

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, September 19, 2007
Central Library, Board Room, 5th Floor

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

AGENDA

1. Discussion Period

1.1 Week of the Child and Youth Awards Luncheon Attachment #1.1

2. Acceptance of the Agenda

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, June 20, 2007 Attachment #3

4. Presentations

No presentations

5. Consent Items

5.1 Turner Park – Tabled Motion Attachment #5.1

Suggested Action: Recommendation

5.2 Kids Page Update – HB Attachment #5.2

Suggested Action: Receive

5.3 Board Bylaws – GG Attachment #5.3

Suggested Action: Recommendation

5.4 Purchasing Policy – Server Standardization – KD Attachment #5.4

Suggested Action: Recommendation

6. Business Arising

- 6.1 Facilities Master Plan
- North Community Health Centre
 - Waterdown
 - Lynden
 - Sherwood

Attachment #6.1

Suggested Action: Receive

- 6.2 Wireless Hamilton – Tabled Motion

Attachment #6.2

Suggested Action: Receive

7. Correspondence

8. Reports

- 8.1 Chief Librarian's Report - KR

Attachment #8.1

Suggested Action: Receive

9. New Business

- 9.1 2008 Draft Operating Budget – WG

Attachment #9.1

To be distributed at the meeting

- 9.2 Non-Union Compensation – LF

Attachment #9.2

Suggested Action: Recommendation

10. Private and Confidential

- 10.1 Labour Relations – KR/LF

11. Date of Next Meeting

Wednesday, October 17, 2007

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

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DATE: September 14, 2007

TO: George Geczy, Chairperson, Hamilton Public Library Board
Hamilton Public Library Board Members

C.C.: Administration Committee

FROM: Karen Hartog, Administrative Assistant

SUBJECT: 2007 Week of the Child and Youth Awards Luncheon

When: Friday, October 19, 2007

Where: Liuna Station, 360 James Street North
Hamilton, ON

Time: 11:45 a.m. – 2:30 p.m.

The Library has booked a table for the luncheon. Jennifer McFadden is this year's Hamilton Public Library award recipient.

Board Members interested in attending the luncheon should contact Karen Hartog.

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, June 20, 2007
Program Room, Ancaster Library
5:00 p.m. Meeting
6:30 p.m. Reception
7:30 p.m. Dinner**

MINUTES

PRESENT: George Geczy, Jennifer Gautrey, Maureen McKeating, Mavis Adams, Doreen Horbach, Krzysztof Gumieniak, Suzan Fawcett, Mary Ann Leach, Councillor Pearson, Councillor Jackson, Santana Moccio

STAFF: Ken Roberts, Linda Foley, Maureen Sawa, Helen Benoit, Beth Hovius, Karen Hartog

GUESTS: Karen Anderson

1. DISCUSSION PERIOD

1.1 South Mountain

Ms Anderson provided reviewed the floor layout, colour chart and flooring samples with board members. The sod turning ceremony took place on June 14th. It is expected the library and YMCA facility will open in March 2009.

2. ACCEPTANCE OF THE AGENDA

Add: 1.1 South Mountain
10.1 Locke Branch

MOVED by Councillor Pearson, seconded by Ms McKeating,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

**3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, MAY 16, 2007**

MOVED by Mr. Gumieniak, seconded by Ms Horbach,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF
WEDNESDAY, MAY 16, 2007 BE ADOPTED AS PRESENTED.**

MOTION CARRIED.

4. PRESENTATIONS

No presentations.

5. CONSENT ITEMS

MOVED by Ms Moccio, seconded by Ms Adams,

THAT CONSENT ITEM 5.1 BE APPROVED.

MOTION CARRIED

- 5.1 That the current Meeting Rooms Policy be amended to allow for limited “free” use of appropriate library meeting rooms by councillors representing Wards where libraries with public meeting spaces exist, and that such free use be limited to two sessions each month on the understanding that the meetings booked by councillors are public sessions of groups in which the councillor is a member and a regular attendee; and

That Appendix A of the current Meeting Rooms Policy be amended to include a rental rate for the Central Library 5th floor Board room of \$250 for a four hour period and \$450 for an eight-hour period.

6. BUSINESS ARISING

- 6.1 Renaming Central Library – Request from Mr. Valeriano

MOVED by Ms Moccio, seconded by Ms Gautrey

THAT MR. PAT VALERIANO BE THANKED FOR HIS EFFORTS TO HAVE A CIVIC FACILITY NAMED FOR FORMER MAYOR JACK MACDONALD BUT THAT HIS REQUEST TO HAVE THE CENTRAL LIBRARY RE-NAMED BE DENIED.

MOTION CARRIED.

7. CORRESPONDENCE

No correspondence.

8. REPORTS

- 8.1 Chief Librarian’s Report

Received for information.

Mr. Roberts provided an update on two additional items. Councillor McCarthy has indicated that there is a proposal on the table to add an additional arena in the existing space on Hwy. #5. She is inquiring the Library Board’s interest in building a new Waterdown Branch as part of the complex. Board Members expressed cautious interest in the proposal

until further information is obtained and consultation with the community has taken place.

Mr. Roberts also informed Library Board Members that he has met with the consultant reviewing the two proposals for the Lynden Branch. Once costing for both proposals is obtained, a meeting with the community will be held.

9. NEW BUSINESS

9.1 One Book One City

Ms Sawa distributed copies of a preliminary evaluation of the partnered One Book One City program. Final numbers are still being tallied and will be reported to the Library Board at its September 2007 meeting.

9.2 Naming of New Branch

MOVED by Ms Moccio, seconded by Ms Adams,

THAT THE LIBRARY BRANCH UNDER CONSTRUCTION IN TURNER PARK TENTATIVELY BE NAMED THE TURNER PARK BRANCH OF THE HAMILTON PUBLIC LIBRARY AND THAT THE MOTION BE REVISITED AT THE SEPTEMBER 2007 MEETING FOR FINAL DECISION.

MOTION CARRIED.

9.3 WiFi Project Authentication

Mr. Geczy reported a conflict of interest and passed the Chair position to Ms Gautrey. A lengthy discussion ensued and concerns expressed regarding the library database being used for WiFi authentication.

MOVED by Councillor Jackson, seconded by Ms Moccio,

THAT THE RECOMMENDATION "THAT THE HAMILTON PUBLIC LIBRARY CARDHOLDER NUMBERS AND PIN NUMBERS BE USED AS A MEANS TO AUTHENTICATE CUSTOMERS OF THE HAMILTON WIFI PROJECT ON THE UNDERSTANDING THAT ALL LINKS TO PERSONAL LIBRARY PATRON INFORMATION BE PROTECTED AND THAT SUCH INFORMATION ONLY BE DISCLOSED UNDER THE TERMS OF THE BOARD." BE TABLED UNTIL THE SEPTEMBER 19, 2007 BOARD MEETING PENDING PRESENTATION FROM FIBREWIRED AND POLICE SERVICES OUTLINING THEIR REASONS FOR REQUIRING AUTHENTICATIION.

IN FAVOUR: Ms Moccio, Ms Adams, Ms Horbach, Ms Leach,
Councillor Jackson, Councillor Pearson, Ms Gautrey

OPPOSED: Ms McKeating

ABSTENTION: Ms Fawcett, Mr. Geczy, Mr. Gumieniak

MOTION CARRIED.

- 9.4 Notice of Motion – Amendment to Hamilton Public Library Board By-laws

Motion to be discussed at the September 19, 2007 meeting.

- 9.5 CUPE 932 Internal Equity Plan

MOVED by Councillor Pearson, seconded by Ms Gautrey

THAT THE CUPE 932 INTERNAL EQUITY TENTATIVE AGREEMENT BE APPROVED EFFECTIVE APRIL 1, 2007, AND THAT THE ESTIMATED COSTS ASSOCIATED WITH THE COMPENSATION PROGRAM OF \$121.160 BE FUNDED FROM THE 2007 OPERATING BUDGET.

MOTION CARRIED.

10. PRIVATE AND CONFIDENTIAL

MOVED by Ms Moccio, seconded by Ms Horbach,

THAT THE LIBRARY BOARD GO IN-CAMERA TO DISCUSS THE LOCKE BRANCH.

MOTION CARRIED.

MOVED BY Ms Moccio, seconded by Ms Fawcett

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

10.1 Locke Branch

MOVED by Ms Horbach, seconded by Ms Moccio,

WHEREAS OFFERS TO PURCHASE HAVE BEEN RECEIVED FOR 281 HERKIMER STREET, HAMILTON, PART LOT 24 ON PLAN 280 IN THE CITY OF HAMILTON (FORMER CIBC BUILDING AT THE CORNER OF LOCKE STREET SOUTH AND HERKIMER STREET, HAMILTON).

AND WHEREAS THE FUNDS FROM THE SALE OF THESE SUBJECTS LANDS IS TO BE CREDITED TO THE LIBRARY CAPITAL RESERVE ACCOUNT NO. 106008, LESS DISBURSEMENTS.

NOW, THEREFORE, BE IT RESOLVED THAT THE HAMILTON PUBLIC LIBRARY BOARD SUPPORT THE SALE OF THESE LANDS TO THE HIGHEST BIDDER, AND FURTHER, THE BOARD ACKNOWLEDGE THAT THE FUNDS WILL BE PLACED IN THE LIBRARY CAPITAL RESERVE ACCOUNT 'EARMARKED' FOR IMPROVEMENTS, UPGRADES, ADDITIONS, ETC. TO THE LOCK BRANCH IN THE FUTURE.

MOTION CARRIED.

11. DATE OF NEXT MEETING

Wednesday, September 19, 2007
Central Library, Board Room, 5th Floor
5:30 p.m. Dinner
6:00 p.m. Meeting

12. ADJOURNMENT

MOVED by Ms Moccio, seconded by Ms Gautrey,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, JUNE 20, 2007 BE ADJOURNED.**

The meeting was adjourned at 7:05 p.m.

Minutes recorded by Karen Hartog.



Hamilton Public Library

Date: September 11, 2007
To: Chair and Members of the Board
From: Ken Roberts, Chief Librarian
Subject: Naming of New Branch

Recommendation

That the Library Board endorse its June decision to name the new library branch The "Turner Park" Branch.

Background

Last June, the Library Board passed a motion that named the new branch to be located on the South Mountain "The Turner Park" Branch of the Hamilton Public Library. The Library Board asked, however, for this motion to be reviewed in September for a final decision. In the absence of other suggestions or proposals, I am recommending that the June Board motion be considered "final."



Hamilton Public Library

Date: August 29, 2007
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: Helen Benoit
Subject: **Status Report on the Kidspage**

RECOMMENDATION:

That the following status report be received for information.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Special Gifts trust funds were approved to fund this project in the amount of \$15,000 "to create a new look and feel for the Kidspage section of myhamilton" at the regular Board meeting on September 2006.

BACKGROUND:

Work is progressing and we hope to have the new site operational by late fall. We will be within the allocated budget. To date \$8,329 of the approved funds has been spent to fund the initial programming and design.

An additional \$3,500 will be spent to purchase a software program to improve the search functionality and \$2,000 will be committed for testing and promotion. The balance of the funding (approximately \$1,200) will be available for modification and additional programming that may be required after testing.

The redesign of the Kidspage section is estimated to be completed by December 2007.



DATE: - September 12, 2007

TO: Hamilton Public Library Board Members

C.C.: Administration Committee

FROM: Karen Hartog, Administrative Assistant

SUBJECT: **AMENDMENT TO HAMILTON PUBLIC LIBRARY BOARD
BY-LAWS**

RECOMMENDATION:

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE
ATTACHED REVISED BY-LAWS.**

BACKGROUND:

At its meeting of May 16, 2007, the Audit Committee proposed that the membership composition be changed from three members to four members.

The amendments are reflected on the attached document.

As Recommended by the Board By-Law Transition Team

**HAMILTON PUBLIC LIBRARY BOARD
BY-LAW FOR THE REGULATION OF THE BUSINESS OF THE BOARD**

The Hamilton Public Library Board is duly constituted as a corporation and governed by the provisions of the *Public Libraries Act, Statutes of Ontario, 1990, Chapter P. 44* and is established by the provisions of City of Hamilton By-Law 04-019.

The Hamilton Public Library Board, hereinafter called "the Board", enacts the following by-laws for regulation of the business of the Board.

Corporation

1. In accordance with the *Corporations Act*, the Board shall have a corporate seal, which shall be under the control and responsibility of the Chief Executive Officer. This seal shall be affixed under the direction of the Board to all deeds, contracts, or documents requiring the seal, which seal shall be attested to by the signatures of the Chair and the Secretary, or by such other member and/or other officer as the Board shall direct.
2. The Head Office of the Board shall be at 55 York Boulevard, Hamilton, Ontario L8N 4E4.

Officers

3. The Board shall have the following officers:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
 - Chief Executive Officer

Chair

4. The Chair shall be elected at the first meeting of the Board in each year, shall hold office for one year and may be re-elected for a maximum of two additional consecutive years.
5. The primary role of the Chair of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with all relevant legislation and with the rules of procedure adopted by the Board.
6. The Chair's responsibilities include:
 1. Presiding at regular and special meetings of the Board in the manner and extent prescribed by the Board.

2. Committing the Board to no course of action unless specifically authorized by the Board to do so.
3. Serving as an *ex officio* member of all Board committees.
4. Only the Chair may represent and speak for the Board in an official capacity to outside parties in announcing Board-stated positions and in stating Chair decisions.
5. Acting as one of the authorized signing officers of all documents pertaining to Board business.
6. Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board.
7. Notifying the Vice-Chair, if for any reason, the Chair is unable to perform these functions.

Vice-Chair

7. The Vice-Chair shall be elected at the first meeting of the Board in each year, shall hold office for one year and may be re-elected for a maximum of two additional consecutive years.
8. The Vice-Chair, in the absence or illness of the Chair, shall act in the place and stead of the Chair and while so acting has all the powers of the Chair.

Secretary

9. The Secretary of the Board shall be the Chief Executive Officer.

Treasurer

10. The Board shall appoint a Treasurer.

Chief Executive Officer

11. The Board shall appoint the Chief Executive Officer, who shall be its Chief Librarian, and who shall hold office until the Board rescinds the appointment or a new appointment is made. The Chief Executive Officer shall be responsible, under the supervision of the Board, for the general conduct and management of the Hamilton Public Library.

Systematic and rigorous monitoring of CEO job performance will be solely against the only expected job outputs: organizational accomplishments of Board policies on Ends and organizational operation within the boundaries established by the Board.

1. Monitoring is simply to determine the degree to which Board policies and strategic priorities are being met. Data that do not do this will not be considered to be monitoring data.

2. The Board will acquire monitoring data by one or more of three methods:
 - (a) Internal report, in which the CEO discloses compliance information to the Board
 - (b) External report, in which a disinterested, external third party selected by the Board, assesses compliance with Board policies.
 - (c) Direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.
3. In every case, the standard for compliance shall be *any reasonable CEO interpretation* of the Board policy or priority being monitored.
4. All policies that instruct the CEO will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any methods, but will ordinarily depend on a routine schedule.
5. The Board may exercise discretion in evaluating CEO performance based on length of service or circumstances beyond the CEO's control.

Only decisions of the Board are binding on the CEO.

1. Decisions or instructions of individual Board members, officers or committees are not binding on the CEO except in rare circumstances when the Board has specifically authorized or delegated such exercise of authority.
2. In the case of Board members or committees requesting information or assistance without Board authorization, the CEO can refuse such requests.

The CEO is the Board's only link to operational achievement and conduct, so that authority and accountability of staff, as far as the Board is concerned, is considered to be authority and accountability of the chief executive.

1. The Board will never give instructions to persons who report directly or indirectly to the CEO.
2. The Board will refrain from evaluating, either formally or informally, any staff other than the CEO.

Board Members Code of Conduct

12. Board Members must avoid any conflict of interest with respect to their fiduciary responsibility by adhering to the regulations of the Municipal Conflict of Interest Act.
- (a) There will be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.
 - (b) Board Members will not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
 - (c) Members will annually disclose their involvements with other organizations, with vendors, or any other associations that might produce a conflict.

Members will respect the confidentiality appropriate to issues of a sensitive nature and understand that it is the Chair's role to represent and speak on behalf of the Board.

Vacancies

13. In the event of a vacancy occurring on the Board, the Secretary, upon instructions from the Board in session, shall advise Council and request that a new member be appointed to fill the vacancy under the conditions contained in the *Public Libraries Act*.
14. In the event of a vacancy occurring during the year in office of Chair or Vice-Chair, the Board at its first regular meeting thereafter shall elect a new Chair or Vice-Chair to serve for the remainder of the elected time in that office.

Resignation

15. Members of the Board who must resign before the end of their term of appointment on the Board shall inform both the Clerk of the City of Hamilton and the Secretary of the Board in writing, specifying the effective date of their resignation.

Elections

16. Election of Chair and Vice-Chair shall take place annually at the Board's inaugural meeting.
17. The Chief Executive Officer shall take the chair and shall call for nominations for Chair from the Nominating Committee and then from the floor. Nominations shall be made with no seconder required. Nominations shall be closed by a motion made and seconded. Voting shall be by a show of hands or by secret ballot if requested by any member of the Board. The nominee receiving a clear majority of the votes cast shall be declared elected by the

Chief Executive Officer. Should no member receive a clear majority, balloting shall proceed with the nominee's name receiving the smallest number of votes being dropped.

18. The Chief Executive Officer shall call for nominations for Vice-Chair from the Nominating Committee and then from the floor and the election shall be conducted in the manner outlined above.
19. The new Chair shall take the chair immediately after elections have been completed.

Meetings and Notice of Meetings

20. A regular meeting of the Board shall be held on the third Wednesday of the month (except July and August) at 6:00 p.m. in the Board Room at the Central Library, 55 York Boulevard, Hamilton or at such other day or time or such other place as may be agreed upon by the Board.
21. Written notice of all regular meetings together with the proposed agenda and the minutes of the immediately preceding regular meeting and of any special meetings shall be communicated to each member of the Board at least three days in advance of such meetings.

Special Meetings

22. The Chair may, or upon the written request of any two members of the Board shall, call a Special Meeting by giving, through the Secretary, at least two days written notice to each member, specifying the purpose for which the meeting is called.
23. The purpose of a Special Meeting shall be specific. No business shall be transacted or considered at such a meeting other than that specified in the notice.

Inaugural Meeting

24. In the first year of its term, the Board shall hold its annual inaugural meeting at a place and time to be determined by the Chief Executive Officer, provided that such meeting shall be held within 30 days of the appointment of a majority of its members.
25. In the second and third years of its term, the Board shall hold its annual inaugural meeting at the place and time of its regular January meeting and the regular meeting shall take place immediately following the inaugural meeting.

Attendance

26. Board members are expected to attend all meetings of the Board. Any member who must be absent from a meeting must advise the Secretary in advance. In any event, absence from three consecutive meetings of the Board will result in the member's disqualification from the Board unless the member is 'excused for cause' by a motion of the Board
27. The Secretary shall record the names of members in attendance in each meeting of the Board and of its committees.

Quorum

28. A quorum, which shall be a majority of the Board, must be present for the transaction of business at a meeting. If a quorum is not present within fifteen minutes after the hour for which any Board meeting has been called, the Secretary shall record the names of such members present and the Board shall stand adjourned.
29. Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the Board or, when time is of the essence, written approval of such decisions may be obtained from a majority of the members of the Board.

Voting

30. All members of the Board (including the Chair) shall vote on all questions unless they have declared an interest in the matter. Any motion on which there is an equality of votes shall be deemed to be lost.
31. Motions shall be carried by a simple majority of those present except as otherwise provided for in this By-Law.
32. Notice of motion given at the previous meeting and two-thirds majority vote is required for:
- a motion to reconsider a lost motion.
 - a motion to amend the by-laws.

Procedure

33. All motions other than routine business or those arising out of reports from standing or special committees may be ruled out of order unless the mover gives notice at least seven (7) days before the meeting at which said motion is presented. Notice of motion, in writing, shall be delivered both to the Secretary and to all members of the Board seven (7) days before the Board meeting.

Rules of Debate

34. The rules and practice set out in *Robert's Rules of Order* shall govern wherever applicable in all cases not specifically provided for in these by-laws.

Order of Business

35. The order of business at regular meetings of the Board shall be:

1. Discussion
2. Acceptance of the Agenda
3. Minutes
4. Presentations
5. Reports
6. Consent Items
7. Business Arising from the Minutes
8. Correspondence
9. New Business
10. Private and Confidential
11. Date of Next Meeting
12. Adjournment

Delegations

36. Members of the public may make verbal presentations to the Board as a delegation with the permission of the Chair or upon written notification to the Secretary, received seven (7) days in advance of the meeting.

Minutes

37. The Secretary shall keep Minutes of every meeting of the Board.

38. The Minutes shall be confirmed at the next following meeting, and shall be signed by the Chair or person presiding at the meeting at which the Minutes are confirmed.

Committees

39. Ad Hoc Committees may be appointed by the Board to deal with special issues assigned by the Board. Such committees report to the Board and shall be dissolved immediately upon making their final report to the Board.

40. A committee may have any number of members. The Board shall name a chair for each ad hoc committee. Such committees report to the Board and shall be dissolved immediately upon making their final report to the Board.

41. A quorum for all committees shall be the majority of members. Committees meet when required at the call of the committee chair.

42. The Chair of the Board shall be a member of all Committees of the Board *ex-officio*.

43. The Secretary of the Board (or designate) shall attend all committee meetings and shall be the Secretary of all committees.
44. **A Nominating Committee** composed of four members, one of whom shall be the Chair of the Board, shall be appointed by the Board annually at its November meeting to present the slate of officers for the ensuing year at the next Inaugural Meeting. In a municipal election year, the outgoing Chair of the Board shall appoint the Nominating Committee from among the members of the new Board immediately following the appointment of the new Board by City Council. In each year, the Nominating Committee shall meet before and report to the next Inaugural Meeting following its appointment.
45. **An Executive Committee** may be appointed by the Board as required. This Committee shall consist of four (4) members, one of whom shall be the Chair of the Board. The Executive Committee shall exercise all of the powers of the Board during the months of July and August or any other specific time period, subject to any restrictions that may be imposed upon it from time to time by the Board. The Chair of the Board shall appoint alternate members as required in the event that any member(s) of the Executive Committee is unable to attend a meeting of the Committee. The Committee shall meet at the call of the Chair and a quorum shall consist of three (3) members.
46. Board meetings are open to the public.

In Camera Sessions

47. An *in camera* session of the Board shall be held when it is expedient to consider all or part of an agenda *in camera* because "intimate financial or personal matters" may be disclosed in debate and the desirability of protecting against the consequences of such disclosure outweighs the desirability of holding the meeting in public.
48. The decision must be confirmed by the Board or Board Committee in the form of a motion "THAT item(s) #___ be considered during an *in camera* session". Such a motion shall be non-debatable and, if it is carried, the Chair shall designate a time for the session to be held. An *in camera* session shall be ended by a motion that the regular session be resumed.
49. Any actions determined during an *in camera* session must be authorized by Board motion passed during regular open session and recorded in public minutes. However, the Board's Secretary may designate the minutes of *in camera* sessions as confidential if Section 28(2) of the *Public Libraries Act* applies.

Payment of Board Expenses

50. Citizen appointees shall be paid no salary, fees or honorarium for their services. However, any member of the Board may be reimbursed for their actual, out of pocket expenses and travel costs, incurred as a result of their acting either within or outside the municipality in their capacity as members of the Board. Such payments must be allowed for in the budget that is approved by the Board and Council and the expenses must have been incurred with the prior approval of the Board.

Amendment of the By-Laws

51. Amendments to these by-laws may only be made at a regular meeting provided that Notice of Motion in writing shall have been given at the previous meeting. Such amendments shall require a two-thirds majority vote of the Board.

Effective Date

These By-Laws shall come into effect on March 23, 2005 and all former By-Laws and Rules of Procedure of predecessor Boards are hereby repealed.

AUDIT COMMITTEE

Terms of Reference

PURPOSE

The Committee is to oversee the financial reporting process, monitoring the choice of accounting policies and procedures and monitoring internal control procedures to ensure the effective development and maintenance of adequate financial controls and reporting. The Committee is to be independent of the auditing function and ensure appropriate actions are taken with audit findings. The Committee has no direct responsibility for the operations and functions of audit areas. It does however make recommendations to the Board regarding both factors.

Appointment of External Auditors

Under the authority of the Municipal Act, the City of Hamilton shall appoint the external auditor for the Hamilton Public Library.

Membership

The Audit Committee will be composed of four members of the Hamilton Public Library Board. A quorum shall be two members.

Preference will be given to Library Board members who are financially literate with relevant background in financial matters (i.e. prior experience as a business person, recognized accounting designation, work in the accounting profession, or in the financial accounting department of a current or past organization). Committee members will have no current business relationship or financial interests with the Library or its management.

Members will be appointed at the first meeting in the first year of the Board's term and will serve until the end of the Board's three (3) year term of office.

The members of the Audit Committee will appoint one of the members as Chair who will chair the meeting of the Audit Committee and perform such other duties as required to ensure the proper functioning of the Committee.

Meetings

The Committee will meet at least twice in each year – in the fall with the external auditors to discuss the scope of the annual audit and in the spring with the external auditors to discuss the results of the annual audit.

Additional meetings may be held at the Call of the Chair of the Audit Committee, request by a Committee member or by the external auditors.

Notice of each meeting confirming the venue, time and date of the meeting together with an agenda of items to be discussed shall be forwarded to each member of the Committee prior to the date of the meeting in a timely manner.

The external auditors, Chief Librarian and the Director, Finance and Facilities will be invited to attend meetings and at least once a year, the Committee will meet with the external auditors without Library staff present.

The Audit Committee may invite such other persons to its meetings as it deems necessary.

Duties

The duties of the Committee will be:

To meet with the external auditors before the audit commences and to discuss and approve the nature and scope of the audit

To discuss with external auditors issues such as compliance with accounting standards and proposals by external auditors

To monitor the integrity of the financial statements of the Library and to review, and challenge where necessary, the actions and judgements of management in relation to financial statements before submission to the Board, focusing particularly on:

- Significant accounting policies and practices and any changes in them;
- Major judgemental areas
- The extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed;
- The clarity of disclosures
- Significant adjustments resulting from the audit

To meet with the external auditors post-audit at the reporting stage to discuss the audit, including problems and reservations arising from the audit, and any matters the auditor may wish to discuss;

To review the management representation letter, the external auditors' management letter and the management's response.

To monitor and review the internal audit programme (if any) and its effectiveness;

To monitor and review the Library's systems for internal financial control, financial reporting and risk management;

To consider any major audit recommendations and to consider the major findings of internal investigations and management's response;

Reporting

The minutes of the meetings of the Committee shall be circulated to all members of the Committee and to all other members of the Board.

The Chair of the Committee shall report to the Board on all meetings of the Committee.

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its responsibility where action or improvement is needed.

The Committee members shall conduct an annual review of their work and these terms of reference and make recommendations to the Board.



DATE: September 10, 2007

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: Policy for Standardization – Server Purchases

RECOMMENDATION:

That the standard for servers for the Hamilton Public Library be established as those servers manufactured by Dell and that the vendor of choice be Dell Canada, excepting those instances where a server is being purchased for a specific application and the application vendor has a different specification requirement for servers.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial There is no negative financial impact

Staffing There is no impact on staffing.

Legal In accordance with Hamilton Public Library Policy 65-17, approved by the Hamilton Public Library Board at the December 2004 meeting, purchases will be made in accordance with the City of Hamilton Purchasing Policy – Policy #14 – Policy for Standardization.

BACKGROUND:

Under the Purchasing Policy – Policy#14 requires the standard to be approved by the Library Board.

The typical purchasing process is to provide the technical specifications and operational / support requirements for computer equipment and to request quotes from a number of qualified vendors. We have done so for a number of years and have repeatedly found that Dell Canada provided us with reliable servers that meet our functional specification at the lowest cost. They provide excellent support and the technical staff have found them to be reliable and responsive. We now have a number of servers that are all Dell, as are our server peripherals such as our Storage Area Network and our backup tape library.



Standardizing on servers simplifies the management and support process for Library technical staff. It allows us to develop a relationship with the vendor's support technicians and provides with access to a support group that is familiar with our technical environment and lessens the opportunity for a vendor to blame hardware failure on another vendor.

**Facilities Update
September, 2007**

Waterdown

In June, I mentioned that Councillor McCarthy was suggesting that the Library Board consider placing a new East Flamborough Branch on the property where the double ice pad will be located (close to Clappison's Corners). The City and Councillor McCarthy are now proposing that the new East Flamborough Branch be located on the property occupied by the former Flamborough Town Hall (163 Dundas Street East, Waterdown).

I inspected the site during the summer. It appears to be a good location for a library branch and appears to be capable of meeting all Board facility requirements (e.g. good street presence and on a major thoroughfare). There are a number of outstanding issues.

1. The current building is not in good repair and could not be easily adapted for library use. It would have to be razed and a new facility would have to be constructed.
2. The current building houses the Municipal Service Centre for Flamborough and also houses Flamborough Information and Community Services. There is a community Police office in the building but it is my understanding that it will soon move. If the library were to construct on this site, there has to be a plan for accommodating the existing services.
3. The approved Capital Project that provides the funds for the construction of a new Flamborough library branch assumes that there is no increase in operating costs for the library system. It assumes that three branches would close – Waterdown, Millgrove and Carlisle. At the time, the Plan also assumed that the proposed East Flamborough Branch would be located in Joe Sams Park, a location much more equidistant from each of the three current East Flamborough library branches.

The Board approved Facilities Master Plan lists the Carlisle, Millgrove and Waterdown buildings as "Buildings that cannot continue to provide services in their current locations." The buildings themselves are not in good repair and cannot be adapted to meet provincial or municipal Barrier Free Access requirements. The Board cannot afford to operate the three existing locations, with staff and collections and all related operating costs, and then to overlay the cost of a new facility.

4. The Library Board has made a commitment that it will not close or significantly alter the delivery of library services within an area of the City without community consultation. I suggest that the Board decide if it is interested in the former Town Hall site and then schedule community consultations in Millgrove, Waterdown, and Carlisle.

Lynden

As you may remember, last Fall's Lynden Community meeting resulted in two sites being deemed acceptable to the community and to the Board. The two sites are a former Credit Union building on Lynden Road and a plot of land that was to be donated by a local businessman. We have asked for a full feasibility report on both locations, as well as costs. The plan is intended, as well, to provide us with information about the minimum requirements of a typical rural library location. We had been anticipating that there would be

a public meeting this fall in Lynden to provide residents with an update. I am meeting with a small committee of Lynden residents before the September Board meeting.

There is an unanticipated wrinkle. The former Credit Union building has just been listed for sale.

Sherwood

Councillor Jackson facilitated a meeting with the landlord of the current Sherwood Branch. We are attempting to see if a lease extension can be negotiated and that, as part of that extension, some of the existing deficiencies of the building can be remedied. We have set a deadline of the end of October for negotiations.

North Hamilton Community Health Centre

We have been working on a draft lease agreement with the North Hamilton Community Health Centre. I have asked the Director of the Centre for an update on funding issues. The North Hamilton Community Health Centre Board approached the Library Board in April, 2006 regarding a possible partnership for a facility that was, at that time, to open in the fall of 2007.

Locke

The former CIBC Building has been sold. The City anticipates that the funds will soon be available for transfer to a reserve specifically for branch improvement.



Hamilton Public Library

Date: September 11, 2007
To: Chair and Members of the Board
From: Ken Roberts, Chief Librarian
Subject: **Withdrawal of Tabled Motion**

The Library Board passed the following motion at its June Board meeting: "That the recommendation *That the Hamilton Public Library cardholder numbers and PIN numbers be used as a means to authenticate customers of the Hamilton WIFI project on the understanding that all links to personal library patron information be protected and that such information only be disclosed under the terms of the Board* be tabled until the September 19, 2007 Board meeting pending presentation from Fibrewired and Police Services outlining their reasons for requiring authentication."

The motion can be withdrawn. Fibrewired and Police Services have, at least for the present time, removed their objections to unauthenticated WiFi access. The Harbourfront location is now open to the public, without authentication.

**Chief Librarian's Report
September, 2007**

Hamilton Wentworth CommunityNet

As part of the recent renovations, space was created for Hamilton Wentworth CommunityNet on the fifth floor. For a variety of reasons, Hamilton Wentworth CommunityNet will be moving offsite in the next month. As an organization, they need far less space. The fifth floor space is now to be used as a digitization room, allowing library staff, community groups and members of the public to use the Knowledge Ontario OurOntario software for the creation of local digital collections. We had originally planned to convert part of the former sixth floor Board Room into digitization space. It is possible that, once the entire plan for the Central Library is developed, the digitization space may move to another location in the building. This is a very good home for digitization projects for the present time.

DVD lockable cases

We are moving to a new style of DVD case. The new case does not require for us to keep DVDs hidden behind desk areas and for there to be an exchange (that is, an empty box exchanged at the service desk for the DVD and its case). The newer box is much more difficult for people to steal since, if they do steal it, the DVD cannot be removed without damaging the product. 15,500 DVDs have been given these new cases. The net result should be less theft, less materials handling and a better browsing collection.

Central Library Secure Media Area

Attempting to circulate CDs and DVDs at the Central Library has always been problematic. In fact, we do not have a Central Library DVD collection. The new DVD cases do, we feel, create an opportunity for us to re-introduce stronger CD and DVD collection in the Central Library. We are creating a secure media area on the second floor of the Central Library and it will be ready for use this October. We will be establishing a satellite circulation point within the secure media area so that all material must be checked out before it leaves the area.

BiblioCommons Project

The "BiblioCommons" project is a key component of Knowledge Ontario. The proposed software is intended to allow patrons to place reviews on the catalogue and to keep track of what they read, as well as what others might recommend for reading. HPL Board Chair George Geczy has been involved with the creation of a contract with BiblioCommons for some time.

WiFi

This is an update on the City of Hamilton public outdoor Wifi project. Wifi has been activated on the Waterfront in the Chamber of Commerce/Pier 4 area. It will be activated in the Memorial Park area of Waterdown early in September. The downtown network is being deployed. It will be deployed in the Dundas Driving Park, Turner Park, and the area around the Valley Park Community Centre later this fall. The pilot will now continue until October 31, 2008.

At this time, no authentication is being required.

Learning 2.0

The library is planning to launch a Learning 2.0 program this Fall. Learning 2.0 is the brainchild of The Public Library of Charlotte & Mecklenburg County. Basically, the program encourages staff to explore newer web technologies so that they are more familiar with them

Staff who successfully complete the program receive a prize, such as an MP3 player. Learning 2.0 is now being used at many libraries, including both Mohawk and McMaster. There are enormous benefits when staff are familiar with the technologies that many patrons use.

Hamilton Public Library is in Best Practice publications

The Hamilton Public Library is included in three best practice publications for both services and the way we operate. Neal-Schuman Publishers is publishing a book on business planning and wants to use some of the material from our amalgamation process. We have given them permission. IFLA is producing a list of Guidelines for Best Practices for services to Babies and Toddlers. The Hamilton Public Library is cited for providing a "rich learning environment, an informal place and destination for young families." The One Book, One City: Tackling Poverty Through the Arts program is featured in the current issue of Ottawa's Caledon Institute of Social Policy, as an innovative and successful community building partnership.

The Power of the Pen

The annual Power of the Pen Awards night will take place on Friday, October 19. This is a superb evening and all Board members are invited to attend. The speaker will be Aidan Johnson, a former Power of the Pen award winner who is now a Century Fellow PhD candidate at the University of Chicago.

Newly hired Librarian staff members

Two new librarians are coming to work for the Hamilton Public Library system. Jenn Horwath, currently working at Mohawk College, will be replacing Diya Qin, Manager of the Virtual Library Branch, during her maternity leave.

Sonia Pacheco has been hired as our new Archivist-Librarian. Sonia currently works for Toronto Public Library.

Expansion of Library SISO Settlement Partnership (LSSP) Program

For the past six months, one LSSP worker has been rotated at 4 branches of the Hamilton Public Library. Because of high community use and demand, we have received additional funding and have expanded the number of locations to 5 and hired an additional 3 workers. This successful partnership includes the Hamilton Public Library as the location, Settlement and Integration Services Organization as the employer and Citizenship and Immigration Canada as the funding agency. LSSP provides year-round settlement services to newcomers at selected branches of the Hamilton Public Library. The focus of the program is to provide settlement services to youth and their families by connecting them to the resources in the community that support their settlement and lifelong learning needs and to facilitate the introduction of families and newcomer youth to the library's programs, services and collections.

RFID Pilot Project

The RFID pilot is proceeding. We have discovered a lot of issues and are steadily working to resolve them.

Hamilton Celebrates in October

October marks Canadian Library Month and Ontario Public Library Week (October 15 – 21, 2007). A one-page ad will appear at the end of September to highlight the library's special activities in October. The Library's Fall edition of What's Happening was produced on

September 7th. We have received many positive comments from the public on the variety and availability of so many programs.

Fall Book Sale

The annual book sale will take place September 24th to September 29th. This is a joint fundraiser with the Soroptimists International of Hamilton-Burlington.

One Book, One City: Tackling Poverty Through the Arts

In its final outcome report to the Community Foundation, Arts Hamilton stated: "The feedback was overwhelmingly positive with comments such as inspiring, innovative, creative, thought-provoking, eye-opening and empowering. A large majority of the participants suggested they had a better understanding of poverty after attending an event and felt they would likely become more involved in their communities. The concept of exploring and tackling poverty through the arts, along with the multi-event and stakeholder focus, and the ability to express experience through art in an interactive way were the most liked aspects of the Project."

Key outcomes of this project include: more than 450 members of the public attended the library's OBOC-related programs which began in late November of 2006 and ended in May 2007. The One Book title "Looking for X" was borrowed a total of 1243 times during this time period. A total of 100 books were available at 24 library locations. The program was promoted extensively at all branches, on the virtual branch site and by library staff interacting with hundreds of customers each day. In addition, Arts Hamilton distributed or sold (at an accessible price) over 200 copies of the book.

Future One Book, One City initiatives are being considered. We expect to have confirmation for 2008 later this fall.

McMaster University Outreach

For the second year, HPL participated in a Frosh Week outreach event at McMaster University. HPL and McMaster library staff interacted with more than 1,200 students in a three-hour time period, passing out co-branded water bottles and promoting public and university library services.

Board Strategic Priorities

I mentioned during the Board Orientation that we would like to hold a facilitated Board session on Strategic Priorities in the Fall. The Chairmen's dinner has now moved to June which leaves the December Board meeting date as a time when there is likely to be a reduced amount of Board business. Right now, I was planning to hold the Strategic Priorities session on the evening of the December Board meeting.



DATE: September 10, 2007
REPORT TO: Chair and Members of the Board
C.C.: Ken Roberts, Chief Librarian
FROM: Linda Foley, Director, Human Resources
SUBJECT: Non-Union Wage Adjustment – 2007

RECOMMENDATION:

That the Non Union salaried wage ranges be updated to reflect the City of Hamilton increase of 2.5% effective April 1, 2007.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are no financial, staffing or legal implications as this amount has been included in the 2007 budget and meets the Library's obligations under the Ontario Pay Equity Act.

BACKGROUND:

The Hamilton Public Library re-evaluated its non-union salaried positions in accordance with the City of Hamilton program at amalgamation. The City is being used as the employer for the purposes of pay equity and therefore, in order to maintain equity, the Library is obligated to implement wage increases approved by Council for this comparator group.