

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 and Inaugural Meeting
Wednesday, April 21, 2004
Central Library, Board Room**

5:30 p.m. Dinner
6:00 p.m. Orientation
7:15 p.m. Meeting

AGENDA

1. **Discussion Period**
2. **Call to Order of Inaugural Meeting with the Chief Librarian in the Chair**
3. **Report from the Nominating Committee**
 - Nominations for the position of Chair
 - Election of Chair

The newly elected Chair will assume the Chair

 - Nominations and election of Vice-Chair
 - Nomination/Selection of an Executive Committee
 - Nomination/Selection of a Southern Ontario Library Service (SOLS) representative
3. **Acceptance of the Agenda**
4. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, March 24, 2004** **Attachment #3**
5. **Business Arising**

6. Correspondence

7. Reports

8. New Business

- 8.1 Horizon Migration – KD
- 8.2 Central Library Move – MS
- 8.3 CLA Conference

Oral Report
Oral Report
Oral Report

9. Private and Confidential

10. Date of Next Meeting

Wednesday, May 19, 2004
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

11. 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
Friends of the Library Policy	March 2003	Board	Once response received from Friends Group
Adult Services		Maureen Sawa/Beth Hovius	May 2004
Electronic Services		Kit Darling	June 2004
Communications		Maureen Sawa	September 2004
Human Resources		Linda Foley	October 2004
Training		Maureen Sawa/Linda Foley	October 2004
Youth Services		Helen Benoit	November 2004
2005 Strategic Plan		Ken Roberts	November 2004/ December 2004

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, March 24, 2004
Regular Board Meeting
Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

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

REGRETS: Councilor Pearson, Mac Carson

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

The meeting was called to order at 6:00 p.m.

1. DISCUSSION PERIOD

- 1.1 Mr. Roberts thanked the Board for their contributions during the term. It is expected that the March meeting will be the last meeting of the 2001-2003 term.
- 1.2 Ms Sawa announced that the Soroptimist will be holding a Spring Booksale from April 19 to 24, 2004. It will be held in a store front in Jackson Square.

2. ACCEPTANCE OF THE AGENDA

MOVED by Ms McKeating, seconded by Ms Brown,

THAT THE AGENDA BE APPROVED AS PRESENTED.

MOTION CARRIED.

3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, FEBRUARY 18, 2004

MOVED by Mr. Rogers, seconded by Mr. Whitwell,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, FEBRUARY 18, 2004 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. BUSINESS ARISING

4.1 2004 Operating Budget

Mr. Roberts provided an updated regarding the Library's 2004 operating budget.

4.2 Community Consultations

The first community consultation lunch will be held on March 30th. Mr. Rogers and Ms Horbach will be attending the luncheon

4.3 Strategic Plan

MOVED by Ms Brown, seconded by Mr. Geczy,

THAT THE ATTACHED 2004 STRATEGIC PLAN BE APPROVED BY THE BOARD.

MOTION CARRIED.

5. CORRESPONDENCE

There was no correspondence.

6. REPORTS

6.1 Annual Statistical Report

The report was received for information.

6.2 Collections Report

The report was received for information.

6.3 Library Facilities Report

The report was received for information.

6.4 Unaudited Financial Statements – December 31, 2003

The report was received for information.

6.5 Reserves and Trust Accounts

The report was received for information.

7. NEW BUSINESS

7.1 Health and Safety Policy

MOVED by Ms Gravereaux, seconded by Mr. Whitwell,

**THAT THE ATTACHED CHANGES TO THE LIBRARY BOARD
HEALT AND SAFETY POLICY BE ADOPTED.**

MOTION CARRIED.

7.2 Award of Desktop Computer Equipment Supply

MOVED by Ms Adams, seconded by Mr. McLaughlin,

**THAT THE CONTRACT FOR THE SUPPLY OF DESKTOP,
NOTEBOOK AND THIN CLIENT COMPUTERS TO THE
HAMILTON PUBLIC LIBRARY BE AWARDED TO METAFORE
CORPORATION FOR A TERM OS TWENTY-FOUR (24)
MONTHS WITH AN OPTION TO EXTEND FOR AN ADDITIONAL
TWENTY-FOUR (24) MONTHS.**

MOTION CARRIED.

7.3 2004 Chief Librarian Workplan

Received for information.

7.4 Central Moving Costs

MOVED by Ms Brown, seconded by Ms McKeating,

THAT \$40,000 BE ALLOCATED FROM THE RESERVE FOR REDEPLOYMENT, TRAINING AND RESTRUCTURING (DEPTID 106011) TO COVER THE COSTS RELATED TO THE INITIAL PHASE OF THE REORGANIZATION OF MATERIALS AND FURNISHINGS IN THE CENTRAL LIBRARY.

MOTION CARRIED.

7.5 Dowler Fund

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

THAT \$10,000.00 BE ALLOCATED FROM THE PERMANENT ENDOWMENT TRUST FUNDS (DEPTID 125020) TO COVER THE COSTS OF 2 SUMMER STUDENTS TO ASSIST WITH THE BOOKMOBILE'S SUMMER READING PROGRAMME.

MOTION CARRIED.

8. BOARD DEVELOPMENT

8.1 Board Governance

Mr. Rogers provided an overview of the discussions held at the sub-committee.

9. PRIVATE AND CONFIDENTIAL

MOVED by Ms Brown, seconded by Ms Culley,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS THE CHIEF LIBRARIAN EVALUATION.

MOTION CARRIED.

MOVED by, Ms Brown, seconded by Ms Culley,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

CEO Evaluation

MOVED by Mr. Whitwell, seconded by Ms McKeating,

THAT THE CHIEF LIBRARIAN'S PERFORMANCE APPRAISAL BE APPROVED AS AMENDED.

MOTION CARRIED.

10. DATE OF NEXT MEETING

Wednesday, April 21, 2004
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

11. ADJOURNMENT

MOVED by

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, MARCH 24, 2004 BE ADJOURNED.

MOTION CARRIED.

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

Minutes recorded by Karen Hartog.