

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

Empower Communities Celebrate Diversity Strengthen Our Organization

HAMILTON PUBLIC LIBRARY BOARD

**Regular Board Meeting
Wednesday, January 19, 2005
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 15, 2004 Attachment #3
4. Report of the Nominating Committee Meeting of Wednesday, January 19, 2005 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. 2005 Board Chairman Calls the Inaugural Meeting to Order
6. Business Arising
 - 6.1 Strategic Priorities – KR Attachment #6.1
Suggested Action: Recommendation
 - 6.2 Ancaster – KR Attachment #6.2
Suggested Action: Recommendation
 - 6.3 2005 Budget Presentation – KR Attachment #6.3
Suggested Action: Decision

7. Presentations

7.1 Halifax Speech – Chief Librarian – KR

8. Consent Items

8.1 School Readiness Calendar – HB

Attachment #8.1

Suggested Action: Receive

8.2 Christmas Hours 2005 – BH

Attachment #8.2

Suggested Action: Recommendation

8.3 2005 Meeting Dates – KR

Attachment #8.3

Suggested Action: Receive

8.4 FoPL – KR

Attachment #8.4

Suggested Action: Receive

8.5 Chief Librarian's Report – KR

Attachment #8.5

Suggested Action: Receive

9. Correspondence

No correspondence.

10. Reports

No reports.

11. New Business

11.1 Strategic Planning Process - KR

Attachment #11.1

Suggested Action: Receive

11.2 Millgrove/Freelton Branches – KR

Attachment #11.2

Suggested Action: Receive

11.3 Potential New Flamborough Library – KR

Attachment #11.3

Suggested Action: Recommendation

12. Private and Confidential

12.1 Labour Issue – LF

Attachment #12.1

Suggested Action: Recommendation

13. Date of Next Meeting

Wednesday, February 16, 2005

Central Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

14. Adjournment

UPCOMING/OUTSTANDING ISSUES
Proposed Revisions

Issue	Date Action Initiated	Board Member/Staff Who Initiated	Month item will appear on Agenda
Budget Definitions	from Jan. 16/02 agenda		New term
Presentations of Audited Statement by Grant Thornton		William Guise	February 16, 2005

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, December 15, 2004
Board Room
5:30 p.m. Meeting
7:00 p.m. Cocktails/Dinner**

MINUTES

PRESENT: Doreen Horbach, George Geczy, Mavis Adams,
Jennifer Gautrey, Santina Moccio, Tamara Fernandes,
Mac Carson, Maureen McKeating, Joyce Brown

REGRETS: Councilor Jackson, Councilor Pearson

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

The meeting was called to order at 5:35 p.m.

1. DISCUSSION PERIOD

2. ACCEPTANCE OF THE AGENDA

MOVED by Ms McKeating, seconded by Mr. Geczy,

THAT THE AGENDA BE APPROVED AS PRESENTED.

MOTION CARRIED.

**3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING
OF WEDNESDAY, NOVEMBER 17, 2004**

MOVED by Ms Moccio, seconded by Ms Adams,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF
WEDNESDAY, NOVEMBER 17, 2004 BE ADOPTED AS PRESENTED.**

MOTION CARRIED.

4. PRESENTATIONS

No presentations.

5. CONSENT ITEMS

MOVED by MsMcKeating, seconded by Ms Brown,

THAT CONSENT ITEMS 5.1, 5.2 and 5.3 BE APPROVED.

MOTION CARRIED.

5.1 Receive for information.

5.2 That a new reserve account called "Youth Programming Reserve" be setup to hold unexpended funds at the 2004 and future year ends that were received by way of donation or grant for the purpose of funding youth programming subject to any terms specified by the said donation or grant, and

That the unexpended balances at December 31, 2004 of the following cost centres be transferred to the Youth Programming Reserve:

750500	Libraries Lets Celebrate
750515	Teen Writing Grants
750520	Parenting Info Roundtables
750560	Family Language Kits

5.3 That the attached Video Surveillance Policy be approved.

6. BUSINESS ARISING

6.1 Privacy Policy

MOVED by Mr. Geczy, seconded by Ms Moccio,

THAT THE ATTACHED PRIVACY POLICY BE APPROVED, AND

THAT STAFF BE EMPOWERED TO AMEND THE SECTION THAT OUTLINES PERSONAL INFORMATION THAT MIGHT BE COLLECTED AND HOW IT IS USED SO LONG AS THE AMENDMENTS ARE COMPLETELY CONSISTENT WITH THE PRINCIPLES SET OUT IN THE POLICY.

MOTION CARRIED.

6.2 Strategic Plan

Received for information.

The draft priorities will be written based on the results of the meeting and presented to the Library Board at its January meeting.

7. CORRESPONDENCE

Letter from Ken Watson to Doreen Horbach dated November 19, 2004

Received for information.

Letter from Doreen Horbach to Ken Watson dated December 7, 2004

Received for information.

8. REPORTS

8.1 2005 Operating Budget Update

Received for information.

The presentation to Council is scheduled for January 27, 2005 at 2:30 p.m.

8.2 2005 Capital Budget Update

Received for information.

9. NEW BUSINESS

9.1 Procurement Policy

A few minor edits were recommended.

MOVED by Mr. Geczy, seconded by Ms Brown,

THAT THE ATTACHED PROCUREMENT POLICY BE APPROVED AS AMENDED.

MOTION CARRIED.

9.2 Board Meeting Dates for 2005

MOVED by Ms Moccio, seconded by Ms Gautrey,

THAT THIS ITEM BE TABLED UNTIL THE JANUARY 19, 2005 MEETING FOR FURTHER DISCUSSION.

MOTION CARRIED.

9.3 Waterloo Public Library Request

MOVED by Mr. Carson, seconded by Ms Fernandes,

THAT THE HAMILTON PUBLIC LIBRARY ENTER INTO A RECIPROCAL BORROWING AGREEMENT WITH THE WATERLOO PUBLIC LIBRARY SYSTEM, UNDER TERMS SIMILAR TO THOSE USED FOR OUR EXISTING AGREEMENTS WITH OTHER LIBRARY SYSTEMS.

MOTION CARRIED.

10. PRIVATE AND CONFIDENTIAL

Nothing to report.

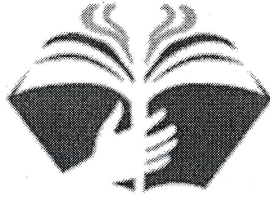
11. DATE OF NEXT MEETING

Wednesday, January 19, 2005
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

12. ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

Minutes recorded by Karen Hartog.



Hamilton Public Library

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DATE: January 13, 2005
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: **Strategic Priorities**

Recommendation

That the attached Strategic Priorities for 2005 – 2007 be approved

Background

The attached Strategic Priorities are the result of the December Board strategic planning session. They were distributed to board members and to senior staff. Revisions have been made as a result of the comments both board members and senior staff have made.

Strategic Priority #1: Strengthen Communities

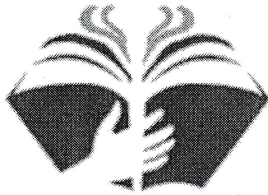
Library branches and the Central Library will be places for neighbours to get together, for ideas to be shared, for events to take place and for people to spend time together. "I'll meet you at the library" will be a phrase that people use with pride. Hamilton Public Library branches will be social forces within their communities and good partners to community organizations. The Hamilton Public Library will support community development and will assist people as they broaden their horizons

Strategic Priority #2: Support diverse needs

The Hamilton Public Library system will serve people in ways that are relevant to their unique circumstances. The library will align services to recognize the fact that Hamilton residents come from a wide variety of experiences and backgrounds. The library will have conversations with those we serve and those we could serve in order to ensure that the Hamilton Public Library is a source for relevant information, community joy and hope.

Strategic Priority # 3: Continue to develop and energize our organization

The Hamilton Public Library will work with current and future staff members to harness energies and opportunities, to identify emerging trends, and to ensure that the library's workforce continues to acquire the training necessary to support the changing needs of those we serve.



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DATE: January 13, 2005
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: Ancaster Branch Renovations

Recommendation

That the Hamilton Public Library Board endorse the expansion of the Ancaster Branch into the entire main floor of the former Ancaster Town Hall, pending an acceptable budget for the project.

Background

The Ancaster expansion is receiving increased attention. The original estimate of costs (1.5 million) has been reviewed and appears to be accurate. Several meetings have taken place. The City corporate buildings department has agreed that some of the costs (roof, asbestos removal, disabled washrooms, and HVAC) can probably be covered by the city facilities budget. Board member George Geczy attended a meeting on January 12th at which Councillor Ferguson indicated some other potential sources of revenue. There is an existing capital project that has some funding attached to it. It will not be possible to complete any expansion without using some library reserve funding. I cannot provide an amount until all other sources of potential funding have been reviewed but it is likely to be over \$500,000.



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DATE: January 14, 2005

REPORT TO: Chair and Members of the Board

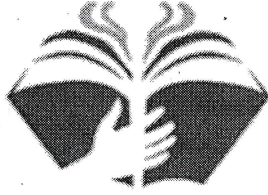
FROM: Ken Roberts, Chief Librarian

SUBJECT: **2005 Operating Budget Presentation**

The Library Board is now slated to present its operating budget to the City Council's Committee of the Whole on January 27th at 2:30 p.m.

We have received a template that city departments are being asked to use for their budget presentations. The Library Board should follow this format as closely as possible.

The Library Board should decide which Board members will present the Board's budget. Our overall presentation can and should be fairly brief, 10 – 15 minutes.



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DATE: December 20, 2004

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Helen Benoit, Director Children and Young Adult Services

SUBJECT: School Readiness Calendar

RECOMMENDATION: Receive for information.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: Costs covered from existing budgets.

BACKGROUND: The Hamilton Public Library has been working with the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic School Board on a number of early literacy/school readiness initiatives.

With support from additional community partners, we have produced the Let's Go! I'm Ready For School Calendar. Eight thousand calendars have been printed and will be given to families with children starting junior kindergarten, early childhood education or who are new to the City and have enrolled their children in school. The calendars will be distributed by both school boards. A number of library programs and services are highlighted. The summer reading club is the feature for the month of July and parents are encouraged to register their child for a free library card. Registration dates for story times are highlighted throughout the year and library contact information is printed on the back cover.

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DATE: Tuesday, January 11, 2005

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Beth Hovius, Maureen Sawa, Public Service Directors

SUBJECT: **Christmas Service Hours**

RECOMMENDATION: That the regular service hours between Christmas and New Year's be adjusted so that each location is open its regular scheduled hours until 5:00 p.m. daily. If this results in a branch being scheduled to open one hour or less that it not open that day.

BACKGROUND:

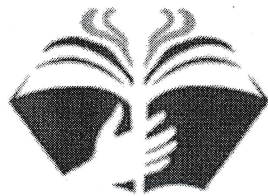
Beginning in 2003, the Christmas service hours were adjusted on a trial basis. Between Christmas and New Year's all locations closed at 5:00 p.m., and the three small neighbourhood branches which opened at 4:00 did not open on those days. We are pleased to report that this has been a successful trial from both the public and staff perspective and wish to make it a permanent arrangement. It has balanced the desire to provide equitable access across the system, while recognizing the staffing realities. Given the success of this trial, we are recommending that this continue until further notice.

In 2005, the Library will be closed Monday December 26 in recognition of Christmas, Tuesday December 27 for Boxing Day (as per Collective Agreement) and Monday January 3, 2006 in recognition of New Year's. This is consistent with the City of Hamilton.

2005 MEETING DATES

The following is a list of meeting dates for 2005. All meetings will begin at 6:00 p.m. with dinner at 5:30 p.m.

Date	Location
January 19, 2005	Central, Board Room
February 16, 2005	Central, Board Room
March 23, 2005	Central, Board Room
April 20, 2005	Central, Board Room
May 18, 2005	Central, Board Room
June 8, 2005 (CLA week of June 15 th)	Central, Board Room
September 21, 2005	Central, Board Room
October 19, 2005	Central, Board Room
November 16, 2005	Central, Board Room
December 14, 2005	Central, Board Room



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DATE: January 13, 2005

REPORT TO: Chair and Members of the Board

FROM: Ken Roberts, Chief Librarian

SUBJECT: **Federation of Public Libraries**

The Hamilton Public Library Board voted to join the new Federation of Public Libraries. The initial meeting of the Federation is to be held at the Ontario Library Association conference. One of the purposes of this first meeting is to elect a first Board of Directors. A senior library staff member and the board chair of each member library system are invited to attend and to vote.

The meeting is to be held Thursday, February 3rd at 2:10 – 3:45 pm in room 102 of the Metro Toronto Convention Centre. Doreen, as Board Chair, has assigned authority to attend this meeting to Board member George Geczy. George is scheduled to attend the OLA conference on February 3rd.

Chief Librarian's Report January, 2005

South Mountain Branch/Turner Park

Conversations with the YMCA and with the architectural firm of Shore Tilbe Irwin and Partners are beginning to coalesce. The current timetable calls for design to be completed by the late fall with construction to start as early as February, 2006. If we can keep to this timetable then the library branch could open in the summer or fall of 2007. Four staff members are going to visit recent libraries that Shore Tilbe Irwin have designed.

Tsunami response

Library staff members have been encouraged to contribute to existing relief programs. The HPL website now includes, on the main page, a link to relief efforts.

Locke Branch

Beth Hovius, Councillor McHattie and I hosted an open house at the CIBC building on Saturday, January 8th from 1 pm to 3 pm. Mavis Adams also attended. Approximately 30 members of the public attended the open house and toured the building. Most stayed for an extremely long period of time, asked many good questions, and took a good look around. There is no doubt that most of the people who were present want the building protected as an asset to the street and to the community. Most came to the session feeling that using the building as a library was a good way to protect this fine building as community space.

Some still wanted to see if they could raise money but most seemed to recognize some of the difficulties we face. Councillor McHattie has indicated plans to call a meeting of interested people to discuss the building. People are aware that any attempt to fundraise should be approved by the Library Board since the Board would have to agree that a move to the CIBC building makes functional sense.

Signage

HPL signs have now been installed at all locations except Binbrook, Valley Park, Ancaster and Saltfleet. Staff are working on permits and site plans for Binbrook, Valley Park and Ancaster. The Saltfleet sign will require agreements with the Hamilton District Catholic School Board.

Portal Implementation

HPL staff are, as you know, heavily involved in the Myhamilton.ca portal project. Paul Takala has been seconded to the city to act as the project manager for the Community Portal. Kit Darling, Jean Lyall and I are all on the Steering Committee. Kit and Jean as well as other staff members are on other committees. I am the project co-chair (along with Chris Swenor, the City's Director of IT Operations).

The portal will be launched this coming May. Once it is launched, members of the public and organizations that use the portal are going to have many questions. Public and organizational training will be required. Help desks will have to be established. The partners in this project have not yet assigned responsibility for some of these key issues. It is more than probable that HPL will be asked to play a role. We will be showcasing the portal to the Library Board at a later meeting and will be making recommendations about the potential on-going responsibilities of the library system in the next few months.

CELPLO Consortia

The "Chief Executives of Large Public Libraries in Ontario" (CELPLO) has formed a consortium to license electronic licenses. This is being done in the hopes that it will improve the chances for the implementation of an Ontario Digital Library as well as to save money and to develop partnerships with other libraries and with our vendors. CELPLO has hired a staff member (Sue Debenham of Toronto Public Libraries) and established a steering committee and a negotiating team. I am the chief negotiator for the consortia. This has taken about ten days of time over the past several months and is likely to take another ten days during January and February, 2005.

Halifax

The Nova Scotia provincial government is holding a conference on January 20 – 21 on the "Future of Libraries." There are four invited speakers, and I am one. I am using the event to create better connections with Dalhousie University's library school. I will give a public lecture there and will also meet their students in an informal session on public library work.

Central Library/Volunteer Hamilton

Volunteer Hamilton has indicated an interest in partnering with both Community Information Services (currently a tenant of the central library) and with the Hamilton Public Library Board. Volunteer Hamilton would like to move into the fifth floor, sharing space with CIS. The potential partnership has not been reviewed by staff. Until it is reviewed, we don't have a recommendation to the board. A recommendation may come at the February meeting.

Sherwood/Locke

As we reported at a previous meeting, mould had been found at both Sherwood and Locke. Steps have been taken at both locations to have it removed and to try to prevent future problems.



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DATE: January 13, 2005
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: Strategic Planning Processes

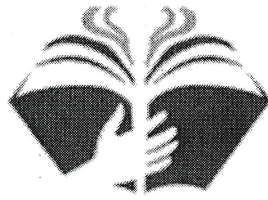
Once the Library Board edits and approves its strategic priorities, we will start to put together activities.

Staff are suggesting several changes.

Staff find the necessity of annual strategic plans for their areas of responsibility to be onerous. They are suggesting that such a report be done once over the course of a board's term.

Since we are moving toward strategic priorities that are relevant for more than a single year, then we will try to identify which projects will take more than a year to complete.

We did meet and did review the existing projects. We have a lot of projects that are not yet completed. There is a need to complete some of the existing initiatives. We are potentially adding some significant Capital projects as well as some initiatives that will require significant amounts of time from our Human Resources department (e.g. a new job evaluation plan and another round of collective bargaining).



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DATE: January 13, 2005

REPORT TO: Chair and Members of the Board

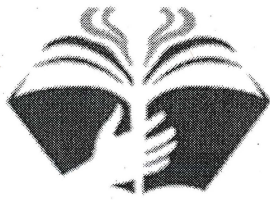
FROM: Ken Roberts, Chief Librarian

SUBJECT: **Millgrove and Freelton Break-ins**

The Millgrove and the Freelton branches experienced break-ins over the holiday period. The Millgrove Branch has now experienced three separate break-ins. It is temporarily closed and the hours have been increased at the Freelton Branch. A number of other agencies in the area, including several schools, also had items stolen in separate incidents.

The Freelton Branch was broken into for a second time on the night of January 10th. Thieves took computers, as they had on each other incident. Almost 400 DVDs have been taken from Millgrove and Freelton.

We are still investigating possible responses and will bring more information to the board meeting. Kit Darling, Director of Information Technologies and Bibliographic Services, has been on vacation this week and the theft of the computers certainly impacts her and her staff.



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DATE: January 13, 2005
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: Potential Flamborough Library Branch

Recommendation

That the Hamilton Public Library Board express an interest in participating in the potential construction of a library branch at the Twin Pad arena site proposed for Joe Sams Park.

Background

The City of Hamilton's proposed Capital budget now includes the cost for the design of a Twin Pad arena at Joe Sams Park (Centre Road and Concession #5 in Flamborough) just north of Waterdown. There is strong interest in seeing a new library branch in this area and it is the exact area we had identified as ideal for a branch library. There could be an impact on several of the existing branches and we have not yet completed a branch master plan, but this is an area where we are collecting Development Charges to create increased library space.

The Twin Pad project is being fast-tracked. If the library is to be a partner, then it is advisable to ensure that we have a voice in the selection of an architectural firm, that we have a voice in the overall design of the site, and that some of the library core needs (such as street presence) are protected in the design. It would also be advisable to ensure that any HVAC systems are designed with an eye to efficiencies.

We would like to keep working with the City, to participate in public meetings and with citizen groups, and then to participate in the design stage. There are no current city funds set aside for the design of the library space. If the Twin Pad project is approved then we may want to come back to the Board and seek design funds to help launch the project.

As you will note, we plan to be designing the South Mountain library in 2005. If the Flamborough project is fast-tracked then we will be doing two new facilities plus Ancaster at the same time.

The Library's Capital submission calls for \$380,000 for design in 2006 with construction costs slated for 2007.



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DATE: January 12, 2005
REPORT TO: Chair and Members of the Board
C.C.: Ken Roberts, Chief Librarian
FROM: Linda Foley, Director, Human Resources
SUBJECT: Legal Counsel Representation in Negotiations

RECOMMENDATION: That the Hamilton Public Library Board continue to utilize the legal firm Hicks Morley Hamilton Storie to represent the Library's interests in labour relations matters, including the upcoming 2005 negotiations.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: The costs have been included in the 2005 budget document.

BACKGROUND: The Hamilton Public Library has utilized legal counsel for its labour relations matters historically. The Library engaged the firm Hicks Morley for its amalgamation related arbitrations and for the negotiation of its first post amalgamation collective agreement.