

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, May 18, 2005
Central Library, Board Room**

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

AGENDA

1. Discussion Period

1.1 April 30th Branch Tour

2. Acceptance of the Agenda

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

Attachment #3

4. Presentations

4.1 Collaboration Space Presentation – KD/KH

5. Consent Items

5.1 South Mountain Secondment

Attachment #5.1

Suggested Action: Recommendation

6. Business Arising

6.1 June 1st Facilities Meeting

Attachment #6.1

Suggested Action: Receive

7. Correspondence

Attachment #7

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

8. Reports

8.1 SOLS Report - McMK

Oral Report

Suggested Action: Receive

8.2 Chief Librarian's Report

Attachment #8.2

Suggested Action: Receive

9. New Business

9.1 CELPLO Consortium Electronic Licensing - KR

Attachment #9.1

Suggested Action: Receive

10. Private and Confidential

10.1 Contract Negotiations

Attachment #10.1

Suggested Action: Receive

11. Date of Next Meeting

Special Meeting – Wednesday, June 1, 2005 (Facilities Master Plan)

Regular Board Meeting - Wednesday, June 8, 2005

Central Library, Board Room

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 Board Meeting
Wednesday, April 20, 2005
Central Library, Board Room**

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

MINUTES

PRESENT: Doreen Horbach, George Geczy, Santina Moccio,
Councillor Jackson, Tamara Fernandes, Maureen McKeating,
Joyce Brown, Mavis Adams, Mac Carson, Councillor Pearson

REGRETS: Jennifer Gautrey

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

1. Discussion Period

1.1 Tour of East End Branches

The tour of Valley Park, Binbrook, Red Hill, Kenilworth and Barton will take place on Saturday, April 30th at 11:00 a.m. Library Board members will meet at the Valley Park Branch.

1.2 Library Board Master Plan Meeting Proposed for June 1, 2005

Board Members confirmed that they will have a special meeting on Wednesday, June 1st to discuss the plan.

1.3 Stoney Creek Branch

Mr. Roberts reported that a letter was sent to Mayor Dilanni from Mr. George Geczy regarding the Stoney Creek location. The Mayor has responded to the letter and will be included in the next board package.

1.4 Break-in at Freelton

Mr. Roberts reported that Freelton was broken into on Sunday night and DVDs and computers were stolen. An "all parties" meeting is currently being organized by the Police Department.

2. Acceptance of the Agenda

MOVED by Councillor Pearson, seconded by Ms Horbach,

THAT THE AGENDA BE APPROVED AS PRESENTED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, March 24, 2005

MOVED by Ms Brown, seconded by Ms Adams,

THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, MARCH 24, 2005 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. Presentations

No presentations.

5. Consent Items

MOVED by Ms McKeating, seconded by Ms Horbach,

THAT CONSENT ITEMS 5.1, 5.2, 5.3 AND 5.4 BE APPROVED.

MOTION CARRIED.

5.1 Ancaster Renovations

That the Hamilton Public Library Board authorize staff to work with the City of Hamilton in order to renovate and expand the Ancaster Branch of the Hamilton Public Library.

5.2 Mohawk/McMaster

That the Hamilton Public Library Board authorize staff to enter into discussions with the City of Hamilton's IT Department concerning joint use of the former MoMac center space, converting it to a library staff, city staff, and public computer training centre.

5.3 Dowler Request

That \$10,000.00 be allocated from the Permanent Endowment Trust Funds (Deptid 125025) to cover the costs of 2 summer students to assist with the bookmobile's summer reading program.

5.4 Reciprocal Borrowing with Brant County

That the Hamilton Public Library enter into reciprocal borrowing agreement with Brant County's library system under the same conditions as the reciprocal agreements with other neighboring library systems.

6. **Business Arising**

6.1 Library Facilities

Ms Hovius outlined the contents of information in Part 3 and Part 4. Board Members will discuss directions using the background information provided in the facilities report at their June 1st meeting. The reports were received for information and Ms Hovius was commended on the comprehensive report.

6.2 Draft 2005 Strategic Plan

Mr. Roberts provided an update of the changes/edits made to the draft strategic plan presented at the March 24th meeting.

MOVED by Ms McKeating, seconded by Ms Moccio,

THAT THE ATTACHED DRAFT STRATEGIC PLAN BE APPROVED AND THAT THE CHIEF LIBRARIAN AND THE BOARD CHAIR BE AUTHORIZED TO APPROVE MINOR EDITS.

MOTION CARRIED.

6.3 2005 Operating Budget

MOVED by Ms Brown, seconded by Ms Horbach,

THAT THE OPERATING BUDGET FOR THE HAMILTON PUBLIC LIBRARY AS SUBMITTED TO HAMILTON CITY COUNCIL AND APPROVED AS AMENDED BY COUNCIL ON APRIL 11TH, 2004 HAVING A NET LEVY OF \$22,637,370 BEFORE CAPITAL FINANCING WHICH IS AN INCREASE OF 4.2% INCREASE OVER THE 2004 OPERATING BUDGET BE ADOPTED.

MOTION CARRIED.

7. Correspondence

No correspondence.

8. Reports

8.1 Chief Librarian's Report

Mr. Roberts highlighted the contents presented in his report. Mr. Geczy and Mr. Roberts will discuss the privacy policy issues associated with the RFIC.

The report was received for information.

9. New Business

9.1 Collaboration Space

Ms Darling provided the details of the library board's website and the move to the portal. The board will begin using this collaboration space earlier than the launch of myhamilton.ca. The Library Board space will be set-up and instructions developed. Ms Darling will provide a short demonstration prior to the collaboration space being utilized.

MOVED by Councillor Pearson, seconded by Ms Adams,

THAT THE HAMILTON PUBLIC LIBRARY BOARD PARTICIPATE IN THE MYHAMILTON.CA PILOT OF COMMUNITY COLLABORATION SPACE AS A REPLACEMENT FOR THE CURRENT BOARD WEBSITE

MOTION CARRIED.

10. Private and Confidential

MOVED by Ms McKeating, seconded by Councillor Pearson,

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

MOTION CARRIED.

MOVED by Ms Fernandes, seconded by Ms Moccio,

THAT THE NON-UNION COMPENSATION ISSUES AND PAY EQUITY REPORT BE RECEIVED AND THE DIRECTION APPROVED AS AMENDED.

MOTION CARRIED.

MOVED by Ms Moccio, seconded by Ms Adams,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

11. Date of Next Meeting

Wednesday, May 18, 2005

Central Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

12. Adjournment

The meeting was adjourned at 8:30 p.m.

Minutes recorded by Karen Hartog



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: May 12, 2005
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: South Mountain Secondment

Recommendation:

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

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

Financial Implications

The secondment would be covered by the operating budget or, if necessary, through reserve funds.

Background

The construction of the South Mountain Branch has now been approved as a City of Hamilton Capital project. We have a program document that sets out our requirements in terms of space, but we need to create a much more detailed plan that highlights quality of space and helps to accommodate the changing nature of our business (Holds, etc). We need to develop good planning principles and documents that can be used whenever library facility are built or renovated. The south mountain project is an opportunity for us to shine.

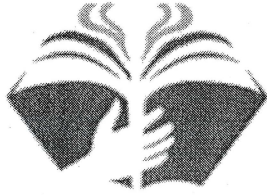
Seconding a branch manager addresses several other issues. We anticipate a fast design phase for this branch since one of our partners, the YMCA, has a business plan that requires an early start to construction. We need to make sure that we devote the internal resources that can keep pace with the design phase. Another compelling reason is that we plan to start renovations at the Ancaster Branch in the late Fall. Seconding a branch manager to the south mountain project will allow us to use the information we gather for the south mountain on the Ancaster renovation.

I do not anticipate that the seconded branch manager would return to her branch at the end of the secondment period. We will need a permanent branch manager for the south mountain project in place by the end of the secondment period. We will have to start the

process of creating a collection and planning the services as well as overseeing some of the construction.

Staffing Implication

There is an implication. Seconding a staff member to the South Mountain project means that we have a branch without a manager. I suggest, since we know the south mountain branch will need a manager soon after the secondment, that we hire a permanent branch manager now. If, for some reason, we do not require an additional manager by the time that the south mountain opens, we will be able to stay at the current management staffing level through expected retirements.



Hamilton Public Library

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DATE: May 12, 2005
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: **Facilities Master Plan: June 1st Facilitated meeting**

The facilitated informal meeting of the Board and senior administration is set for Wednesday, June 1st with dinner at 5:30 pm and the meeting starting at 6:00 pm. The meeting may be held in a space other than the Board room to allow more group discussion. I have suggested that the meeting end by at least 9:00 pm.

Daphne Wood has arranged for a facilitator through the Bay Area Leadership program and will assist with the facilitation.

The facilitator will be in touch with Board members and with administration members to make sure that people are prepared and are comfortable. The facilitator is suggesting that Board members and senior administration members all participate in the discussions. He is suggesting that we do a gap analysis, identifying the core principles and values that the Board feel branches should reflect as well as primary roadblocks that have to be removed.

We need for Board members and administration members to make every effort to attend. We accomplished a lot at the December retreat and hope for the same quality and quantity of work.

April 1, 2005

Mayor Larry Dilanni
Mayor's Office
71 Main Street West
1st Floor
Hamilton, ON L8P 4Y5

Dear Mayor Dilanni:

I am writing to you as the Chairman of the Hamilton Public Library Board. The Library Board has been informed about the potential lease of portions of the former Stoney Creek City Hall and would like to ensure that the Library's operational needs are met if a lease agreement is reached.

As you know, the former Stoney Creek City Hall houses both a branch library and the library's Technical Services Department. Technical Services staff are responsible for ordering, receiving, and processing all new library material.

Our Technical Services Department moved to the former Stoney Creek City Hall shortly after amalgamation. The Library Board had suggested to the new City that it could save approximately \$500,000 a year in downtown lease costs by housing a city department that had to be located downtown on the sixth floor of the Central Library and moving our Technical Services staff to Stoney Creek. The suggestion was accepted. In fact, the city asked for more space than had been proposed and provided the library with reduced space in Stoney Creek. We adjusted, although the adjustment was difficult for many staff.

The current proposed lease will again reduce the amount of space available for our Technical Services function. Even worse, the space suggested for us does not allow for books to be stored as efficiently. The current proposal threatens our ability to acquire new library books for our branches.

The HPL Board is not opposed to a potential lease. As the same time, the Hamilton Public Library Board needs some assurance that library needs will be met if portions of the building are leased.

I have been told that city staff have been very professional and have tried to keep the library informed. This is not a criticism of anyone. It is, however, an expression of concern. We want to make sure that our arrangements to assist the City back in 2001 do not create problems for us now.

Chief Librarian, Ken Roberts, or myself would be happy to further discuss this issue with you.

Yours truly,

A handwritten signature in black ink, appearing to read "G. Geczy". The signature is stylized with a large, sweeping initial "G" and a long, horizontal stroke extending to the right.

George Geczy
Chair
Hamilton Public Library Board

- c. Tom Jackson, Councilor
Maria Pearson, Councilor
Glen Peace, City Manager
Ken Roberts, Chief Librarian



MAYOR LARRY DI IANNI
CITY OF HAMILTON

April 13, 2005

Mr. George Geczy
Chair
Hamilton Public Library Board
55 York Blvd
Hamilton, ON
L8N 4E4

Dear Mr. Geczy:

Thank you for your letter, received April 7, 2005, regarding Library space at the Stoney Creek Municipal Centre.

Staff is currently working on space allocation and reaching the best possible solution for all.

If you have any further questions, please contact Mike Watson, Property Coordinator, at 905-546-2424 ext. 7045.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Di Ianni".

Larry Di Ianni
Mayor

"GOOD GOVERNMENT FOR A GREAT CITY"

Chief Librarian's Report May, 2005

Enriched Content

We will soon be providing our customers with "enriched content." The term "enriched content" refers to the display of book cover art as image files on the library's catalogue. Other library systems report that the addition of cover art in their catalogue is enormously popular. The software to provide this feature is being tested and we expect enriched content to be activated in early June.

Freelton

The Freelton Branch was broken into over the weekend of April 30 – May 1st. We had decided not to put computer back into the branch or to re-open it until bars could be placed on the windows where the previous break-in had occurred. No computers or DVDs were in the building and nothing was taken.

South Mountain project

The City of Hamilton has indicated that we cannot proceed with meetings with the architectural firm until the contract has been signed. I am a little concerned that an already tight timeline is getting even tighter.

Portal Project

A contract training coordinator has been hired.

The City's communications officer who had been involved in the launch of the project has now left the city. This leaves a huge hole in the portal's communications plan. Daphne Wood will take a more active role and we will receive funds from the City to back-fill some of Daphne's time.

The Hamilton Public Library is in good shape, in terms of the conversion of data, etc. I am concerned that some of the community partners as well as the city may be under-resourced to meet hopes and expectations.

Books for Children in Africa

As some of you may know, I have been putting together an Ontario Library Association initiative to provide books for children in Africa. We will be giving *Free the Children* a cheque next week that will provide approximately 600 Masai children with school books and material starting next year. This is just a start. We are hopeful that a fundraising initiative involving school, public and academic libraries across the province can, through *Free The Children*, build and operate combined school/public libraries in Africa.

The Hamilton Public Library has a policy that prevents fundraising activities from taking place inside the library, unless the fundraising activities are supported by the Board. I intend to propose that we allow fundraising in the Fall for this OLA project.

Central Library Renovations

I am confident that we will be able to develop a mutually beneficial project to develop the current MoMac area as a City/Library training facility that will include computer labs and classrooms available both to train staff and to train the public. We expect to bring a proposal to the June Board meeting.

We expect to bring recommendations for renovation of the 5th floor to the Board in June.

We met with city officials to review draft proposals for the Farmer's Market. Some of their ideas and suggestions affect the look and feel of the Farmer's Market on York Blvd. There is a good possibility that we can work with the Farmer's Market to improve the entire look and feel of the Market/Library presence on York Blvd. There are some exciting possibilities.

Locke Branch

Councillor McHattie hosted a charette for the CIBC buildings on May 11th. The charette included a number of local architects. The purpose was to take a fresh look at the CIBC building. The Library Board may be hearing a proposal from this group.

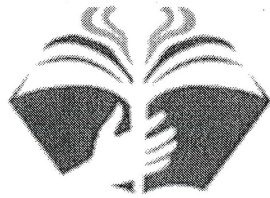
General Staff Meeting

We held two General Staff Meetings on May 3rd. Glen Peace attended and expressed, quite articulately, a passion and optimism that was infectious.

We also showed slides of various libraries that have been recently built by other library systems in order to display some of the concepts that we are hoping to use in Ancaster and on the south mountain.

Ancaster Renovation

The timelines for the Ancaster renovation may have to be adjusted. There appears to be a desire at the city to include some Municipal Service Centre renovations in the project, which will affect the scope and the cost. A recommendation for funding was to go to Council the middle of June. There may be a delay.

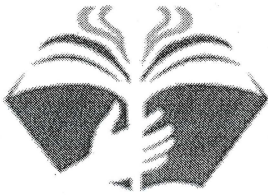


Hamilton Public Library

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DATE: May 12, 2005
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: **CELPLO Electronic Licensing initiative**

One of our strategic priorities is to enter into alliances with other libraries for the purchase of electronic licenses, creating better value and better marketing opportunities. CELPLO is an organization comprised of the large urban libraries in the province. The Hamilton Public Library has been a key partner in trying to put together a CELPLO purchasing consortium. CELPLO libraries represent about 30 different library boards but, by population, represent over 70% of the province. CELPLO members have been negotiating licences for key products. The final vendor has not yet signed off on the agreements that have been made but is expected to sign off by the Board meeting. We will be presenting more detailed information at the Board.



Hamilton Public Library

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DATE: May 12, 2005
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian

SUBJECT: **Contract Negotiations**

Our negotiations team met with CUPE on April 29th and exchanged proposals. The team itself subsequently met and reviewed CUPE's proposals. Both the Union and the Management proposals exclude monetary issues. Monetary issues will be tabled after contract language is addressed.

Contract negotiations are never easy and are filled with many potential problems. Still, we believe that we submitted a modest list of proposed changes, concentrating on clauses that do not seem to work as expected. CUPE also submitted a fairly short list of proposed changes. CUPE members seem to be optimistic about our ability to work together.

CUPE is proposing a change to the posting language that had been the recent topic of arbitration. CUPE also submitted language in several other areas that we feel are not acceptable, such as a clause that would require us to post positions that become vacant as they currently exist and clauses that restrict our ability to employ staff under grants. While CUPE's list is short, there are only a few items with which we can agree.

Linda Foley will address contract negotiations at the Board meeting.