

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 and Inaugural Board Meeting
Wednesday, January 16, 2008
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, December 19, 2007** **Attachment #3**
4. **Report of the Nominating Committee Meeting of Wednesday, January 16, 2008 and Elections**
 - Presentation of Proposed Slate of Officers
 - Invitations of Nominations from the floor
 - Motion to close nominations
 - Election of Officers of the Board
5. **2008 Board Chairman Calls the Inaugural Meeting to Order**
6. **Presentations**
 - 6.1 Image Database Project – Jennifer Horwath
 - 6.2 Bibliocommons – KD/PT

7. Consent Items

- 7.1 Chief Librarian's Report Attachment #7.1
Suggested Action: Receive
- 7.2 Staff Training Day Attachment #7.2
Suggested Action: Recommendation
- 7.3 Read to Your Baby Attachment #7.3
Suggested Action: Recommendation
- 7.4 Digitization of local history slide presentations Attachment #7.4
Suggested Action: Recommendation

8. Business Arising

- 8.1 2008 Operating Budget Oral Report
- 8.2 Strategic Plan Oral Report

9. Correspondence

No correspondence.

10. Reports

11. New Business

12. Private and Confidential

- 12.1 Purchase of Property Attachment #12.1
Suggested Action: Recommendation

13. Date of Next Meeting

Wednesday, February 20, 2008
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

14. Adjournment

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, December 19, 2007
Central Library, Board Room
5:00 p.m. Dinner
6:00 p.m. Meeting -**

MINUTES

PRESENT: George Geczy, Jennifer Gautrey, Maureen McKeating, Doreen Horbach, Krzysztof Gumieniak, Suzan Fawcett, Mary Ann Leach, Councillor Jackson, Councillor Pearson, Santina Moccio, George Nakamura

STAFF: Ken Roberts, Maureen Sawa, Bill Guise, Beth Hovius, Helen Benoit, Kit Darling, Karen Hartog

Mr. Geczy called the meeting to order at 6:05 p.m.

1. DISCUSSION PERIOD

- 1.1 Mr. Geczy provided an update on the recently held Rockton public meeting.
- 1.2 Mr. Roberts reported on the possible strike position of City workers in early January and the possible impact on HPL.

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, NOVEMBER 21, 2007

MOVED by Ms Horbach, seconded by Ms Leach,
THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, NOVEMBER 21, 2007 BE ADOPTED AS PRESENTED.
MOTION CARRIED.

4. PRESENTATIONS

No presentations.

5. **CONSENT ITEMS**

MOVED by Councillor Pearson, seconded by Ms Leach,

THAT CONSENT ITEM 5.1 APPROVED.

MOTION CARRIED

5.1 That the 2007 Youth Services Summer Reading Club Report be received for information.

6. **BUSINESS ARISING**

6.1 RFID

Ms Darling provided an update on the RFID project. A RFP for the next stage is being prepared and staff are working with the vendor to resolve the sorter problems.

6.2 Lynden/Rockton

MOVED by Ms Gautrey, seconded by Ms Moccio,

THAT THE HAMILTON PUBLIC LIBRARY BOARD ASK THE CITY OF HAMILTON TO CONSENT TO THE PURCHASE OF THE PROPERTY LOCATED AT 110 LYNDEN ROAD, LYNDEN FOR THE PURPOSES OF CONSTRUCTING A LIBRARY BRANCH, AND

THAT, ONCE CONSTRUCTED, THIS NEW BRANCH REPLACE THE EXISTING LIBRARY BRANCHES SERVING BOTH LYNDEN AND ROCKTON.

MOTION CARRIED.

6.3 Sale of Land Policy

MOVED by Ms Moccio, seconded by Councillor Pearson,

THAT THE ATTACHED POLICY FOR THE SALE OF LAND BE APPROVED.

MOTION CARRIED.

6.4 2008 Operating Budget

MOVED by Councillor Pearson, seconded by Ms McKeating,

THAT THE ATTACHED REQUESTED 2008 OPERATING BUDGET DATED DECEMBER 13, 2007 BE ACCEPTED FOR INFORMATION.

MOTION CARRIED.

7. **CORRESPONDENCE**

No correspondence.

8. **REPORTS**

No reports.

9. **NEW BUSINESS**

9.1 Chief Librarian's Report

Received for information.

9.2 Bookmobile Purchase

MOVED by Mr. Gumieniak, seconded by Ms Moccio,

THAT A PURCHASE ORDER BE ISSUED TO MACNAB BUS SALES FOR THE ACQUISITION OF A BOOKMOBILE IN THE AMOUNT OF \$246,889.00 PLUS APPLICABLE TAXES.

MOTION CARRIED.

10. **PRIVATE AND CONFIDENTIAL**

10.1 In-camera minutes of the Hamilton Public Library Board Meeting of November 21, 2007

MOVED by Councillor Pearson, seconded by Ms Gautrey,

THAT THE IN-CAMERA MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF NOVEMBER 21, 2007 BE APPROVED AS PRESENTED.

MOTION CARRIED.

11. **DATE OF NEXT MEETING**

Wednesday, January 16, 2008
Central Library, Board Room, 5th Floor
5:30 p.m. Dinner
6:00 p.m. Meeting

12. **ADJOURNMENT**

MOVED by Ms Moccio, seconded by Ms Leach,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, DECEMBER 19, 2007 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 7:00 p.m.

Minutes recorded by Karen Hartog.

Chief Librarian's Report January, 2008

NewspaperDirect PressDisplay

We have a new and very exciting addition to the collections available through our Virtual Branch.

NewspaperDirect PressDisplay provides our customers with unlimited access to over 500 newspapers from 70 countries in 37 languages. The newspapers are available the same day they are published, and are presented in the traditional format and layout. Editorial content, graphics and advertising are included. Page turning technology adds to the authenticity of the experience.

Newspapers can be translated into a variety of languages, including English and Thai. In addition, the sound feature allows you to listen to an article. Articles can be emailed or printed and RSS feeds enable the customer to access the complete paper or just the front page news fed directly into their email or RSS aggregator.

To take a quick journey across the country or around the world, look at the newly revised Info to Go section of the website.

AskON

AskOn is a Knowledge Ontario initiative to provide Ontarians with chat access to library staff members, allowing people to have a real-time conversation that might assist them with information needs. AskOn provides participating libraries with a button on their website that quickly links them to a real person. Libraries will staff the service cooperatively. The pilot project launched on Monday, January 7, 2008 with ten public libraries, including Hamilton, as partners. Our staff took the first shift and fielded the first calls to the new AskOn service.

During the pilot period, the service will be open weekday afternoons and evenings and will be open on weekend afternoons. Added hours will be available once more libraries participate.

Potential City Strike

We continue to monitor the possibility of a city strike and are working to ensure that we can provide service, during any such strike, with minimal disruption.

Laidlaw Foundation Grant

The Canadian Urban Libraries Council has received a grant from the Laidlaw Foundation for an Urban Library Social Inclusion Audit and Took Kit. The tool kit will focus on new immigrant youth. This funding, together with funding received from the Wellesley Institute, will allow CULC to produce the social inclusion audit in 2008.

The four Canadian urban libraries that will assist in the development and implementation of the pilot social inclusion audit are Toronto, Brampton, Hamilton and Vancouver.

Each library has selected a particular group of new immigrant youth, and they will recruit library users and non-users to participate in local advisory committee's from each of these target groups. A selection of new immigrant youth from each pilot library will participate in a national advisory committee that will consist of library and immigration/settlement professionals, the researchers from the University of Toronto, and CULC staff.

A list of the target groups is listed below:

- Toronto - Somalian and Ethiopian youth between 15 and 20 years of age
- Brampton - South Asian Youth (from India, Pakistani and Sri Lanka) from 16 to 24 years of age.
- Hamilton - French speaking African youth and Arabic speaking youth from 12 to 18 years of age.
- Vancouver - Filipino youth from 12 to 24 years of age.

The researchers from the University of Toronto are currently completing the literature review and will soon focus on the ethics submission to the University of Toronto.

Maureen Sawa is our lead for this project.

From Here to the Bay Grant

The proposal submitted to the From Here to the Bay Initiative was successful. The homework project with CATCH (as lead agency) received funding for the amount of \$22,000 for the first year. The United Way will cover the cost of a reading buddies component to be added to their 4 existing homework help programs in the east end of the City. We (the library) will have access to these students and their hours to assist with the summer reading satellite program in the east end after school programs. We currently have 2 students funded by CAPC. This builds on a worthwhile existing program.

Best Start Network Visit

HPL hosted the Best Start Network meeting on December 14th. Attendees included Alex Bezzina, Assistant Deputy Minister, Program Management Division, Ministries of Community and Social Services, Children. Youth Services staff were invited to present information to the group regarding the Hamilton Public Library's program, services and collections for young families.

Robert Munsch Visit To Newcomer Teens

On Thursday, December 6th, Robert Munsch told stories and shared his experiences as a storyteller and writer with Burmese refugee teens. The teens are enrolled in a literacy program through SISO and are working on a storytelling module. The library is partnering with SISO to encourage library use and will host the final session of the storytelling module where the teens will tell their stories.

Read To Your Baby at Starbucks

Over 70 families attended the baby program and puppet shows for preschoolers at the Ancaster Starbucks on Thursday, December 13, 2007. Parents received the library's Winter Story Times schedule and the library's Every Child Ready To Read Parent Guide. Parenting workshops are held at Starbucks once a month in partnership with the City of Hamilton's Healthy Babies/Healthy Children Program.

Holiday Hours

It is always hard to balance the desire of staff members to spend time during the holidays with their families with the need to provide good customer service during the holidays. Over the years, we have tried numerous ways to achieve that balance. I think we finally have it right. For the past several holiday seasons we have kept all branches open but have reduced their hours, allowing more staff vacation time but allowing service to continue. Holiday hours were once a contentious issue but (knock on wood) we seem to have a good balance.



Hamilton Public Library

Date: January 11, 2008
To: Chair and Members of the Board
From: Ken Roberts, Chief Librarian
Subject: Staff Training Day

RECOMMENDATION:

That the library system close one weekday in June for the purpose of staff training.

BACKGROUND:

With the advent of so many new technologies, services, and changes in the ways we do business, staff training is becoming an increasingly important need. Since extensive staff training is now required, it places severe strains on system supports. Most staff have to be replaced while they take their training. As a result, scheduling training has been a difficult task.

Increasingly, public libraries are using an annual staff training day as a means of reducing the complexity and the cost of freeing staff for training purposes. Toronto Public Library, Mississauga Public Library and Kitchener Public Library are all examples of local library systems that close at least one day annually for staff training purposes.

We need to follow their example. This year, the library intends to launch a number of new services and products, including BiblioCommons. These services and products, while not difficult to learn, require that virtually all staff know how to use them and that staff know how to respond to customer questions and concerns.

We are recommending that the library system close for a staff training day in June as a means of ensuring that our staff development budgets and staff time are spent as productively as possible.



Hamilton Public Library

Date: December 19, 2007
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: Helen Benoit, Director Children and Young Adult Services
Subject: **Request for Funding for Read To Your Baby**

RECOMMENDATION:

That an amount not to exceed \$11,000 be allocated from the Youth Programming Reserve to be used to purchase book bags to support the **Read To Your Baby Project**.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are sufficient funds in the Reserve to support this request.

BACKGROUND:

This family literacy project is intended to reach parents of newborns and encourage them to read to their baby and access library and community resources. Read To Your Baby is planned to dovetail and build on the local **Healthy Babies, Healthy Children Early Identification Program** that targets 8,000 families every year. It is designed to reach out to every family with a newborn and provide them with essential information on child health and development. By working with Public Health and area hospitals, the library will be able to connect with new parents to focus attention on the importance of reading and language development.

Initial funding for the program was provided by the Starbucks Foundation, the Hamilton Community Foundation and Scholastic Canada. With their assistance we:

- produced a special **Read To Your Baby** book bag to give as a free gift to every new parent. This bag is used to distribute the first section of the **Let's Grow** kit, **Reading Together @ the Library** and other essential information on child development, nutrition and literacy.
- give each parent a free book when they visit their local library and register for a library card.

The supply of book bags that are used to distribute the kit have been exhausted and an additional supply is required to continue the project. Public Health has agreed to provide \$10,000 in 2008 towards the purchase of book bags for the project. The requested funding from the Programming Reserve would ensure that book bags could be distributed at local hospitals for the next three years.



Hamilton Public Library

Date: January 11, 2008

To: Chair and Members of the Board

c.c. Ken Roberts, Chief Librarian

From: Kit Darling, Director of Information Technology and Bibliographic Services
Darcy Glidden, Manager Central Adult Services, Fiction and Special Collections

Subject: Digitization of local history slide presentations

RECOMMENDATION:

That \$15,000 be allocated from the M WaldonThompson trust fund (CTRUS 125005) to facilitate the digitization of the many slide presentations used by the Archivist for community presentations.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial: \$15,000. There are sufficient funds in this trust fund.

Staffing: Funds will be used to hire casual staff to scan the images.

Legal : The images contained in the slide presentations are owned by the Library and there are no copyright concerns.

BACKGROUND:

The Archivist, Margaret Houghton, is both active and in demand as a community speaker on local history. She enhances her presentations with a variety of slide shows that illustrate the rich history of Hamilton. Converting these physical slides to digital media would allow the presentations to be packaged and delivered by any staff member from Special Collections and also hosted on the library web site. The infrastructure is in place to allow us to manage and store these images but this project requires funding for staff.

The M Waldon Thompson Trust Fund was established by the Hamilton Public Library Board to hold funds from the Estate of M. Waldon Thompson Bequest in memory of her sister Freda Farrell Waldon. The will stipulated that the funds are not to be used for normal operating expenses, but to be expended on the local history section of the Canadiana collection, for special furniture or equipment, rare books, or documents, microfilming of research material, or for any purpose which will promote the study of local history, sociology or ecology.