

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, April 19, 2006**

Hamilton Public Library, Board Room

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

AGENDA

1. **Discussion Period**
2. **Acceptance of the Agenda**
3. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, March 15, 2006** **Attachment #3**
4. **Presentations**
 - 4.1 HPL Promotion Video – Adam Murphy and Greg Hackborn
 - 4.2 North End Health Center Presentation – Architect and Executive Director
5. **Consent Items**
 - 5.1 Collections Reserve – KR Attachment #5.1
Suggested Action: Recommendation
 - 5.2 Supply of Computer Equipment Agreement – KD Attachment #5.2
Suggested Action: Recommendation
 - 5.3 Chief Librarian's Report Attachment #5.3
Suggested Action: Receive

6. Business Arising

6.1 Facilities Master Plan - KR

Attachment #6.1
Suggested Action: Discussion

7. Correspondence

Attachment #7

- Letter to Maureen McKeating from Darlene Hincks and Elaine Kivisto, Regina Public Library, dated March 24, 2006

8. Reports

8.1 Report from the Audit Committee Meeting of
April 19, 2006

Oral Report

9. New Business

9.1 Ancaster – KR

9.2 Picton – KR

Oral Report
Attachment #9.2

Suggested Action: Recommendation

10. Date of Next Meeting

Wednesday, May 17, 2006
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

11. Adjournment

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

Wednesday, March 15, 2006

Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

MINUTES

PRESENT: George Geczy, Maureen McKeating, Mavis Adams, Jennifer Gautrey, Santina Moccio, Joyce Brown, Councillor Jackson, Mac Carson

REGRETS: Councillor Pearson, Doreen Horbach, Tamara Fernandes

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

1. DISCUSSION PERIOD

2. ACCEPTANCE OF THE AGENDA

Add: 9.1 Pay Equity Update

MOVED by Ms Brown, seconded by Ms Gautrey,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

3. MINUTES

3.1 MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, FEBRUARY 22, 2006

MOVED by Ms Moccio, seconded by Ms Brown,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, FEBRUARY 22, 2006 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. PRESENTATIONS

4.1 E-Audio Books

Ms Darling provided a presentation highlighting the launch of the e-audio books and the amount of publicity received both locally and nationally.

5. CONSENT ITEMS

MOVED by Ms Moccio, seconded by Ms Gautrey,

THAT CONSENT ITEM 5.1 BE APPROVED.

MOTION CARRIED.

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

6. BUSINESS ARISING

6.1 5th Floor Update

Received for information.

6.2 Ancaster Update

Mr. Roberts provided an update with regard to the Ancaster renovation.

7. **CORRESPONDENCE**

Letter from Elizabeth Beader, North Hamilton Community Health Centre to Ken Roberts dated February 21, 2006

MOVED by Ms Brown, seconded by Ms Gautrey,

THAT THE HAMILTON PUBLIC LIBRARY BOARD DIRECT ADMINISTRATION STAFF TO MEET AND INVESTIGATE OPTION WITH REPRESENTATIVES OF THE HAMILTON COMMUNITY HEALTH CENTRE.

MOTION CARRIED.

8. **REPORTS**

8.1 Chief Librarian's Report

Board members were requested to contact Ms McKeating if interested in attending the upcoming CLA Conference.

The Chief Librarian's Report was received for information.

9. **NEW BUSINESS**

9.1 Pay Equity Update

Received for information.

10. **PRIVATE AND CONFIDENTIAL**

MOVED by Ms Brown, seconded by Ms Moccio,

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

MOTION CARRIED.

MOVED by Ms Moccio, seconded by Ms Gautrey,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

11. DATE OF NEXT MEETING

Wednesday, April 19, 2006

Central Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

12. ADJOURNMENT

MOVED by Ms Brown, seconded by Ms Adams,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, MARCH 15, 2006 BE ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 7:50 p.m.

Minutes recorded by Karen Hartog.



DATE: April 11, 2006
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: Collections Reserve

RECOMMENDATION:

That \$110,000 be added to the 2006 Collections budget from the Reserve for Library Collections

FINANCIAL IMPLICATIONS:

The Reserve for Library Collections has sufficient funds to address this request and all other commitments.

BACKGROUND:

The 2006 operating budget had almost \$60,000 of proposed increase removed from it through the City's budgeting process.

The library's collections are extremely popular. We are also adding collection areas. We have, in response to Board strategic priorities, added significant material written in languages other than English to our collections and are building a budget to sustain these collections. We have added significant literacy material and are adding to our popular collections in response to their popularity. The CELPLO purchasing consortium has allowed us to add many items to our electronic collections at a small increase to our budget but an increase nonetheless.

The public is demanding more and more items in more and more formats. We hope that the materials budget will, over the next few years, increase at a rate that is above inflation. In the meantime, adding funds from the reserve fund for collections allows us to address demands more quickly.

Without adding funds from the reserves, collections in some core areas such as Adult non-fiction print material are most likely to suffer.



DATE: March 29, 2006

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Kit Darling, Director of Information Technology and Bibliographic Services

SUBJECT: Agreement for the Supply of Computer Equipment

RECOMMENDATION:

That the option to extend the agreement with Metafore Corporation for the supply of desktop, notebook and thin client computers to the Hamilton Public Library for an additional term of twenty-four (24) months be exercised.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial The base price of the desktop, laptop and terminal computer equipment has not increased over the 2 years that we have had this agreement. The trend is to get more for the same dollar amount.

Staffing There is no impact on staffing.

Legal The agreement approved by the Board at the March 24, 2004 meeting included an option to renew the contract for an additional 24 months.

BACKGROUND:

In December 2003 we issued a Request for Proposal for the Purchase of Desktop, Laptop and Thin Client computers. Four companies responded to the RFP. One (1) company only bid on thin clients and two (2) companies submitted bids on two different makes and models. Metafore received the highest score and submitted the lowest bid. Electronic Services staff evaluated both the equipment options proposed by Metafore and recommended acceptance of the Seanix brand computers.

We have used Seanix computers as our standard desktops for almost 10 years. We have generally been pleased with the quality of the product and with the responsiveness of the manufacturer to any problems that might arise. Our past experience has shown that Seanix computers compare favourably in price with other brands that meet our specifications. We have also been happy with Metafore in terms of ordering, shipping,



customer support and service. Response to calls for on-site service is usually within 24 hours.

Chief Librarian's Report April, 2006

Charles Brisbin, former Chief Librarian

Charles Brisbin, Chief Librarian of the Hamilton Public Library system from 1963 – 1978, died in late March. I was in communication with his son, Richard Brisbin, and made sure that the Board's condolences were passed along. The memorial service was a private service for family members but a letter which I wrote was read at the service. The family would like to arrange for a picture of Mr. Brisbin to be placed in the Central Library, a building that he helped to design. I accepted the offer on the Board's behalf.

Knowledge Ontario

We were surprised and delighted to learn that the provincial government included \$8,000,000 for the Ontario Digital Library (now called Knowledge Ontario) initiative in their recent budget announcements. We had not been expecting this announcement. I have attached a release to the various public library associations and will send a letter to the Minister of Culture on your behalf. The only huge concern is that the funds came as grant funding, and we have not yet received ongoing funding for Knowledge Ontario.

Some of the major initiatives associated with Knowledge Ontario include the licensing of digital content for all school, public, College and University libraries, the creation of digitization tools to assist with the conversion of archival collections, the creation of a 24/7 eReference service with live assistance, and the creation of tools to assist with teaching staff and members of the public how to use the new resources.

Wireless Hamilton

Daphne Wood and I are facilitating the formation of a new consortium of local partners that wish to use wireless Internet services in the City of Hamilton. The new consortium includes Hamilton Police Services, The City of Hamilton Emergency Services, The Hamilton Chamber of Commerce, The City of Hamilton Economic Development, The Hamilton Public Library, Hamilton Health Sciences, The Hamilton Port Authority, the Hamilton District School Board, the Hamilton Catholic District School Board, McMaster University, and Mohawk College.

The City and Fibrewired intend to apply for a Futures Fund grant in order to enable an operational pilot project this summer. You need to be aware that this project does take some of my time and some of Daphne's time as well.

Library Journal Library of the Year

Library Journal has announced the criteria for this year's Library of the Year Award. The criteria stress community involvement. Several staff members decided that the Hamilton Public Library should be a candidate for this award.

The deadline was April 1, 2006. Staff spent considerable amounts of their own time preparing a submission and making sure that it was sent on time.

McMaster University University's Librarian

McMaster University has appointed a new University Librarian, Jeff Trzeciak. He starts July 1st. I have been in regular communication with Mr. Trzeciak and we are setting up a series of meetings starting this summer. We are already planning a Fall, 2006 Librarians Roundtable to be held at McMaster University's Faculty Club. All librarians working at McMaster, Mohawk, And the Hamilton Public Library will be invited.

We are also talking about providing freshman students with a joint McMaster University/Hamilton Public Library information packet to be placed in their frosh kit, cooperative digitization projects, and other potential collaborative ventures.

Jean Lyall

Jean Lyall, one of our branch managers, has announced her plans to retire. This is something that she had been planning for some time. Jean's calm, commonsense approach to issues will be missed.

Jane Skeates

Jane Skeates, our Collections Development Manager, has accepted a similar position at the Burlington Public Library. Jane came to the new library system after having served as Collections Manager at the former Wentworth Libraries. She has helped to create the centralized collection building processes we now use.

Paul Takala

Paul Takala will be recognized at the City Council meeting on the evening of Wednesday, April 26th for his Ontario Public Librarian of the Year Award.

RFID

The RFP for an RFID system will be sent out within the next few weeks. Staff have been visiting other library systems that have already installed RFID in order to gain more information about the various systems.

Librarian's Roundtable

We held a Librarian's Roundtable on Friday, April 7th. The primary topic for discussion centred around a number of articles that suggest there will be significant changes in the way that reference services are delivered within the next five years. We had participants examine the types of changes that they anticipate and had them suggest appropriate responses. The issues and suggestions that people raised were excellent and we received a lot of good ideas for potential improvements and changes in the way we deliver reference services.

PLA Conference

Helen Benoit was asked to speak at the Public Library Association National Conference in Boston on March 24th. Her session, **Celebrating Our Community's Diversity: Programs and Services for Newcomer Families** was well received and she has had requests for the MELD materials from across the United States.

Project Hope

The Project Hope 2006 theme is "Happiness Is..." and a total of 146 pieces of art were submitted and are on display at the Central Library from April 4th until April 28th. The purpose of Project Hope is to provide youth between the ages of 12 and 19 years of age with a venue to showcase their artistic talent. Through this event, youth will have the opportunity to develop personal and professional skills through the creation and display of an art project. Project Hope is a collaborative project supported by the Community Council for Suicide Prevention, Public Health & Community Services, the Salvation Army, City of Hamilton - Culture & Recreation, Hamilton Youth Net, Community Centre for Media Arts, Lamplight, Alternatives for Youth, Community Child Abuse Council, Drug and Alcohol Awareness Committee and the Hamilton Public Library.

Locke

A group of residents in the neighbourhood surrounding Locke have expressed an interest in acquiring the former CIBC building and converting it into a community hall. Councillor McHattie has put a hold on the sale process, pending a meeting with the group. It is not clear if the group intends to pay a market price for the facility. If it does not, then there would be a financial impact on the Library Board.

Spring Book Sale

We received \$30,848.17 of which the library will receive 60% minus expenses. The Soroptimists are a significant factor in the success of the event—and Filomena consistently works hard behind the scenes to ensure all goes well.

Knowledge Ontario Announcement

As many of you may have heard, the recent provincial government budget included funds for Knowledge Ontario. Knowledge Ontario is the new name for the Ontario Digital Library initiative.

The Province of Ontario has given \$8,000,000 to support the goals outlined in the Knowledge Ontario business plan.

The provincial funds will be given to the project almost immediately and are to cover the cost of Knowledge Ontario for an initial three year period. The funds will be held by the Ontario Library Association.

The public library community has been adamant that any funding for the Knowledge Ontario initiative had to be new funding. The funding announced is new funding for libraries of all sectors. It does not affect any other library budgets or grant programs. Our partners are all Ontario libraries, including school libraries, college libraries, and university libraries.

The projects associated with Knowledge Ontario include: the licensing of digital products to be accessed through all library websites, the provision of tools to assist libraries as they create digital collections, the provision of tools that help to train staff and members of the public in the use of digital collections and material, and the provision of a 24/7 live reference service supported by librarian staff. Negotiations have already started with electronic product vendors.

The next step in the creation of an operational Knowledge Ontario is the completion of a full implementation plan, with budgets set for each initiative. The Board for the project is also to be created. The Board structure and the operational plan will follow the Business Plan for Knowledge Ontario. The business plan can be found at http://www.accessola.com/site/showPage.cgi?page=/odl/odl_businessplan.html

It appears that the Province of Ontario is placing very few restrictions on the funding, with the exception that they expect the library community to follow its business plan. The actual letter that announces the funding has not, however, been received by Knowledge Ontario.

There are many people and organizations to thank. Peter Rogers has been the Chairman of the Knowledge Ontario steering committee for the past several years. Ken Roberts has been the public library's representative on that steering committee for the past five years. The Ministry of Culture has been the lead Ministry within the provincial government. The Ontario Library Association has funded many of the initial phases of the project's development and has acted as the agency of record for many of the grant proposals.

Each library sector needs a single entity that represents all provincial library systems within its sector. The organization will be responsible for nominating people to the various Boards and committees that will help to form Knowledge Ontario. The Federation of Public Libraries (FoPL) is the only agency that permits all Ontario public library Boards to join, other than OLA. OLA does not, however, have a division that represents the administrative component of each library system. FoPL will be the body that represents the public library community during the formation of Knowledge Ontario's structure.

Facilities Master Plan Documents for Discussion

Draft Principles

- Library Branches should be quality facilities that can also act as "community meeting places".
- New branches should be located, whenever practical, in multi-use facilities shared with partners that possess a vision compatible with that of the library system.
- New branches should, whenever practical, be located on main thoroughfares and should have a visible street presence.
- Library branches should meet provincial and city accessibility requirements.
- Library branches should meet all provincial guidelines for public libraries.
- The Hamilton Public Library Board is committed to delivering equitable service that is appropriate to each community and neighbourhood that the library system serves.
- The sustainability of the entire system is dependent on balancing the resources that are spent on services, collections, staff, and facilities.
- The library increasingly provides services through means that do not necessarily rely on physical space. Library service delivery must accommodate new service models and the changing demands of new customers.

Draft Categories for Buildings

Buildings that can continue to provide appropriate service with few changes or improvements

Ancaster
Barton
Concession
Freelton
Greenville
Kenilworth
Locke
Red Hill
Saltfleet
Sherwood
Stoney Creek

Terryberry
Westdale

Buildings that need improvements to continue providing appropriate services

Binbrook
Dundas
Valley Park

Buildings that cannot continue to provide appropriate services

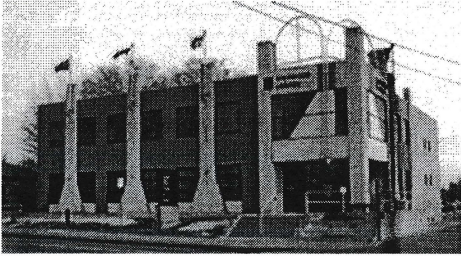
Carlisle
Lynden
Millgrove
Mt. Hope
Picton
Rockton
Waterdown

Three draft Building profiles

Sherwood

The Sherwood Branch is a leased building. It opened in 1986, replacing a former branch that was located just across the street. The lease expires in December 2010. The lease for the building does not include an option for purchase. The building itself is capable of delivering the appropriate services to the surrounding community, but not efficiently. Its 20,000 square feet are spread over three floors. There is suitable public meeting space and there is adequate parking. The Library Board has instructed Administration to notify the landlord of our desire to clarify what their expectations are, at the conclusion of the lease period. The Library Board does not intend to continue leasing the building under arrangements similar to those it now faces. The building, under such arrangements, is too costly. Administration is directed to recommend either the purchase of the building or to recommend that the board plan for the construction of a new Sherwood Branch, one that will be ready by the conclusion of the lease period.

Construction date	1991
Physical Condition of Building	★★★★☆
Renovation potential	★★★★☆
Accessible	★★★★☆
Location	★★★★☆
Ability to provide appropriate services to local community	★★★★☆
Capable of meeting Board Principles	★★★★☆
OVERALL RATING	★★★★☆



Option A: purchase the existing building if an acceptable cost and acceptable conditions can be negotiated by the Fall, 2006

Option B: Plan for the construction of a new Sherwood Branch to be opened by early 2011.

Recommended Actions:

Locke

The Locke Branch was renovated in 1996. It does not contain a public meeting room and is classed as a neighbourhood library branch. It meets all accessibility standards that were in place when it was renovated but has not been measured against current provincial standards. The Locke Branch is sufficient to meet the appropriate library needs of the surrounding neighbourhood. The funds from a nearby donated CIBC building are to be dedicated for the enhancement of library services in this area. It is assumed that this means an enhancement to the physical branch and might include the purchase of adjacent property when such an opportunity arises. At present, the building has a dirt basement and this needs to be addressed.



Construction date/Renovation	1925/1996
Physical Condition of Building	★★★★☆
Renovation potential	★★★★☆
Accessible	★★★★☆
Location	★★★★☆
Ability to provide appropriate services to local community	★★★★☆

Capable of meeting Board Principles	3 of 4 stars
OVERALL RATING	3 of 4 stars

Option A: Expand facility when circumstances allow, provided there are funds available through the sale of the donated CIBC building.

Option B: If no CIBC funding is available, maintain.

Recommended Actions:

Millgrove

The Millgrove Branch is a tired building with multiple problems, from water quality to septic field issues to accessibility issues. We believe that any attempt to renovate the building would be extremely expensive and would, in all likelihood, cost more per square foot than new building construction. The building has not been adequately maintained over the years.

New building construction does not seem a viable option. Such construction could not be funded from development charges since there is little growth in the area. The branch serves only a small population base and is lightly used. Constructing a new library branch would result in high costs for a building that could only open a few hours each week. Operating the branch already costs the library system considerably more dollars than local residents pay in terms of library support. Adding debenture costs could escalate such costs.



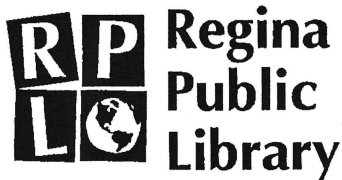
Construction date (no renovations)	1970
Physical Condition of Building	0.5 of 4 stars
Renovation potential	0 of 4 stars
Accessible	0.5 of 4 stars
Location	0 of 4 stars
Ability to provide appropriate services to local community	2 of 4 stars
Capable of meeting Board Principles	0.5 of 4 stars
OVERALL RATING	0.5 of 4 stars

Option A: Close the existing building and consolidate services and hours into a new East Flamborough Branch.

Option B: Close the existing building and consolidate services and hours at the existing Greenville Branch.

Option C: Provision of bookmobile service

Recommended Actions: The Library Board believes that the East Flamborough area needs a new library building that is capable of handling the impact of new residential growth. The Library Board believes that there should be a new library branch that provides services to both Waterdown and Millgrove and is accessible to both.



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Attachment #7

March 24, 2006

Maureen McKeating
Board Chair
Hamilton Public Library
55 York Boulevard
Box 2700, LCDI
Hamilton, Ontario
L8N 4E4

Dear Ms McKeating:

As you may be aware, the Federation of Canadian Municipalities (FCM) is supporting the establishment of a new National Infrastructure Program for urban communities. The City of Regina, through the FCM, and the Regina Public Library Board, through the library community, have begun a campaign to promote the inclusion of public libraries as eligible organizations in the distribution of federal infrastructure funding. The purpose of this letter is to encourage you, as a fellow municipal library, to support the FCM's position and share your support with the Minister of Finance and the Minister of State, Infrastructure and Communities.

Regina Public Library, like many libraries throughout the country, is facing the very demanding task of trying to balance need and available resources. A national program that includes public libraries could make the difference between continuing to meet the need and losing access for all.

We encourage you to take this issue forward directly to the Federal Government and to take the opportunity to invite your provincial associations to advance the issue as well. It is through the co-operation of libraries throughout Canada that we will find the funding we need.

Thank you for taking the time to consider adding your voice to that of the FCM to ensure that public libraries are a part of the federal infrastructure agenda. We look forward to your support.

Yours truly,

A handwritten signature in cursive script that reads 'Darlene Hincks'.

Darlene Hincks
Chair

A handwritten signature in cursive script that reads 'Elaine Kivisto'.

Elaine Kivisto
Deputy Chair



DATE: April 11, 2006
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: North End Library Branch

RECOMMENDATION:

That staff be authorized to negotiate an agreement with the North End Community Health Centre with the intention of moving the existing Picton Branch to the North End Community Health Centre's proposed new facility at the former Bennetto School subject to Board approval.

FINANCIAL IMPLICATIONS:

The Capital cost of creating a branch in the North End Community Health Centre is estimated to be approximately \$200,000. Funding would come from the Library's Reserve for Major Library Capital Projects. The reserve currently has almost \$4,000,000. There will be a request for funding of RFID from this reserve and, at present, it is the source of funding to ensure that smaller projects are built in a way that meets Board strategic priorities.

It is anticipated that the operating cost of the current Picton Branch, which would be moved to the North End Community Health Centre, could be reduced significantly. We are currently leasing the Picton facility and we have added costs related to the fact that it is a stand alone facility. The budget that is brought back to the Board as part of a review would show the anticipated reductions in operating costs.

BACKGROUND:

The current Picton Branch has been in existence at its current James Street North location since the late 1970's. When conceived, it was intended to be a temporary branch and was expected to close when the Central Library opened. It is located just over 1km from the Central Library.

The branch has become less and less busy. The branch does not meet City accessibility standards and could not be renovated to meet those standards at an acceptable cost.

Re-locating the branch in the North End Community Health Centre has, over the past several years, been the Board's favored option for the Picton Branch. It more closely adheres to the Board's draft principles being proposed for new facilities. It would create a branch in a multi-use facility with a partner that has compatible goals. It would create a completely accessible library location. It would allow the library to have access to a programming room, even though the branch itself serves only a



small neighborhood. It would create a branch whose primary clientele is a community specifically mentioned in the Board's Strategic Priorities as a focus of attention.

Moving the current Picton Branch to the North End Community Health Centre would change the focus of the branch, orienting it more toward the clientele of the North End Community Health Centre. Administration will probably suggest that the branch only open at times when the North End Community Health Centre is also open. There should be a community consultation at some point in the process of moving the branch.