

Mission Statement

The Hamilton Public Library unites people and ideas in a 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 Commitments

Unified Library System Sustainable Library System Accessible Library System

HAMILTON PUBLIC LIBRARY BOARD

**Regular Board Meeting
Wednesday, October 15, 2003
Central, 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, September 17, 2003**
4. **Business Arising**
 - 4.1 2004 Operating Budget – KR/WG Attachment #4.1
Suggested Action: Recommendation
 - 4.2 2004 Draft Strategic Plan - KR Attachment #4.2
Suggested Action: Recommendation
 - 4.3 Locke Branch Attachment #4.3
Suggested Action: Recommendation
5. **Correspondence** **Attachment #5**
 - Letter to Honourable Sheila Copps dated September 19, 2003
 - Letter to Merv Matier, HWDSB, dated September 25, 2003
 - Letter to Marcel Castura, HWCDSB, dated September 25, 2003
 - Letter to Kevin Christenson, City Clerk, dated September 26, 2003
6. **Reports**

7. New Business

- | | | |
|-----|--------------------------------------|---|
| 7.1 | Hamilton Gallery of Distinction - KR | Attachment #7.1 |
| | | Suggested Action: Recommendation |
| 7.2 | Non-Union Wage Compensation – KR/LF | Attachment #7.2 |
| | | Suggested Action: Recommendation |
| 7.3 | Job Evaluation - LF | Attachment #7.3 |
| | | Suggested Action: Recommendation |

8. Board Development

- 8.1 Ken Haycock Session scheduled for October 20th – PR

9. Private and Confidential

- 9.1 Labour Relations update – LF Oral Report

10. Date of Next Meeting

Wednesday, November 19, 2003
Central, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

11. Adjournment

12. Tour of 5th/6th Floors

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, September 17, 2003
Regular Board Meeting
Wentworth Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

- PRESENT:** Doreen Horbach, Peter Rogers, Glen Whitwell, George Geczy, Anne Gravereaux, Mavis Adams, Anita Culley, Dawna Petschewark, Maureen McKeating
- REGRETS:** Joyce Brown, Mac Carson, Councilor Caplan, Chris McLaughlin, Councilor Caplan
- STAFF:** Ken Roberts, William Guise, Kit Darling, Linda Foley, Maureen Sawa, Beth Hovius, Karen Hartog

The meeting was called to order at 6:00 p.m.

1. DISCUSSION PERIOD

1.1 CLA/ALA Conference Impressions

Board members and staff members who attended the conference shared their experiences and highlights.

1.2 Central Library Administration Renovations

Mr. Roberts reported that the Administration staff will be moving back to Central on Friday, September 19th.

1.3 Ms Darling distributed invitations for the launch of "Ontario Public Library Week.

1.4 Mr. Roberts indicated that the Power of the Pen Awards evening will be held on October 24th at 6:30 p.m. Ms Horbach will bring

greetings from the Board. Ms McKeating and Ms Adams will also be attending the evening.

- 1.5 The MELD launch will be held on October 22nd at 3:30 p.m. at Dr. Davey School. Mr. Rogers, Mr. Whitwell and Ms Adams will represent the Library Board.

2. ACCEPTANCE OF THE AGENDA

Add: 7.7 Job Evaluation
7.8 SDC Report

MOVED by Mr. Whitwell, seconded by Ms Adams,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, JUNE 11, 2003

MOVED by Ms Gravereaux, seconded by Mr. Whitwell,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, JUNE 11, 2003 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. BUSINESS ARISING

No business arising.

5. CORRESPONDENCE

Letter to The Right Honourable Jean Chretien from Ken Roberts dated July 17, 2003

Received for information.

E-mail response from Pat Millar re Spectator Forum Letter

Received for information.

E-mail response from John Allchin re Spectator Forum Letter

Received for information.

6. REPORTS

6.1 Chief Librarian's Report

Mr. Roberts provided additional details to his report. Ms Gravereaux requested that she would like the Locke Street Renovation be added to the October agenda to include a summary of what the current situation/issues are in regards to the renovation.

Mr. Robert's report was received for information.

6.2 Statistical Report

Received for information.

7. NEW BUSINESS

7.1 Media Coverage June – August 2003

A folder containing a compilation of print editorials and advertising was passed around to the Board Members.

Received for information.

7.2 2002 Financial Statements

MOVED by Mr. Rogers, seconded by Ms McKeating,

THAT THE 2002 AUDITED FINANCIAL STATEMENTS (ATTACHED) FOR THE HAMILTON PUBLIC LIBRARY BOARD BE APPROVED.

MOTION CARRIED.

7.3 2003 Budget Status

Received for information.

7.4 2004 Operating Budget

Mr. Roberts provided a PowerPoint demonstration outlining the current 2004 operating budget status.

MOVED by Mr. Rogers, seconded by Mr. Geczy,

THAT THE LIBRARY BOARD AUTHORIZE ADMINISTRATION STAFF TO PREPARE A RANGE OF OPTIONS THAT INCLUDES A BUDGET SHOWING BETWEEN A 4% AND 6.9% REDUCTION.

MOTION CARRIED.

7.5 Library Board Membership

Mr. Geczy recommended that Administration staff contact the school boards to notify them that their will no longer need to appoint a representative(s) to the Library Board.

It was also recommended that Administration staff write City Council and the City Clerk outlining the current needs of the Library in order to help assist them in their appointment process for the next term's library board.

MOVED by Ms Adams, seconded by Mr. Rogers,

THAT THE HAMILTON PUBLIC LIBRARY BOARD DIRECT THE SECRETARY OF THE BOARD TO INFORM THE CITY OF HAMILTON, AS REQUESTED, THAT THE CURRENT COUNCIL REPRESENTATION ON THE BOARD (TWO COUNCIL MEMBERS) IS EFFECTIVE

MOTION CARRIED.

MOVED by Ms Gravereaux, seconded by Ms Adams,

THAT THE HAMILTON PUBLIC LIBRARY BOARD DIRECT THE SECRETARY TO THE BOARD TO INFORM THE CITY OF HAMILTON THAT THE LIBRARY BOARD WOULD LIKE TO SEE THE MUNICIPAL BY-LAW THAT SETS THE SIZE OF THE LIBRARY BOARD AMENDED TO ESTABLISH A BOARD OF ELEVEN MEMBERS, WITH TWO COUNCIILLORS AND 9 CITIZEN APPOINTEES (NO SCHOOL BOARD NOMINATED MEMBERS).

7 IN FAVOUR

1 OPPOSED

MOTION CARRIED.

MOVED by Mr. Geczy, seconded by Ms Culley,

THAT THE HAMILTON PUBLIC LIBRARY BOARD DIRECT THE SECRETARY TO THE BOARD TO REQUEST THAT THE NEW CITY COUNCIL NOT APPOINT A NEW LIBRARY BOARD (EXCEPT AND UNLESS THERE IS A CHANGE IN THE COUNCIL REPRESENTATIVES) UNTIL ALL CURRENT CONTRACT NEGOTIATIONS WITH CUPE 932 ARE COMPLETE.

MOTION CARRIED.

7.6 HR Retention Schedule

Mr. Rogers indicated that the "P – Permanent" needs to be added under the definitions.

MOVED by Mr. Rogers, seconded by Ms McKeating

THAT THE AMENDED RETENTION SCHEDULE FOR THE HUMAN RESOURCES FILES BE ADOPTED AS AMENDED.

MOTION CARRIED.

7.7 Job Evaluation

MOVED by Mr. Rogers, seconded by Mr. Geczy,

THAT THE RATING FOR THE WEB ASSISTANT POSITION CHANGE FROM CLASSIFICATION 17 TO CLASSIFICATION 18 AS REVIEWED BY THE JOINT JOB EVALUATION COMMITTEE IN JANUARY 2003, BE APPROVED.

MOTION CARRIED.

7.8 SDC Report

MOVED by Mr. Rogers, seconded by Mr. Geczy,

THAT THE HAMILTON PUBLIC LIBRARY BOARD AUTHORIZE AN ADDITIONAL AMOUNT OF \$500.00 FOR A TOTAL OF \$1,000.00 FOR THE STRATEGIC DIRECTIONS COUNCIL'S "BEYOND BUILDING VALUE TOGETHER – CREATING THE FEDERATION OF ONTARIO PUBLIC LIBRARIES".

MOTION CARRIED.

8. BOARD DEVELOPMENT

8.1 Governance Committee – deferred to October meeting.

9. PRIVATE AND CONFIDENTIAL

MOVED by Mr. Rogers, seconded by Ms Gravereaux,

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

MOTION CARRIED.

MOVED by Mr. Rogers seconded by Mr. Geczy,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

10. DATE OF NEXT MEETING

Wednesday, October 15, 2003
Central Library, Wentworth Room
5:30 p.m. Dinner
6:00 p.m. Meeting

11. ADJOURNMENT

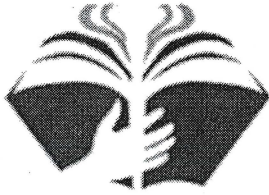
MOVED by Ms Adams, seconded by Ms Gravereaux,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, SEPTEMBER 17, 2003 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 9:00 p.m.

Minutes recorded by Karen Hartog.



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: October 8, 2003

REPORT TO: Doreen Horbach, Chair

C.C. Library Board Members

FROM: Ken Roberts, Chief Librarian

SUBJECT: **2004 Operating Budget Discussion Points**

The Library Board directed management to present operating budget possibilities that would reduce the request from the City of Hamilton. In September, we estimated that doing business the same way would require an operating budget increase of 6.9%. The board directed management to present reductions that could take the request down to a 4% increase over the 2003 budget. We estimated, at the September meeting, that we would need a reduction of \$650,000 in order to meet the goal of a 4% increase.

We have made several adjustments to the maintenance operating budget since the September meeting. Here are the major adjustments:

Reductions

- The September operating budget carried \$82,880 in new funding for potential management performance incentives since we were not sure how the City intended to carry this program into 2004 and how the city intended to extend it to all managers. Since that time we determined that the City of Hamilton was changing the parameters of the performance incentive program. We explained the situation to our middle managers and suggested options. They opted to accept what the City staff were receiving, an adjustment to base pay. This is included in the 2003 budget. We eliminated the extended performance incentive program from our budget, as city departments have done. **(-\$82,880)**
- Additional adjustments to several budget lines brought the figure needed to reach a 4% target down to \$498,330. **(-\$68,790)**

Additions

- We added \$20,000 to the computer leasing budget as part of our multi-year program to bring all computers under leases so that they can be replaced on a predictable cycle. **(+\$20,000)**
- We added \$33,000 in staff costs to the Valley Park Branch (part-time) since the branch is so busy that it cannot meet the demands within the current staff complement. **(+\$33,000)**
- We added \$10,000 for increased security coverage of the Central Library in anticipation of the same level of need as last winter. **(+\$10,000)**
- Smaller additions such as anticipated job evaluation costs and, as with leasing, a stepped increase in the cleaning budget in order to begin addressing the fact that the former Wentworth locations had virtually no cleaning budgets.

New Target

The various additions and subtractions bring the current draft operating budget to a 6.8% increase over last year's budget.

Our new target, then, to provide the board with options that bring the budget down to a 4% increase is to find up to \$577,340.

During the past month, we have consulted with our middle managers, held a day long retreat, and investigated a number of potential options. I also relayed the board's motion to the City's Finance General Manager, to the Budget Director, and to the City's Chief Administrative Officer.

I met with the city's CAO and reviewed the Hamilton Public Library Board's exceptional financial performance since amalgamation. I pointed out, as well, the reductions in staff that we have endured and the fact that we have continued to live within our allocated operating budgets. It was my impression that the CAO felt that the Library Board has done an excellent job and that a reasonable and fair budget that shows some increase (limited as much as possible) could be defended and supported within his current understanding of Council's objectives.

Any reductions from the draft operating budget will have a negative effect but, given the city's financial situation, there are some reductions that we, as management, recommend. There are others that we do not recommend.

Recommended Savings:

That the current vacant Branch Manager position be eliminated and the current management staff be deployed in a fashion that covers this vacancy on a permanent basis. **(Savings of \$94,000 including benefits)**

One Branch manager position has been vacant for almost two years. We had been hoping that the incumbent could return to work. It is now clear that she will not be able to return to work. This is a vacant position and it is easier to reduce funding by using vacancies that occur.

That the current vacant Area Children's Librarian position be eliminated and the number of children's/teen librarians be reduced from 4 to 3. **(Savings of \$75,000 including benefits)**

The position became vacant as the result of a retirement as of the end of September. We introduced the concept of more centralized organization of children's services after the amalgamation, knowing that the training of new staff and the delivering new core children's services was a high priority. Much of the unification work is complete. We had assumed that the number of staff in this area might be reduced or redeployed when some of the amalgamation issues were addressed

That we re-negotiate our Long Term Disability insurance contract with a new carrier **(2004 savings of \$25,000)**

Our costs for LTD are high since we have a number of staff members on LTD. We have a bid from a new carrier who will assume that much of the demand on this benefit has already occurred (current staff costs would stay with the existing carrier) and is willing to provide us with a cheaper rate. The carrier is being presented through our broker. We would still view this as an interim measure to reduce costs. Eventually, we would like to investigate the viability of becoming part of the city's plan, allow us to use a larger workforce and, hopefully, added savings.

These recommended savings total \$194,000.

If the target is to reduce the draft operating budget by \$577,340, we must still show \$383,340 in savings.

Accepting the recommended savings brings the Board's potential request down to a 5.9% increase over the 2003 operating budget.

Potential Savings that require more investigation:

The various staff reductions that have taken place since 1994 have had little affect on the staffing levels of the service floors of the Central Library. Several Central Library staff members have decided to take advantage of the OMERS retirement window and have announced their plans to retire by the end of this year (or early next year).

The nature of the business of the Central Library has changed considerably in the past ten years.

The Central Library Services Review is close to completion.

We believe that the ideas and goals that are arising from the Central Library Services Review, combined with the various retirements, may provide us with an

opportunity to use the retirements in a creative fashion and save up to approximately \$250,000. We do not have details for you since any savings is based on an approval of the Central Library Review model and an overview of that model will not be ready until the November meeting. We would feel more comfortable recommending that potential savings be presented along with the impacts on service.

If we are to reach a target of close to 4%, the Central Library and its services represent the best opportunity for a number of reasons. 1) There will soon be available vacant Central positions and we would like to avoid creating redundancies or staff lay-offs, 2) the business of the Central Library has declined and has changed from the former model, which was fairly staff intensive and assumed more research/reference business than actually occurs, and 3) the branch libraries have already absorbed the major impact of the amalgamation related staff adjustments.

I cannot recommend that these potential savings be submitted to the city when we comply with the October 17th budget deadline. I do recommend that I convey to the city's administration that we are investigating this area and are hopeful that we can use savings to bring the library's budget to an acceptable level of increase.

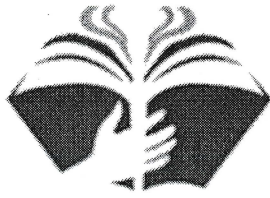
Potential savings of \$250,000

If the target is to reduce the draft operating budget by \$577,340 and all of the recommended savings are accepted and it is assumed that we may be able to find \$250,000+ by adjusting staff levels to reflect some of the retirement savings, we must still show \$133,340 in savings.

Not Recommended Savings:

Frankly, we do not have any on-going recommendations that can show the additional \$133,340 in savings. We have hopes and possibilities. We have some vacancies that can be gapped to create some temporary savings as we explore possibilities. At this time, however, if we live within the guidelines provided by the city, there are no other areas of savings that we can identify which do not have extreme impacts on our services.

An additional uncertainty is that we are in the midst of negotiations and are not certain about the impact of any changes in the collective agreement. It is certainly clear that we do not have any funding available to us for these negotiations, other than the funds set aside for salary adjustments.



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: October 8, 2003
REPORT TO: Doreen Horbach, Chair
C.C. Library Board Members
FROM: Ken Roberts, Chief Librarian
SUBJECT: **2004 Strategic Plan**

Recommendation:

That the Hamilton Public Library Board endorse the attached Draft Strategic Priorities for the 2004 Hamilton Public Library Strategic Plan

Background:

The strongest component of the 2002 and the 2003 Hamilton Public Library Board strategic planning process was the inclusion of the three strategic priorities.

Several senior staff members attended the ALA/CLA preconference session on *Cities, Neighborhood, and Libraries* and reviewed the strategic priorities of some of the more progressive American public libraries. I subsequently went the web sites for some of these libraries and looked at their strategic plans. Using our notes, our sense of Hamilton's needs and priorities, the Board's stated goals for the library system, and our sense of where the library system stands at the present time, we are recommending – in draft format – the following three strategic priorities for 2004.

Once draft strategic priorities are accepted, we will publicize the draft goals, share them with staff, make suggested modifications, and add specific goals that could be delivered under each priority.

The draft priorities allow us to continue with our multi-year initiatives. They place a lower emphasis on the organizational needs related to amalgamation and place a higher emphasis on building community and supporting diversity.

THE HAMILTON PUBLIC LIBRARY BOARD

A SUMMARY OF THE BOARD'S STRATEGIC PRIORITIES FOR 2004

MISSION

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.

VALUES

Intellectual Freedom

We provide individuals with access to all expressions of knowledge, creativity, and intellectual activity.

Inclusiveness

We work with our diverse communities to encourage library use.

Innovation

We anticipate and respond to the changing needs of our communities.

Respect

We listen and respond to diverse opinions, foster understanding and protect the dignity of individuals.

Accountability

We ensure that library services are vital and relevant to our community and to people's lives.

STRATEGIC PRIORITY #1: STRENGTHEN COMMUNITIES

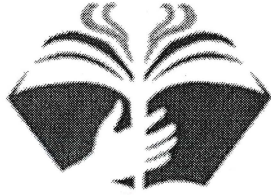
Library branches and the Central Library are each community's "front porch," a place for neighbours to meet and for ideas to be shared. Libraries incite community pride and delight. Countless adults have talked and written about their memories of "when I went to the library", and their tales are ones of joy and enchantment. While our libraries have much in common (they all carry bestsellers, children's material, connect to the outside world and support students with their school assignments), a good library also reflects unique aspects of its surrounding neighbourhoods. The Hamilton Public Library will strengthen Hamilton's communities and neighbourhoods by ensuring that Hamilton public library branches and our Central Library all support community development.

STRATEGIC PRIORITY #2: CELEBRATE DIVERSITY

The Hamilton Public Library will encourage people to use their public library's resources. The library system will serve people in ways that are relevant to their unique circumstances. Diversity, to some, means simply that Canadian residents come from a variety of ethnic backgrounds and experiences. We will recognize that people have differing needs as they try to comprehend their world.

STRATEGIC PRIORITY #3: DEVELOP AND ENERGIZE OUR SERVICES AND ORGANIZATION

The Hamilton Public Library will grow and improve through constant renewal. We believe that the library is a growing organism. We will ensure that the human and financial resources available to us continue to provide the best possible service to our city.



Hamilton Public Library

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DATE: October 8, 2003

REPORT TO: Doreen Horbach, Chair

C.C. Library Board Members

FROM: Ken Roberts, Chief Librarian

SUBJECT: Options for Locke

The Library Board asked us to bring options for the donated facility at the corner of Locke and Herkimer.

Background:

The building was donated to the City of Hamilton to be used as a public library branch. The donation was announced at Council in the spring of 2000 but title to the building was not completed for approximately two years. No funds for renovation accompanied the donation and it was assumed that the existing Locke Branch, which is also a city owned building, could be sold and that the revenue from that sale could be used as the major source of funding to renovate the bank building. It was assumed that the library board would pay for any renovations from its special gifts fund and that the bulk of this expenditure would be repaid to the fund once the current Locke Street Branch was sold.

The donated bank building has several limitations. The main floor is considerably above street level and there is little room outside the building to create the necessary wheelchair access. The vault cannot be removed at a reasonable cost, although the doors can be removed. The building does not currently have washrooms on the main floor and does not have any washrooms that meet the necessary code requirements. Meeting the code requirements requires both an addition at the back of the building as well as washrooms in the basement. The ceiling of the main floor has been covered and dropped on the inside of the building on several occasions and it is not completely known what problems might exist once the ceiling coverings are removed. There is a mezzanine area at the rear of the building that is part of the structure and must be accounted for in the renovations. While the building is not designated as a cultural heritage site, it is a building of heritage interest and is listed with LACAC.

Design work was completed in the spring of 2003 and the tender documents were released. We received only three responses and all three were almost double the funds that are available. We estimate an income of \$150,000 – 200,000 if the current Locke

Branch is sold. The library board had initially shown an interest to provide up to \$100,000 from the special gifts. Without any funds for furnishings, the original estimates leave us more than \$300,000 over original budget expectations. The budget expectations had been done by the former City of Hamilton Community Services Department designer and were updated by the architectural firm.

We met with the architect and reviewed the drawings, looking for ways to reduce the cost. There are virtually none, if the building is to be a useable library.

Options

1) *Fundraise for the difference.*

This would be a long and difficult process. We anticipate that there may soon be a time when we may want to fund raise for renovations to the Central Library. We did raise \$45,000 for the Westdale renovations. Another \$45,000 was donated by the Library Board. The Board used the special gifts funds to match public donations. We used many of the Westdale staff as fundraisers during the four months that the branch was closed for renovations. Helen Benoit and Beth Hovius also spent significant portions of their time as fund raisers. We spent, in other words, more board dollars and more library staff time than we received in public donations. The community that uses the Westdale branch is larger and the need for a renovated library was much more evident.

2) *Wait for a more "friendly" time to re-submit the bid or even submit it in tandem with the anticipated Ancaster renovations.*

The best estimates for a bid response still suggest that we will face over \$500,000 in renovation costs.

We anticipate that the Ancaster renovation will cost more than the funds that are currently set aside in Ancaster's Development Charges account. It is possible that the Ancaster renovation may create a request/demand for some of the same funding from the board's capital reserve account.

This option buys time and hopes that the situation will improve but it leaves the Locke Street community in a state of limbo.

3) *Request permission from the City of Hamilton and from the donor, the CBIC, to change the conditions of the donation, allowing the board to sell the building and to use the revenue for library capital needs.*

4) *Proceed with the renovations and pay the difference between the anticipated costs and the actual costs from the library's capital reserves account.*

I find this option difficult to recommend or even to list. The building was a donation. There was no feeling at the time that the existing Locke Branch was a priority, in terms of capital improvements. The existing building had, in fact, been renovated in 1995. The Library Board faces significant capital issues in Ancaster, the South Mountain and Waterdown. A number of the rural library facilities are also in need of what may prove to be fairly expensive capital improvements. The Central Library faces significant capital-related challenges.

Hon. Sheila Copps
Minister of Canadian Heritage
House of Commons
Parliament Buildings
Ottawa ON K1A 0A6

September 19, 2003

Dear Minister Copps:

Re: Library Book Rate

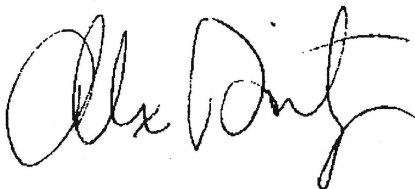
The Library Book Rate is a critical program that allows libraries to maximize the investments they have made in resources by sharing their printed materials with customers throughout the country. It is a particularly important program for people living in remote areas, who do not have direct access to library services and receive all their materials through the mail. A recent report to the Department of Canadian Heritage on the Library Book Rate made several recommendations aimed at ensuring that all Canadians have equal access to library materials for study and lifelong learning, in particular those who are in remote areas, who are enrolled in distance education programs, who are homebound or who have print disabilities.

At its September meeting, the Surrey Public Library Board passed the following resolution:

That the Surrey Public Library Board write to the Minister of Canadian Heritage, with copies to the President and CEO of Canada Post and local Members of Parliament, to express their strong support for the recommendations contained in the Report on the Library Book Rate, in particular for the continuation of the Library Book Rate beyond 2004 and its expansion to encompass non-print materials as well as print materials.

Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Dantzer". The signature is fluid and cursive, with the first name "Alex" and last name "Dantzer" clearly distinguishable.

Alex Dantzer
Chairman, Surrey Public Library Board

Cc: Hon. Andre Ouellet, President and CEO, Canada Post; Chuck Cadman, MP, Surrey North; Gurmant Grewal, MP, Surrey Central; Val Meredith, MP, South Surrey-White Rock-Langley

September 25, 2003

Mr. Merv Matier
Director of Education
Hamilton-Wentworth District School Board
P.O. Box 2558
100 Main Street West
Hamilton, ON L8N 3L1

Dear Merv:

I am writing to you as Secretary to the Hamilton Public Library Board to let you know about a decision that the board made at its September 17, 2003 meeting.

I should provide you with background. The Ontario Public Libraries Act was recently amended. Provisions that required each municipality to seek two library board nominees from the school board that served the most students within the jurisdiction and one nominee from the school board that served the second most number of students have been deleted. Municipalities are not required to seek any nominees from school boards.

The former Wentworth, Dundas, and Hamilton Public Library Boards had all recommended, to the province, that such a change be made. The suggestion had been made since: 1) school board nominees often felt that they were intended to be school board representatives, which is contrary to the Act, and 2) school board nominees were often appointed within a different time frame from the other board members, making it harder for a new board to become oriented and to start conducting business, and 3) school boards often had few people seek such a nomination while municipalities had multiple applications, and 4) it became harder for Council to ensure a balanced membership that fully represents the entire community.

Most of the larger municipalities in Ontario (e.g. Toronto, Windsor, and Ottawa) are dropping the requirement in their local by-laws. The Hamilton Public Library Board is recommending that the city of Hamilton also drop such a requirement in the by-law that establishes the size and composition of the Hamilton Public Library Board.

If your school board should feel that school board nominees (who cannot represent the interests of the school boards themselves but, once appointed, are responsible to the community as a whole) should still be required as part of the municipal by-law then the school board should contact Kevin Christenson, City Clerk, the City of Hamilton. The Library Board would, of course, appreciate a copy of any letter that may be sent to the city.

If you or the board should have any questions about the Hamilton Public Library Board's recommendation or the reasons for it, please do contact me at either 905-546-3215 or kroberts@hpl.ca.

Yours,

Ken Roberts,
Secretary,
The Hamilton Public Library Board

c.c. D. Horbach, Board Chair

September 25, 2003

Mr. Marcel Castura
Director of Education
Hamilton-Wentworth Catholic District School Board
90 Mulberry Street
P.O. Box 2012
Hamilton, ON L8N 3R9

Dear Marcel:

I am writing to you as Secretary to the Hamilton Public Library Board to let you know about a decision that the board made at its September 17, 2003 meeting.

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The former Wentworth, Dundas, and Hamilton Public Library Boards had all recommended, to the province, that such a change be made. The suggestion had been made since: 1) school board nominees often felt that they were intended to be school board representatives, which is contrary to the Act, and 2) school board nominees were often appointed within a different time frame from the other board members, making it harder for a new board to become oriented and to start conducting business, and 3) school boards often had few people seek such a nomination while municipalities had multiple applications, and 4) it became harder for Council to ensure a balanced membership that fully represents the entire community.

Most of the larger municipalities in Ontario (e.g. Toronto, Windsor, and Ottawa) are dropping the requirement in their local by-laws. The Hamilton Public Library Board is recommending that the city of Hamilton also drop such a requirement in the by-law that establishes the size and composition of the Hamilton Public Library Board.

If your school board should feel that school board nominees (who cannot represent the interests of the school boards themselves but, once appointed, are responsible to the community as a whole) should still be required as part of the municipal by-law then the school board should contact Kevin Christenson, City Clerk, the City of Hamilton. The Library Board would, of course, appreciate a copy of any letter that may be sent to the city.

If you or the board should have any questions about the Hamilton Public Library Board's recommendation or the reasons for it, please do contact me at either 905-546-3215 or kroberts@hpl.ca.

Yours,

Ken Roberts,
Secretary,
The Hamilton Public Library Board

c.c. D. Horbach, Board Chair

September 26, 2003

Kevin Christenson,
City Clerk,
The City of Hamilton,
71 Main Street West,
HAMILTON,
Ontario
L8P 4Y5

Dear Kevin,

I am writing as Secretary of the Hamilton Public Library Board to let you know that the board passed the following motions at its September 17, 2003 meeting.

- 1) That the Hamilton Public Library Board direct the Secretary to the Board to inform the City of Hamilton, as requested, that the current Council representation on the Board (two council members) is appropriate:**
- 2) That the Hamilton Public Library Board direct the Secretary to the Board to inform the City of Hamilton that the Library Board would like to see the municipal by-law that sets the size of the Library Board amended to establish a Board of eleven members, with two councillors and 9 citizen appointees (no school board nominated members).**
- 3) That the Hamilton Public Library Board direct the Secretary to the Board to request that the new City Council not appoint a new library board (except and unless there is a change in the council representatives) until all current contract negotiations with CUPE 932 are complete.**

The first motion was passed in response to your written request that the board considers the number of Council members and expresses an opinion as to whether or not the number should be increased or decreased.

The second motion was made in response to a change in the Ontario Public Libraries Act.

Just before amalgamation, all three of the former library board expressed the opinion that there should be eleven board members and that there should not be school board nominees. All three library boards lobbied the provincial government for a change in the Public Libraries Act, allowing for such a change. The by-law that established the Hamilton Public Library Board had to be written in a way that complied with the Public Libraries Act that was in effect in 2001 and the Act did require school board nominations. As mentioned, the Act has now been changed. The current Library Board has outlined several reasons why they recommend the change. These include:

- while the City of Hamilton receives multiple applications from citizens wanting to be on the Library Board, there is little public awareness that people can be nominated by the school boards and the boards rarely have multiple applicants;
- there is often confusion about the role of such “nominees.” They are not representatives of the school boards;

- school board nominees are rarely confirmed as board members within the same timeframe as the other board members and it has made it difficult for each new board to become established.
- it can make it more difficult for Council to find a balanced representation (age, ethnic diversity, geographic representation).

The majority of the larger municipalities (Windsor, Toronto, Burlington and Ottawa) are changing their by-laws to eliminate the school board nominees.

The third recommendation addresses the fact that the Library Board has been in contract talks with CUPE for more than 14 months. It would be difficult for us to change boards in the midst of these talks or, if talks break down, in the midst of a strike. Under the Public Libraries Act, the current Board stays in place until the new Council appoints a library board. It appears that we will be reaching an end of the negotiation process early in 2004. The Library Board is recommending that there needs to be continuity during the negotiations.

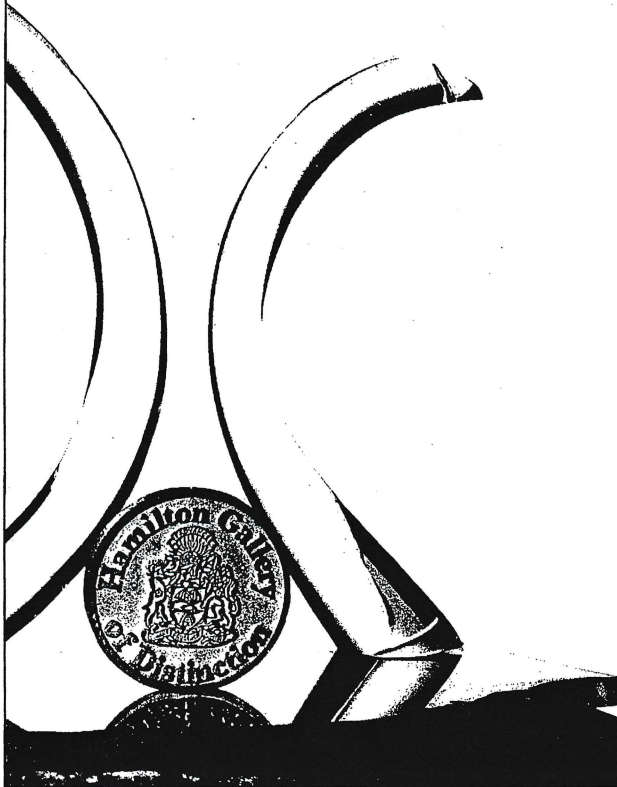
Yours,

Ken Roberts,
Secretary,
Hamilton Public Library Board

c.c. M. Caplan
T. Jackson
D. Horbach

20 Hamilton Gallery of Distinction Awards 03

Congratulations to these outstanding citizens. They have made an indelible mark on our city through their leadership, dedication and talent. Join us in celebration at the awards dinner, as they are inducted into the Hamilton Gallery of Distinction, located on the third floor of the Hamilton Convention Centre.



2003 Inductees

William Filer Science and Engineering
Hugh Fraser Arts and Theatre
Glenn Alan Mallory Arts and Theatre
Colin Millar Community and Leadership
Pat Quinn Sports

Posthumous Inductees

Rev. J.C. Holland Religion and Education
Jordon Livingston Business and Commerce
Stan Rogers Arts and Theatre

Wednesday, November 12, 2003

Hamilton Convention Centre

5:30pm Reception • 6:30pm Dinner

Tickets: \$70 each • Table of 10: \$650
 plus GST plus GST

Event Sponsor:



Media Sponsor:

THE HAMILTON SPECTATOR

HN080307

20 Hamilton Gallery of Distinction Awards 03

All ticket sales must be made by fax (905-522-1154) or in person at The Hamilton Chamber of Commerce (555 Bay Street North - bottom of MacNab St. N, on the Bay). Chamber members may register on-line at www.hamiltonchamber.on.ca

Name _____ Address _____

City _____ Postal Code _____ Phone _____ Fax _____

Payment: *(Please make all cheques payable to Hamilton Chamber of Commerce.)*

Chamber Club Account Number _____ Cheque Enclosed: Credit Card: Visa M/C

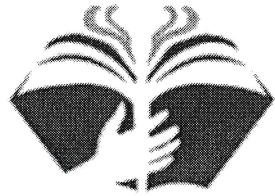
No. _____ Authorized Signature _____

Number of tickets _____

All tickets will be assigned seating by table number.

Ticket Information: 905-522-1151 ext. 237
 Inductee Information: Judi Partridge, The Hamilton Spectator, at 905-526-3166





Hamilton Public Library

*Growing minds.
Growing community.*

DATE: October 9, 2003
REPORT TO: Chair and Members of the Board
C.C.: Ken Roberts, Chief Librarian
FROM: Linda Foley, Manager Human Resources
SUBJECT: Non-Union Wage Compensation

RECOMMENDATION:

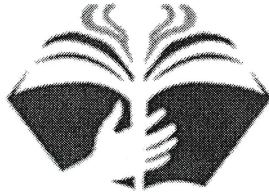
That the Non Union salaried wage ranges be updated to reflect the City of Hamilton increase of 3% effective April 1, 2003 and that this increase also replace the former proposed mid-management incentive program in order that the Library compensation program reflects and remains in sync with the City compensation schemes.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are no financial, staffing, or legal implications as this amount has been included in the 2003 budget. However, the salary cost of this increase amounts to \$76,850 annually.

BACKGROUND:

The Hamilton Public Library re-evaluated its non-union salaried positions in accordance with the City of Hamilton program. The City is being used as the employer for the purposes of pay equity and therefore, in order to maintain equity, the Library is obligated to implement wage increases approved by Council for this comparator group. The City and transition board originally approved an incentive pay program that was implemented for the executive team, and was planned for the mid-management group this year. However, we have been made aware that this program is not being implemented at this time, and after discussions with the Middle-Management group as to how they wish to deal with the compensation issue, were advised to continue cost of living increases as opposed to a performance based incentive program.



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: October 9, 2003
REPORT TO: Chair and Members of the Board
C.C.: Ken Roberts, Chief Librarian
FROM: Linda Foley, Manager Human Resources
SUBJECT: Job Evaluation – Union Positions

RECOMMENDATION:

That the rating for the Electronic Services Technician – User Support and Web Services position be upgraded from Classification 18 to Classification 21 as reviewed by the Joint Job Evaluation Committee in September 2003, be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The related salary and benefits cost of \$4, 802 is over and above the 2003 compensation budget.

BACKGROUND:

In accordance with the Job Evaluation Programme and Pay Equity Plan – Manual of Procedures for Clerical, Technical and Professional Jobs coming within the scope of Local 932 Canadian Union of Public Employees approved by the Library Board on May 29, 1991, the Joint Job Evaluation Committee reviewed and rated the *new* position description for the above position.