

Mission Statement

Freedom to Discover

Strategic Priorities

Strengthening Communities Strengthening Individuals Strengthening Our Organization

HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting
Wednesday, December 17, 2008
Central Library, Board Room

5:00 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 November 19, 2008 Attachment #3
4. Presentations
 - 4.1 Collections Presentation – M. Ciccone
5. Consent Items
 - 5.1 Chief Librarian's Report Attachment #5.1
Suggested Action: Receive
 - 5.2 Computer Equipment Vendor – KD Attachment #5.2
Suggested Action: Recommendation
 - 5.3 Turner Park Furniture – WG Attachment #5.3
Suggested Action: Recommendation
 - 5.4 Shelving Standard – WG Attachment #5.4
Suggested Action: Recommendation
6. Business Arising
 - 6.1 2009 Operating Budget – WG/KR Attachment #6.1
Suggested Action: Recommendation
 - 6.2 2009 Capital Budget – WG Attachment #6.2
Suggested Action: Receive

7. **Correspondence**

8. **Reports**

9. **New Business**

9.1 Turner Park and Saltfleet Hours – MS

Attachment #9.1
Suggested Action: Recommendation

10. **Private and Confidential**

10.1 HR Update – LD/KR

11. **Date of Next Meeting**

Wednesday, January 21, 2009

Central Library, Board Room, 5th Floor

5:30 p.m. Dinner

6:00 p.m. Meeting

12. **Adjournment**

HAMILTON PUBLIC LIBRARY
LIBRARY BOARD

UPCOMING/OUTSTANDING ISSUES

Issue	Date Action Initiated	Admin Member/Staff Who Initiated	Month item will appear on Agenda

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, November 19, 2008
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

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

REGRETS: Mary Ann Leach

STAFF: Ken Roberts, Maureen Sawa, Beth Hovius, Lisa DuPelle, Kit Darling, Bill Guise, Karen Hartog

Ms Gautrey called the meeting to order at 6:10 p.m.

1. DISCUSSION PERIOD

- 1.1 The Bookmobile grand opening celebration will take place on December 3, 2008 from 6:30 to 8:30 pm at the Rosedale stop.
- 1.2 Mr. Gumieniak is not able to attend SOLS meeting on November 22, 2008. Board members were requested to contact Karen Hartog for details if able to attend meeting in Mr. Gumieniak's place.
- 1.3 A slide show of current pictures taken at the recently renovated Westdale Branch was shown to Board Members. The branch was closed a total of three days in order to complete the minor renovation.
- 1.4 Mr. Roberts announced that he has been invited to dine with the Governor General on December 10th. The dinner is to honour the Governor General's Literary Award winners and to invite a select number of guests from the literary community. As CLA President and a former Governor General's Literary Award nominee, Ken has been invited to attend the black-tie dinner.
- 1.5 The launch of the One City Many Stories program was held at the Sherwood Branch and Central Library. The events were very successful and both authors very well received by the public.

2. ACCEPTANCE OF THE AGENDA

Add: 9.1 Nominating Committee

MOVED by Ms Moccio, seconded by Councillor Pearson,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, OCTOBER 22, 2008

Item 10, should read "MOVED by Councillor Pearson..."

Item 12, should read "...seconded by Ms Leach."

MOVED by Ms Moccio, seconded by Councillor Pearson,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, OCTOBER 22, 2008 BE ADOPTED AS AMENDED.

MOTION CARRIED.

4. PRESENTATIONS

No presentations.

5. CONSENT ITEMS

MOVED by Councillor Jackson, seconded by Ms Fawcett,

THAT CONSENT ITEM 5.1 and 5.2 BE APPROVED AS PRESENTED.

MOTION CARRIED.

5.1 That the Hamilton Public Library schedule its 2009 Board meetings on the following dates: January 21st, February 18th, March 18th, April 22nd, May 20th, June 17th, September 23rd, October 21st, November 18th, December 16th.

5.2 Received for information.

6. BUSINESS ARISING

6.1 Facilities Update

Board members discussed the Waterdown Library and the recently held Picton Library consultation.

7. CORRESPONDENCE

No correspondence.

8. REPORTS

No reports.

9. NEW BUSINESS

9.1 Nominating Committee

The Nominating Committee will consist of the following Library Board members: Ms Gautrey, Ms Fawcett, Ms Horbach and Ms Moccio.

10. PRIVATE AND CONFIDENTIAL

MOVED by Councillor Pearson, seconded by Mr. Gumieniak,

THAT THE LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS STAFFING ISSUES RELATED TO THE 2009 OPERATING BUDGET.

MOTION CARRIED.

MOVED by Ms McKeating, seconded by Ms Moccio,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

11. DATE OF NEXT MEETING

Wednesday, December 17, 2008
Central Library, Board Room, 5th Floor
5:00 p.m. Dinner
6:00 p.m. Meeting

12. ADJOURNMENT

MOVED by Mr. Gumieniak, seconded by Ms McKeating,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, NOVEMBER 19, 2008 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 9:20 p.m.

Minutes recorded by Karen Hartog.

Chief Librarian's Report

December, 2008

Staff Redundancies and Turner Park positions

As you know, we have now begun the process of declaring some positions redundant and, at the same time, announcing the new Turner Park positions. The overall staff size will be slightly reduced from 2008, even with the new Turner Park positions. This number includes three retirements where staff will not be replaced and several temporarily filled vacant positions that will be allowed to lapse. We have worked with CUPE 932 to try to minimize the impact on staff, but there are still individuals who are affected. In general, while this is a time of tension and uncertainty in many workplaces, I have to commend all Hamilton Public Library staff on the professionalism with which they are continually to handle difficult adjustments. CUPE 932 and the library's administration are trying to treat everyone with as much respect and consideration as possible, given the circumstances.

Bookmobile Launch

The new bookmobile was officially opened on Thursday evening, December 4th, with several Board members in attendance.

Governor General's Literary Awards dinner

As you know, I was invited to attend the Governor General Literary Awards dinner at Rideau Hall on December 10th. It was a wonderful evening and I was able to make some excellent contacts for Canadian public library initiatives. I am hopeful that, working with the National Library and Archives and the Canadian Library Association, we can arrange for a Governor General's summit on the future of libraries to be held at Rideau Hall as soon as next fall. Her Excellency is very interested.

Feliciter Column

As CLA President I write a column for CLA's magazine, *Feliciter*. I have attached a copy of the recently submitted column for the next issue since it focused on Freda Waldon, a former HPL Chief Librarian.

December 2008 Column/CLA

Ken Roberts

One of my personal heroes is the first President of the Canadian Library Association, Dr. Freda Waldon. Freda Waldon became Chief Librarian of the Hamilton Public Library in 1940 and held that position for twenty-three years. If she were alive today, I think she'd be more surprised that female librarians could marry and have children without losing their jobs than she would at the presence of computers, cell phones and food in our buildings.

When times are tough I sometimes try to channel Dr Waldon. After all, she was a strong and powerful leader who engineered the growth of a terrific library system during World War II and its aftermath. She strengthened Hamilton's library service and assisted libraries across Canada. I am stunned at what she accomplished, particularly when I remember that she was surrounded by a culture reluctant to accept women as leaders. McMaster University awarded her an honorary doctorate in 1954.

I think of leaders as people who respond quickly and positively when urgent change is needed. I think of leaders as possessing passion and fire and as individuals who command respect, even amongst those who disagree with chosen directions. Freda Waldon was a superb leader. We need more librarians like her, today.

During the past few months I have read numerous news reports about the importance of libraries during tough economic times. These articles, while heart warming, are usually buried someplace in the middle of local newspapers. In contrast, front page stories scream about the almost unprecedented challenges that municipalities, school boards, colleges and universities, and companies now face.

Although it may be reassuring to know that libraries are being credited with a re-invigorated relevance, this recognition comes with the certain knowledge that, to earn our keep, we have to become even more efficient, even more effective, and even more relevant.

We need leaders who understand that even though we have experienced a decade or more of rapid and persistent change, the pace is about to speed up.

Over the past few months there have been days when I have felt like, at work, I'm stuck in one of those endless Indiana Jones chases where the hero survives an impossible challenge only to discover that it was merely an overture to the main event.

I can't help but feel that we are just catching our first glimpse of the main event. If so, it is time to sigh, catch a quick breathe, and either assume the role of leader or follow those who have that skill.

Freda Waldon helped to form the Canadian Library Association because she believed there is strength in sharing knowledge and strength in numbers.

While times may have changed, that message is still clear and still rings true.



Freda Waldon

First President, the Canadian Library Association

Photo courtesy of the Hamilton Public Library Local History and Archives Department



Hamilton Public Library

DATE: December 9, 2008

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Paul Takala, Manager Electronic Services
Kit Darling, Director of Information Technology and Bibliographic Services

SUBJECT: Award of Desktop Computer Equipment Supply

RECOMMENDATION:

That a contract for the supply of desktop and notebook computers to the Hamilton Public Library be awarded to Audcomp Computer Systems for a term of thirty-six (36) months with an option to renew for an additional term of up to twenty-four (24) months.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial

Over the 36-month contract it is estimated that approximately 815 computers will be replaced at a cost of \$660,000 (excluding taxes).

The equipment will be financed through the City of Hamilton over three years and funded through the operating budget.

Staffing

There is no impact on staff.

Legal

City of Hamilton and Hamilton Public Library purchasing policies were followed in issuing the RFP and evaluation of the bids.

ALIGNMENT WITH HAMILTON PUBLIC LIBRARY BOARD MISSION, VISION, VALUES AND STRATEGIC PRIORITIES:

This recommendation aligns with the Library priority of "Strengthening our Organization" and "Supporting Diverse Needs". Public computer and Internet access continues to be a service that is in great demand and critical to many of our customers.

BACKGROUND:

In November 2008 a Request for Proposal was issued by the City of Hamilton Purchasing Department on behalf of the Library for the Purchase of Desktop and Laptop computers. Six companies responded to the RFP. The proposals were evaluated based on the following criteria:

- Equipment Standards
- Proponent (Vendor) Services
- Proponent (Vendor) Qualifications

Three vendors passed the Technical Evaluation. Purchasing Policy require we accept the lowest total cost bid of bids that passed the technical evaluation. Audcomp, bidding on Hewlett Packard (HP) equipment, was the lowest cost bid of the vendors that passed the technical evaluation.

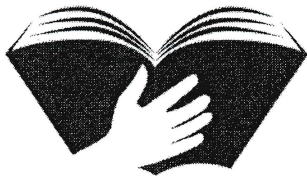
The price quoted will enable the Library to equip the Turner Park Branch with no increase in budget.

Related Policies, Guidelines and Standards

City of Hamilton Purchasing Policy

Hamilton Public Library Procurement Policy

Hamilton Public Library Equipment Allocation / Replacement Policy



Hamilton Public Library

Date: December 11th 2008
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: Turner Park Branch Furniture

RECOMMENDATION:

That Library staff be authorized to enter into negotiations with Interna Furniture Design Ltd. and Storewood Industries for the acquisition of various furniture items for the new Turner Park Branch Library and subject to suitable pricing they be awarded contracts for the supply of various furniture items.

BACKGROUND:

A furniture design consultant from Shore Tilbe Irwin and Partners, architects for the Turner Park project, worked with staff to coordinate the choice of furniture that is compatible with the millwork included in the construction project. The consultant provided detailed specifications to ensure durability and longevity while maintaining a unified high quality appearance.

As part of the consultant work, he reviewed suppliers and manufacturers of the various furniture items and identified a portion of the items which can be supplied directly from the manufacturers. The two manufacturers identified were Interna Furniture Design Ltd of Toronto and Storewood Industries from North York. Purchasing directly from the manufacturers can result in a significant savings over purchasing from a distributor. Initial market review has indicated that it would be beneficial to the Library to do this.

Our existing purchasing policy requires obtaining three quotes however it would be counterproductive when we can go directly to the manufacturer. Normally if you go for three quotes, the manufacturer normally will not compete with the distributor. Approval of this recommendation will allow the Library to make efficient use of the funds available.

The value of furniture covered under this recommendation is approximately \$78,000 plus delivery, installation and taxes. Additional furniture totalling approximately \$110,000 plus mark-ups, delivery, installation and taxes are available from a variety of manufacturers and distributors and will be sourced using our normal purchasing policy.



Hamilton Public Library

Date: December 11th 2008
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: **Shelving Standard**

RECOMMENDATION:

That Aenastak[®] Cantilever Library Shelving manufactured by Montel be established as the standard for metal library shelving for the Hamilton Public Library.

BACKGROUND:

The majority of the existing shelving in the Hamilton Public Library branches are metal shelving manufactured by Montel, a Canadian company located in Montreal. The existing shelving is suitable for our needs and in order to ensure compatibility with additional purchase of shelving it is appropriate to set a standard which allows us to specify the shelving when getting quotes or bids on the provision of shelving. Montel does not sell the shelving direct and there are several distributor/installers who can supply Montel shelving and therefore will allow for competitive pricing.



Hamilton Public Library

Date: December 11th 2008
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: 2009 Requested Operating Budget

RECOMMENDATION:

That the attached 2009 Requested Operating Budget with a Net Levy amount of \$26,687,728 be received for information.

BACKGROUND:

The 2009 Requested Operating Budget with a net levy amount of \$26,687,728 has been submitted to the City of Hamilton Budget section to be included 2009 Operating Budget Book which is to be submitted to the City's Committee of the Whole for review.

The net levy amount of \$26,687,728 represents an increase of \$1,487,975 or 5.9% increase over the 2008 Operating Budget of \$25,199,753.

The major cost drivers that have contributed to the 5.9% increase are as follows:

COST DRIVERS

Turner Park - opening new library branch	739,044	2.9%
Pay Equity	510,098	2.0%
Staff Inflationary Increases	453,254	1.8%
Medical & Dental Premiums (11% increase)	118,560	0.5%
Library Materials (5% increase)	157,040	0.6%
Facilities Cost Allocation (including utilities)	161,040	0.6%
Contractual Expense	40,740	0.2%
Fine Revenue decrease	101,740	0.4%
Staff Efficiencies/Rationalization	(824,530)	-3.3%
Recognize increased grant revenue	(57,142)	-0.2%
Other Maintenance	88,131	0.3%
TOTAL COST DRIVERS	1,487,975	5.9%



The largest increase in the budget at 2.9% is the cost to open the new Turner Park branch library and the second largest increase at 2.0% are pay equity costs. These two items combined represent a 4.9% increase over 2008 operating budget. Inflationary increases for staff costs add another 1.8% and increases in medical and dental premiums add another 0.5%. Increased library material costs (0.6%), facility and utility costs (0.6%), contractual increases (0.2%), decrease in fine revenues (0.4%) and other costs (0.3%) complete the pressure on the budget. These upward pressures resulted in a increase of 9.5% which has been offset by increased grant revenues (0.2%) and implementation of staff efficiencies and rationalization (3.3%).

The staff efficiencies and rationalization was implemented to address the budget pressures. The approved staff complement for 2008 is 328.93 full time equivalents (FTE) and included 3 FTE for Turner Park which were not funded in the 2008 operating budget nor were they filled in 2008. The proposed staff complement for 2009 is 326.17 FTE (FTE) which is a drop of 2.76 FTE. New FTE's included in the 2009 proposed staff complement include 1 FTE which is fully funded from a grant program and 9.2 FTE for Turner Park. Excluding the Turner Park FTE and new grant position FTE from the proposed 2009 staff complement would have resulted in the FTE being shown as 312.97.

Cost Category Report - Draft/Requested

Year: 2009

Version: Requested Budget

Dept: Library

Details at: Department

Account	2007 Actual	2008 Budget Council Approved	2008 Budget Restated	2008 Forecast	2009 Budget Requested Budget	2009 Requested vs. 2008 Restated Budget	
						\$	%
Net Levy	24,086,990.83	25,178,570.45	25,199,753.13	25,178,570.45	26,687,728.30	1,487,975.17	5.9%
Expense	26,635,205.38	27,228,820.45	27,250,003.12	27,951,896.11	28,753,107.90	1,503,104.77	5.5%
EMPLOYEE RELATED COST	18,256,480.31	19,087,020.50	19,102,713.19	19,288,759.03	20,139,059.93	1,036,346.74	5.4%
MATERIAL AND SUPPLY	3,577,798.15	3,613,860.02	3,613,860.02	3,959,565.72	3,784,078.02	170,218.01	4.7%
VEHICLE EXPENSES	1,914.71	1,300.00	1,300.00	1,150.01	1,300.00	0.00	0.0%
BUILDING AND GROUND	514,952.89	473,040.00	466,879.99	559,158.25	483,640.01	16,760.03	3.6%
CONSULTING	157.10	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRACTUAL	591,912.48	623,799.99	623,799.99	736,046.26	713,099.99	89,300.00	14.3%
AGENCIES and SUPPORT PAYMENTS	25.00	0.00	0.00	0.00	0.00	0.00	0.0%
RESERVES / RECOVERIES	545,692.74	121,900.00	121,900.00	288,844.53	121,900.00	0.00	0.0%
COST ALLOCATIONS	3,032,085.11	3,238,839.94	3,250,489.94	3,021,998.65	3,396,189.95	145,700.01	4.5%
FINANCIAL	50,107.22	69,060.00	69,060.00	96,373.67	113,839.99	44,779.99	64.8%
CAPITAL FINANCING	64,079.66	0.00	0.00	0.00	0.00	0.00	0.0%
Revenue	(2,548,214.54)	(2,050,250.00)	(2,050,250.00)	(2,773,325.66)	(2,065,379.60)	(15,129.60)	(0.7)%
FEES AND GENERAL	(696,867.01)	(642,450.00)	(642,450.00)	(666,822.23)	(534,649.98)	107,800.02	16.8%
GRANTS AND SUBSIDIES	(1,698,973.45)	(1,407,800.00)	(1,407,800.00)	(1,596,116.17)	(1,530,729.62)	(122,929.62)	(8.7)%
RESERVES	(152,374.08)	0.00	0.00	(510,387.26)	0.00	0.00	0.0%



Hamilton Public Library

Date: December 11th 2008
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: **2009 Capital Budget**

RECOMMENDATION:

That this report be received for information.

BACKGROUND:

The 2009 Capital Budget for the City of Hamilton was reviewed by the City's Committee of the Whole at their meetings on December 9th and 10th. The Committee's recommendation was submitted to Council on Wednesday, December 10th and approved.

The Library Board had submitted three projects to the City for inclusion in the 2009 – 2018 Capital Budget.

- First Floor Renovations – An increase of \$2,500,000 to the capital budget project in 2009 was submitted with the \$1,500,000 of the increased funding to come from Library Reserves.
- Lynden Branch – A new project was submitted for the design and construction of a new library branch in Lynden at a total cost of \$1,705,000 over 2009 and 2010 with \$650,000 to come from Library Reserves. The request for 2009 for \$130,000 for design work which would be funded from the funds provided by Library Reserves.
- Sherwood Branch – A new project for leasehold improvements in 2010 at a project cost of \$250,000 was submitted.

The Council approved the funding of the 2009 portion of the above projects, namely increase in First Floor Renovations at \$2,500,000 and \$130,000 for design work for a new Lynden Branch Library. The portion of the projects related to 2010 will be resubmitted as part of the 2010-2019 Capital Budget.



Hamilton Public Library

DATE: December 11, 2008

REPORT TO: Chair and Members of the Board

c.c. Ken Roberts, Chief Librarian

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

SUBJECT: Branch Hours.

RECOMMENDATION: That Saltfleet Library 's hours be readjusted effective February 2, 2009 as follows:

Monday, Tuesday and Wednesday	10 – 9
Thursday	10 – 6
Friday	Closed
Saturday	10 - 5

RECOMMENDATION: That Turner Park Library 's hours be as follows:

Monday, Tuesday and Wednesday	10 – 9
Thursday	10 – 6
Friday	Closed
Saturday	10 - 5

BACKGROUND:

Saltfleet Library has reduced its staff complement. A reduction in hours is required to maintain staffing levels during the open hours. The recommendation closes Saltfleet at 6 pm on Thursdays instead of 9 pm on Thursdays. The number of hours and the number of evenings is consistent with our other branches that produce similar customer activity. Thursday is the least busy day of the week.

Turner Park is staffed only to the level that will enable the branch to be open 3 evenings per week. Terryberry, Concession and Sherwood are all open on Thursday evening. Demand for library services peaks at the beginning of the week, so a Monday closure is not recommended. Concession will remain the open library for the mountain branches on Fridays.