUNT NOT TO EXCEED \$5,000 BE ALLOCATED FROM THE SPECIAL GIFTS FUND TO BE USED TO PURCHASE BOARD BOOKS TO SUPPORT THE HAMILTON PUBLIC LIBRARY'S READ TO YOUR BABY PROJECT.

MOTION CARRIED.

10. **PRIVATE AND CONFIDENTIAL**

MOVED by Ms Moccio, seconded by Ms Gautrey,

THAT THE LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS LABOUR ISSUES.

MOTION CARRIED.

MOVED by Ms Moccio, seconded by Ms Brown,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

11. **DATE OF NEXT MEETING**

Wednesday, March 15, 2006
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

12. **ADJOURNMENT**

MOVED by Ms Moccio, seconded by Ms Fernandes,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, FEBRUARY 22, 2006 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 8:05 p.m.

Minutes recorded by Karen Hartog.



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: March 9, 2006

REPORT TO: Chair and Members of the Board

FROM: Maureen Sawa, Director, Public Service and Community Development

SUBJECT: **Bookmobile Funding**

RECOMMENDATION:

That \$15,000.00 be allocated from the Permanent Endowment trust funds (Deptid 125025) to cover the costs of 2 summer students to assist with the bookmobiles' children's summer reading program and to purchase new high demand children's materials to supplement the bookmobiles' children's collections.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are sufficient funds available for distribution from the Permanent Endowment trust fund.

BACKGROUND:

In 1995 the Library Board received a bequest of \$450,000 from Mr. And Mrs. Dowler of Hamilton, with the funds to support bookmobile and outreach services. The funds were placed in a reserve account and extension services staff are encouraged, annually, to suggest ways interest earned from the endowment could be used to enhance bookmobile services.

Endowment funds have been used each year to hire summer students since 2002 for the bookmobile summer reading program. Summer students are essential to the bookmobile's summer reading program as they help promote the program in the schools, listen to the children's reports on books they have read, distribute incentives to the children and record statistics.



Hamilton Public Library

Date: March 9, 2006

To: Chair and Members of the Board

c.c. Ken Roberts, Chief Librarian

From: William Guise, Director, Finance and Facilities
Hamilton Public Library

Subject: Renovations to 5th Floor at Central Library

RECOMMENDATION:

That the status report of the renovations to the 5th Floor at Central Library be received for information.

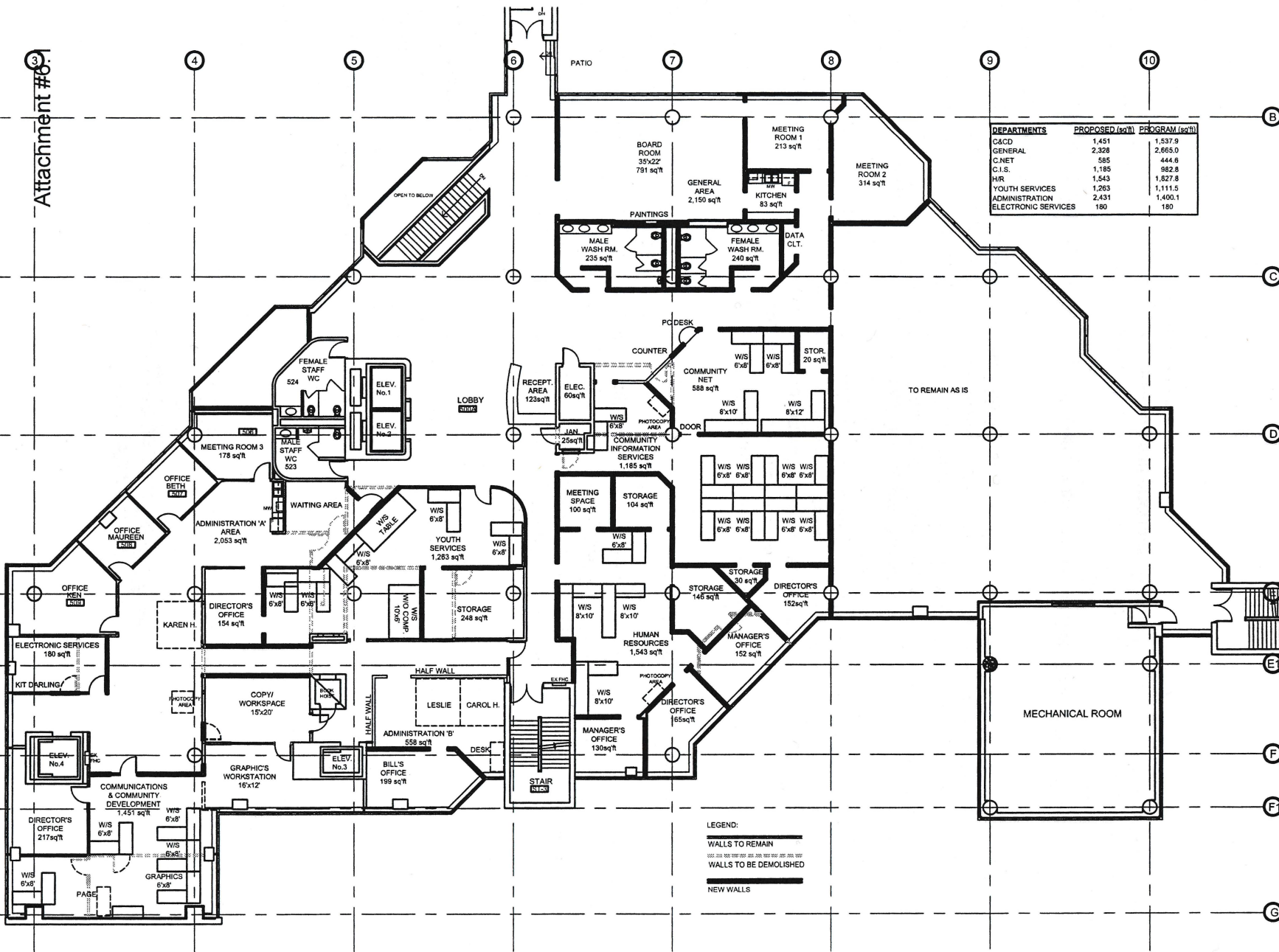
BACKGROUND:

At the September 23rd 2005 meeting of the Board funding in the amount of \$424,000 was approved for renovations to the 5th Floor of Central Library. The budget for the renovations was based on the functions and square footage area needs developed by staff. The proposed renovations included a new Library Board room, meeting rooms, much needed additional work areas for Communications & Community Development and Children's Librarians, revised work and meeting area for Human Resources and additional office area for staff. The renovations would also include space for Community Information Services (CIS) and Hamilton Wentworth CommunityNet (HWCN) which would allow the space they currently occupy on the 1st Floor of Central to be converted to Library use.

Subsequent, to receiving Board approval, we have been using the services of City of Hamilton Facilities Division to provide project management. An architect, who was chosen from a "roster", maintained by City Purchasing, has been working with the various stakeholders to prepare a design which meets the objectives of the program and meets budget requirements. The preliminary design based on the initial meetings was prepared and has reviewed by the stakeholders in individual meetings with the architect. The preliminary design appears to meet the program requirements and includes a new Board Room with easy access to the patio and a revised entrance to the Administration area. This preliminary design will be revised to reflect and any comments by the stakeholders in the follow-up meetings and brought back to staff for review.

The current schedule calls for the final design to be completed shortly with construction drawings ready by the end of March with the tender for construction being released in early April and construction completed by August 2006.

Attachment #6.1



DEPARTMENTS	PROPOSED (sqft)	PROGRAM (sqft)
CACD	1,451	1,337.9
GENERAL	2,328	2,665.0
C.NET	585	444.6
C.I.S.	1,185	982.8
H/R	1,543	1,827.8
YOUTH SERVICES	1,263	1,111.5
ADMINISTRATION	2,431	1,400.1
ELECTRONIC SERVICES	180	180

NO.	REVISIONS	DATE
3	revise & present to owner	2/8/06
2	present to owner	2/7/06
1	present to owner	1/24/06

PRELIMINARY
NOT FOR
CONSTRUCTION

5TH FLOOR RENOVATIONS
HAMILTON PUBLIC LIBRARY

HAMILTON, ONTARIO

5th FLOOR PLAN

GRAFF GRGURIC
ARCHITECTS
INCORPORATED

44 KING STREET EAST, UNIT 10
STONEY CREEK, ONTARIO, L8S 1K1
Tel: 905-664-8725 Fax: 905-664-8737
Web: www.7gaf.com

SCALE	PROJECT
1/8" = 1'-0"	10601
DATE	DRAWING
FEB. 7, 2006	A1
DESIGNER	CHECKED
D.P.	J.A.G.
PRINT DATE	CAD FILE

NORTH HAMILTON
COMMUNITY HEALTH CENTRE

554 John Street North
Hamilton, Ontario L8L 4S1
Phone (905) 523-6611

Charitable Number 10392 9162 RR0001

February 21, 2006

Mr. Ken Roberts, Chief Librarian
Hamilton Public Library
55 York Boulevard
P.O. Box 2700
Hamilton, Ontario
L8N 4E4

Dear Mr. Roberts:

Thank you for our meeting today regarding a possible partnership with North Hamilton Community Health Centre (NHCHC) and the Hamilton Public Library. As discussed, NHCHC has been approved for the first stage of a Capital Plan. We have received 1.3 million dollars from the Ministry of Health and Long Term Care to purchase the vacated Bennetto School, and to draw up plans and block schematics. These plans will be submitted to the Ministry for second stage approval – construction. The entire project is approximately 5 million dollars.

As follow up to our meeting today, I wanted to reiterate our desire to partner with the Library in providing services out of our new building. NHCHC works within the broad determinants of health framework, and feels that literacy and access to information is crucial to individual and community health. The Health Centre's vision is "No Obstacles to Health", and our mission is to "provide accessible, excellent, client-centred health care service and enriching programs in partnership with our diverse communities to achieve their optimal health in an environment of learning and discovery". In reviewing the Library's mission of "*uniting people and ideas in a warm and welcoming environment . . . to enrich the lives of individuals. The Library actively champions literacy, access to information, and the joy of reading.*", the two organizations' mission cohesiveness is clear. We believe a partnership with the Library would aid in meeting the Library's priorities of *strengthening communities, supporting diverse needs, and developing and energizing your organization.* We envision program synergies, economic efficiencies, and a renewed library presence for at-risk populations as a few of the many benefits of such a partnership.

NHCHC has ambitious timelines, with the hope of breaking ground by October, 2006. The architects will be finalizing drawings in May, 2006, and would require your decision by that time. Given that you are strategic planning in the near future, we hope that you will consider seriously this partnership, and the opportunities it presents to further each of our organizations' missions and priorities. If you require further information, please do not hesitate to contact me at your earliest convenience.

Yours sincerely,

Elizabeth Beader, MBA
Executive Director

C: Beth Hovius
Dwayne Cline
NHCHC Board of Directors

CHIEF LIBRARIAN'S REPORT MARCH, 2006

NASHVILLE PRESENTATION

I spoke at the Sirsi/Dynix Executive Conference in Nashville on March 6th. The topic was "Engaging our Communities" It went exceptionally well, considering that I was sort of sick at the time. Still, chief librarians in the states are extremely impressed with what we have done since amalgamation.

CANADIAN LIBRARY ASSOCIATION CONFERENCE

This year's Canadian Library Association conference is to be held in Ottawa from June 14 to June 17. The Early Bird registration rate expires on April 17. George will be speaking at the conference and is therefore attending along with members of the senior administration team and staff who are also speaking. It is the 50th anniversary of the founding of the association, which began here in Hamilton. If another board member wishes to attend, the conference package can be viewed at <http://www.cla.ca/conference/2006/index.html>. Please contact Maureen so that it can be approved by the Board. The Board's conference budget is \$5000 of which approximately \$2,300 was spent at the OLA conference. An approximate cost of \$1,500 is required for a person to attend CLA.

WIRELESS CITY SUMMIT

On Friday, March 24, Daphne Wood and I will be facilitating a 'Preferred Future' exercise with representatives from the City of Hamilton, Hamilton Health Sciences, Police Services, Emergency Services, McMaster University, the public and separate school boards, and the Port Authority. This working group has been assembled to lead the community's vision for Wireless Internet access across all sectors. The intent of this exercise will be to discuss "how did we get where we are; where do we want to be; what does the future look like; and what do we need to do to get there". The outcome will assist the group to develop individual objectives, and to establish a roadmap for the consortium to follow.

NATIONAL VOLUNTEER WEEK

National Volunteer Week, April 23 to April 29, pays tribute to Canadian volunteers who give of themselves to better their communities and the lives of others. Hamilton Public Library volunteers deliver library materials to those in need, help new Canadians practice language skills, and assist children with their homework. A Volunteer Recognition Tea is planned for Friday, April 28. Board members are invited to attend - a formal invitation will be forthcoming. On behalf of the library system, I would like to acknowledge the important role of our Board Members - a group of exemplary leaders and volunteers.

SPRING BOOK SALE

The Library's Spring Book Sale takes place in Jackson Square (across from the LCBO) from Monday, April 3 to Saturday, April 8. This is a joint fund raising project of the Hamilton Public Library and Soroptimist International of Hamilton-Burlington.

DOORS OPEN HAMILTON PUBLIC LIBRARY

Doors Open Hamilton is an annual event taking place Saturday, May 6 and Sunday, May 7. Notable buildings throughout the community (both public and private) open their doors and provide visitors a unique cultural opportunity. This year, the Hamilton Public Library will be designing an activity sheet for children, to be available at more than 35 sites. The activity sheet will feature word finds, a colouring sheet, an illustration of the construction trades at work and recommended reading for kids on the subject of architecture. Next year, Kenilworth Library will be included as a notable Doors Open event location.

FOOD FOR THOUGHT -- a new lunch and learn session at the Central Library

One Wednesday each month, the library will offer a feast of ideas. Dr. Parmjit Singh (McMaster University, Faculty of Social Sciences) and his colleagues will discuss engaging topics such as Work-Life Balance, Managing Health, Self-Esteem & Stress, Achieving Your Potential, Finding Your Passion & tackling the question 'Why Do We Suffer?'. All sessions start at 12:05 p.m. and end at 12:50 p.m. in the Central Library, Hamilton Room on April 5, May 3 and June 7. This new program was developed to attract workers in the downtown core during the busy noon hour.

WHAT'S HAPPENING - SPRING ISSUE

The Spring program guide, What's Happening @ Hamilton Public Library, will be published in the Saturday, March 11 issue of The Hamilton Spectator.

PANDEMIC PLANNING

The entire senior management team attended the Chamber of Commerce Pandemic Planning breakfast meeting on February 22nd. The meeting provided us with a lot of information and highlighted the need for a flexible emergency plan that can be used in a number of potential situations.



Att #9.1

DATE: March 15, 2006
REPORT TO: Chair and Members of the Board
C.C.: Ken Roberts, Chief Librarian
FROM: Linda Foley, Director, Human Resources
SUBJECT: Pay Equity Position with CUPE 932 – An Update

At the March 22, 2006 Board meeting, the Library's position on pay equity with CUPE 932 was reviewed and direction to proceed as discussed was given. The Library's position that the Library is the employer and the City of Hamilton the comparator for pay equity purposes was provided to our CUPE Executive at our Labour Management Committee meeting on March 1, 2006, CUPE National representatives, and the Pay Equity Review Officer.

We have offered to meet with CUPE and their Pay Equity specialists prior to our scheduled meeting with the Pay Equity Review officer on April 16, 2006 so that many of the details regarding the plan, maintenance of the plan, and procedures for evaluation of jobs can be agreed to prior to this meeting.

March 15, 2006