

HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting
Wednesday, December 19, 2001

5:30 p.m. Meeting, Board Room
7:00 p.m. Cocktails, Chamber of Commerce
8:00 p.m. Dinner, Chamber of Commerce

PLEASE NOTE CHANGE IN MEETING TIME

AGENDA

1. **Discussion Period**
2. **Acceptance of the Agenda**
3. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, December 5, 2001** **Attachment #3**
4. **Business Arising**
 - 4.1 Vision/Mission/Value Statements **Attachment #4.1**
Recommended Action: Receive
5. **Correspondence** **Attachment #5**
 - Letter from Judith Bishop re Family Literacy Network
6. **New Business**
 - 6.1 Meeting User Needs **Attachment #6.1**
Suggested Action: Recommendation
 - 6.2 2002 Operating Budget/Budget Overview **Attachment #6.2**
Suggested Action: Receive
 - 6.3 Special Gifts Fund Requests **Attachment #6.3**
Suggested Action: Recommendation
 - 6.4 Class Visit Report **Attachment #6.4**
Suggested Action: Receive
 - 6.5 2002 Meeting Dates **Attachment #6.5**
Suggested Action: Receive

7. In-Camera Session

8. Date of Next Meeting

Wednesday, January 16, 2002

5:30 p.m. Dinner

6:00 p.m. Meeting

9. Adjournment

Minutes of the Hamilton Public Library Board Meeting of
Wednesday, December 5, 2001

Attachment #3

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, December 19, 2001
Board Room
5:30 p.m. Meeting
8:00 p.m. Dinner, Chamber of Commerce**

MINUTES

PRESENT: Anne Gravereaux, Glen Whitwell, Peter Rogers,
Maureen McKeating, Chris McLaughlin, George Geczy,
Doreen Horbach, Joyce Brown, Councilor Caplan,
Dawna Petsche-Wark

REGRETS: Councilor Jackson, Mac Carson, Anita Culley, Mavis Adams

STAFF: Ken Roberts, Don Kilpatrick, Kit Darling, Beth Hovius, Helen Benoit,
William Guise, Karen Hartog

Ms Gravereaux called the meeting to order at 5:30 p.m.

1. DISCUSSION PERIOD

- 1.1 Mr. Roberts reported on the current management situation and the temporary resolution.
- 1.2 Mr. Roberts reported that the City has initiated a computer purchase program that Library staff will be participating.
- 1.3 A discussion ensued regarding the in-camera session of the agenda. This item will now be recorded as "Private and Confidential". There will no longer be a set of in-camera minutes.

2. ACCEPTANCE OF THE AGENDA

- | | | |
|-----|-----|----------------------|
| Add | 4.2 | Conference Request |
| | 4.3 | Education Policy |
| | 6.6 | Nominating Committee |

MOVED by Ms Petsche-Wark, seconded by Mr. Geczy,

THAT THE AGENDA BE ACCEPTED AS AMENDED.

MOTION CARRIED.

3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, DECEMBER 5, 2001

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

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, DECEMBER 5, 2001 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. BUSINESS ARISING

4.1 Vision/Mission/Value Statements

A full day workshop will be scheduled sometime between January and March 2002 on a Saturday to continue the process. Ms Russell will lead the workshop.

Several wording changes were suggested to the mission statement and value statements and these changes were deferred to the sub-committee.

This item will be placed on the next agenda.

4.2 Conference Request

MOVED by Councilor Caplan, seconded by Mr. Rogers,

THAT THE LIBRARY BOARD APPROVE THE REQUEST TO SEND MS AIDA RUDNIK TO ORLEANS TO ATTEND THE UPCOMING ALA MID-WINTER CONFERENCE.

MOTION CARRIED.

4.3 Education Policy

MOVED by Councilor Caplan, seconded by Mr. Geczy,

THAT THE LIBRARY PAY 85% OF THE TUITION COSTS OF COURSES FOR AN LT DIPLOMA FOR THE PURPOSES OF PROMOTION.

MOTION CARRIED.

5. Correspondence

Letter from Judith Bishop re Family Literacy Network

Received for information.

MOVED by Councilor Caplan, seconded by Mr. Rogers,

THAT A RESPONSE LETTER BE SENT CONGRATULATING MS BISHOP ON HER RECENT APPOINTMENT AND THAT HER LETTER BE SENT TO COUNCIL.

MOTION CARRIED.

6. **NEW BUSINESS**

6.1 Meeting User Needs

MOVED by Mr. Rogers, seconded by Ms Petsche-Wark,

THAT THE REPORT ENTITLED *MEETING USER NEEDS, A MODEL FOR THE DELIVERY OF INFORMATION/REFERENCE SERVICES* BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6.2 2002 Operating Budget/Budget Overview

MOVED by Councilor Caplan, seconded by Mr. Whitwell,

THAT THIS ITEM BE DEFERRED UNTIL THE NEXT MEETING

MOTION CARRIED.

6.3 Special Gifts Fund Requests

MOVED by Councilor Caplan, seconded by Mr. Rogers,

THAT AN AMOUNT NOT TO EXCEED \$10,000 BE ALLOCATED FROM THE SPECIAL GIFT FUND TO BE USED FOR THE CONSERVATION OF THE SPECIAL COLLECTION DEPARTMENT'S FIRST AND SECOND WORLD WAR POSTERS AND 8mm AND 16mm LOCAL HISTORY FILMS.

MOTION CARRIED.

It was also suggested that two board members volunteer to contact the Veterans Associations as a fundraising initiative to obtain sponsors for this project.

6.4 Class Visit Report

Received for information.

6.5 2002 Meeting Dates

The meetings dates presented were approved. It was suggested that the April meeting be held at the Saltfleet Branch and that two meetings in the Fall be held at branch locations.

6.6 Nominating Committee

The following board members were selected to represent the Library Board on the Nominating Committee: Anne Gravereaux, Glen Whitwell, Peter Rogers, George Geczy.

7. DATE OF NEXT MEETING

Wednesday, January 16, 2002
5:30 p.m. Dinner
6:00 p.m. Meeting

8. ADJOURNMENT

The meeting was adjourned at 7:10 p.m.

Minutes recorded by Karen Hartog.



Hamilton Public Library

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Growing community.*

Memo

To: Anne Gravereaux, Hamilton Public Library Board Chair
From: Ken Roberts, Chief Librarian
C.C. Library Board Members
Date: January 11, 2002

RE: Mission and Values

The attached Second Draft of the Board's Mission and Values Statements are a combination of the discussion at the last Board meeting as well as the e-mailed responses from the board's informal Strategic Planning committee.

Second Draft: 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.

Second Draft: Values

We believe in . . .

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

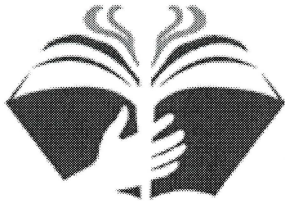
- We anticipate and respond to the changing needs of our communities.

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.



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CITY OF HAMILTON

- RECOMMENDATION -

DATE: January 10, 2002

REPORT TO: Chair and Members, Hamilton Public Library Board

FROM: William Guise, Business Administrator
Business Office

SUBJECT: Draft Operating Budget for 2002

RECOMMENDATION:

That the 2002 Draft Operating Budget for the Hamilton Public Library Board be received for information.

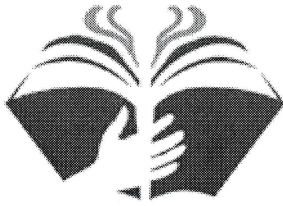
William Guise, Business Administrator
Business Office

BACKGROUND:

The attached 2002 Preliminary Operating Budget for the Hamilton Public Library Board is a revised draft of the budget for 2002. The Draft Operating Budget, which is based on a "maintenance budget", shows an increase in the Municipal Contribution of \$1,184,660 or 6.1% increase over the approved 2001 Operating Budget. The major increase in the proposed Municipal Contribution is outlined in the attached "Explanations of Changes".

A schedule showing the type of accounts included in each category is attached for your information.

c.c. Ken Roberts, Chief Librarian



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DATE: January 11, 2002

REPORT TO: Anne Gravereaux, Hamilton Public Library Board Chair

FROM: Helen Benoit, Coordinator, Youth Services

c.c. Library Board Members

SUBJECT: **Read To Your Baby**

Hamilton Public Library has been successful in accessing 2 grants in support of the **Read To Your Baby** Project. The Edith H. Turner Foundation is donating \$7,000 and Starbucks is donating \$10,000 (U.S. funds).

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 will target 12,000 families in its first two years of operation. It is designed to reach out to every family with a newborn and provide them with essential information on child health and development. The goal is for parents to be better informed and therefore able to recognize and ask for the help that their child needs at each major developmental step. Parents and their newborns will be offered a continuum of community services including information mail outs, support from family home visitors, and assessments from public health nurses and family physicians. By working with Public Health and area hospitals, the library will be able to connect with every new parent and focus necessary attention on family literacy issues and the importance of reading and language development.

The grant funding will be used:

- To produce a special **Read To Your Baby** book bag to give as a free gift to new parents. This bag would be used to distribute the first section of the **Let's Grow** kit and other essential information on child development, nutrition and literacy. It will feature the Hamilton Public Library logo.
- To offer free **Read To Your Baby** programs at area Starbucks locations showing parents how to use language, books, finger plays, rhymes, music and puppets with their babies.
- To give each newborn child a free book when their parents register them for a library card. The book that we have selected is **Read To Your Bunny** by Rosemary Wells. The publisher, **Scholastic** has agreed to support the project with a special print run and a discount cost of \$1 per copy.

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Memo

To: Anne Gravereaux, Hamilton Public Library Board Chair

From: Ken Roberts, Chief Librarian

C.C. Library Board Members

Date: January 10, 2002

RE: Strategic Planning Process

Recommendation

That the Hamilton Public Library Board hold an all day Strategic Planning Session on Saturday, February 16, 2002 and that the session be facilitated by Rosemary Russell.

That the Chief Librarian, Board Chair, and Board Vice Chair meet with Rosemary Russell in order to clarify the expected product to be produced by the end of the day long session.

Background

At its December meeting, the Library Board asked for me to tentatively arrange for a Saturday session, facilitated by Rosemary Russell, to deal with content of the Library Board's Strategic Plan. Rosemary is available on Saturday, February 16th, and I am proposing that the Library Board accept this date. Working with Board Mission and Value Statements, Board member rankings of the American Library Association service statements, city strategic expectations, amalgamation needs, etc. there is sufficient information to begin creating a concrete strategic plan.



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Memo

To: Anne Gravereaux, Hamilton Public Library Board Chair

From: Ken Roberts, Chief Librarian

C.C. Library Board Members

Date: January 11, 2002

RE: Amalgamation Advisory Committee

Recommendation

That the Hamilton Public Library Board establishes an Amalgamation Advisory Committee that would exist until March 31, 2003 and which would meet as required in order to advise the Chief Librarian and the library's administration regarding issues that pertain to amalgamation.

Background

Amalgamation creates a number of "gray" areas between Board and administrative responsibilities. The library's administration may have responsibility for a particular function but, because amalgamation requires new ways of doing business, some decisions may have either a financial or a personnel impact. I would like to suggest that a temporary advisory committee be established, meeting as required by the library's administration, in order to provide advise on some issues and, if necessary, to suggest where there may be a need for board discussion and decisions.



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Memo

To: Anne Gravereaux, Hamilton Public Library Board Chair

From: Ken Roberts, Chief Librarian

C.C. Library Board Members

Date: February 7, 2002

RE: Change in Board Package

City Council receives an "Outstanding Issues" form on a regular basis. I like the process and am suggesting that the Library Board packet include, each month, a list of upcoming and outstanding issues that are to be covered in future board meetings. As Board directives are given, we can update the form immediately, ensuring that issues will not be forgotten. As you will note, the first such form is enclosed at the end of this month's board package.

UPCOMING/OUTSTANDING ISSUES
Proposed Revisions

Issue	Date Action Initiated	Board Member/Staff Who Initiated	Month item will appear on Agenda
Training Plan			
Facilities Report			
Technology Implementation Plan	November 2001	Councilor Caplan	March 2002
Bennetto Centre/Picton			March 2002
Board Bylaws	November 2001	Councilor Caplan	April 2002
Board Policy Review	May 2001	Admin	April 2002, start
Nominating Committee			November 2002