

## **Mission Statement**

*The Hamilton Public Library unites people and ideas in a warm and welcoming environment. The library's staff, collections, and access to global electronic resources help to enrich the lives of individuals. The library actively champions literacy, access to information, and the joy of reading.*

## **Strategic Priorities**

*Strengthen Communities*

*Support Diverse Needs*

*Continue to develop and energize our organization*

## **HAMILTON PUBLIC LIBRARY BOARD**

**Regular Board Meeting**

**Wednesday, February 22, 2006**

**Hamilton Public Library, Board Room**

5:30 p.m. Dinner

6:00 p.m. Meeting

## **AGENDA**

### **1. Discussion Period**

1.1 OLA Conference

### **2. Acceptance of the Agenda**

### **3. Minutes**

3.1 Minutes of the Hamilton Public Library Board Meeting Attachment #3.1  
of Wednesday, January 18, 2006

3.2 Minutes of the Hamilton Public Library Board Special Meeting Attachment #3.2  
of Monday, January 30, 2006

### **4. Presentations**

4.1 Hamilton Family Reads – HB Attachment #4.1  
**Suggested Action: Receive**

### **5. Consent Items**

5.1 Minutes of the Audit Committee meeting of January 30, 2006 Attachment #5.1  
**Suggested Action: Recommendation**

**6. Business Arising**

- |     |  |             |
|-----|--|-------------|
| 6.1 | Holds Process – KR                                     | Oral Report |
| 6.2 | 2006 Operating Budget – KR/WG                          | Oral Report |
| 6.3 | Facilities Master Plan – March 1 <sup>st</sup> – KR/BH | Oral Report |

**7. Correspondence**

**Attachment #7**

- Letter to Mayor Larry Di Ianni from Maureen McKeating dated February 1, 2006
- Letter to Maureen McKeating from Mayor Larry Di Ianni dated February 3, 2006

**8. Reports**

- 8.1 Chief Librarian's Report

Attachment #8.1

**Suggested Action: Receive**

**9. New Business**

- 9.1 OMERS Labour Disruption

Attachment #9.1

**Suggested Action: Receive**

**10. Private and Confidential**

- 10.1 Labour Issues

**11. Date of Next Meeting**

Wednesday, March 15, 2006  
**Central Library, Board Room**  
5:30 p.m. Dinner  
6:00 p.m. Meeting

**12. Adjournment**

**HAMILTON PUBLIC LIBRARY BOARD  
Regular and Inaugural Meeting**

**Wednesday, January 18, 2006  
Board Room  
5:30 p.m. Dinner  
6:00 p.m. Meeting**

**MINUTES**

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

**REGRETS:** Doreen Horbach

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

**1. DISCUSSION PERIOD**

- 1.1 Mr. Roberts reported that Paul Takala is the recipient of the OPLA and OLBA's W. J. Robertson Medallion for Librarian of the Year. Mr. Takala will be presented with his medallion at the 2006 OLA Conference Award's Dinner on Thursday, February 2, 2006.
- 1.2 Ms Sawa distributed copies of the media release announcing the "watt reader" devices donated by Horizon Utilities. The library has received 60 readers and will be available for borrowing by the public.

**2. ACCEPTANCE OF THE AGENDA**

Item 7.1 to be moved up the agenda for discussion prior to item 6.1

**Moved** by Ms Adams, seconded by Ms Moccio,

**THAT THE AGENDA BE APPROVED AS AMENDED.**

**MOTION CARRIED.**

**3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, DECEMBER 7, 2005**

**MOVED** by Councillor Pearson, seconded by Ms Moccio,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, DECEMBER 7, 2005 BE ADOPTED AS PRESENTED.**

**MOTION CARRIED.**

**4. REPORT OF THE NOMINATING COMMITTEE MEETING OF WEDNESDAY, JANUARY 18, 2006**

Ms Horbach presented the proposed slate of officers for 2005:

Chairperson: Maureen McKeating

Vice-Chairperson: George Geczy

Executive Committee: Maureen McKeating  
Santina Moccio  
George Geczy  
Doreen Horbach  
Mavis Adams (backup)

Audit Committee: Mac Carson  
George Geczy  
Jennifer Gautrey  
Mavis Adams (backup)

SOLS Representative: Vacant

**MOVED** by Ms Brown, seconded by Ms Moccio,

**THAT NOMINATIONS BE CLOSED.**

**MOTION CARRIED.**

Nominations for the position of Chairperson

There were no nominations from the floor.

**Ms McKeating was elected Chairperson of the Hamilton Public Library Board for the year 2006.**



Nominations for the position of Vice-Chairperson

There were no nominations from the floor.

**Mr. Geczy was elected Vice-Chairperson of the Hamilton Public Library Board for the year 2006.**

Nominations for the position of SOLS Representative

There were no nominations from the floor.

The position of SOLS Representative is vacant.

Nominations for the Executive Committee

There were no nominations from the floor.

**Ms Horbach, Mr. Geczy, Ms McKeating and Ms Moccio will be members of the Executive Committee for the year 2006. Ms Adams will act as a backup.**

Nominations for the Audit Committee

There were no nominations from the floor.

**Mr. Geczy, Ms Gautrey and Mr. Carson will be members of the Audit Committee for the year 2006. Ms Adams will act as a backup.**

**5. 2006 BOARD CHAIRMAN CALLS THE INAUGURAL MEETING TO ORDER**

Ms McKeating called the inaugural meeting to order at 6:20 p.m.

**6. BUSINESS ARISING**

6.1 CLA Conference 2005 Report

Ms Moccio provided a summary of the sessions attended and her experiences at the 2005 CLA Conference.

6.2 Collaboration Space

Ms Fernandes expressed her concerns and issues regarding the Library Board's collaboration space. It was agreed that key

documents will be placed on the collaboration space but will also be sent by email to library board members.

## **7. PRESENTATIONS**

### **7.1 2006 Operating Budget**

Library Board Members reviewed the budget proposal as prepared by senior staff. The 2006 Operating Budget presentation to Council will take place on Thursday, January 19<sup>th</sup> at 2:30 p.m. in the Council Chambers. The PowerPoint presentation prepared for Council was shown to library board members.

**MOVED** by Mr. Geczy, seconded by Ms Brown,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD AMEND ITS BUDGET TO REFLECT REDUCTIONS IN STAFFING COSTS, LTD COSTS AND THE MATERIALS BUDGET RESULTING IN A 3.8% INCREASE FROM THE ORIGINAL 4.3%.**

**MOTION CARRIED.**

**MOVED** by Mr. Geczy, seconded by Ms Brown,

**THAT IN ORDER TO MEET THE 3% DIRECTION OF CITY COUNCIL AS OF JANUARY 12, 2006, SERVICE CUTS AND/OR POSSIBLE BRANCH CLOSURES WILL BE NECESSARY.**

**MOTION CARRIED.**

## **8. CONSENT ITEMS**

**MOVED** by Mr. Geczy, seconded by Ms Brown,

**THAT CONSENT ITEMS 8.1, 8.2, 8.3 BE APPROVED.**

**MOTION CARRIED.**

8.1 Receive for information.

8.2 Receive for information.

8.3 That the Hamilton Public Library Board accept the proposed Long Term Disability quote with a two (2) year rate guarantee by RBC Insurance to commence March 1, 2006.

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**12. PRIVATE AND CONFIDENTIAL**

**MOVED** by Ms Brown, seconded by Ms Gautrey,

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

**MOTION CARRIED.**

**MOVED** by Ms Moccio, seconded by Ms Fernandes,

**THAT THE IN-CAMERA SESSION BE ADJOURNED.**

**MOTION CARRIED.**

**13. DATE OF NEXT MEETING**

Wednesday, February 22, 2006  
**Central Library, Board Room**  
5:30 p.m. Dinner  
6:00 p.m. Meeting

**14. ADJOURNMENT**

**MOVED** by Ms Moccio, seconded by Ms Adams,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF  
WEDNESDAY, JANUARY 18, 2006 BE ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 8:45 p.m.

Minutes recorded by Karen Hartog.

**HAMILTON PUBLIC LIBRARY BOARD  
Special Meeting**

**Monday, January 30, 2006  
Board Room  
5:30 p.m. Meeting**

**MINUTES**

**PRESENT:** George Geczy, Maureen McKeating, Jennifer Gautrey,  
Santina Moccio, Tamara Fernandes, Councillor Pearson,  
Councillor Jackson

**REGRETS:** Doreen Horbach, Mavis Adams, Mac Carson, Joyce Brown

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

Ms McKeating called the meeting to order at 5:40 p.m.

**1. 2006 Operating Budget**

Mr. Roberts distributed copies and reviewed the revised budget submission calculated at a 3.7%. A special meeting to discuss the Facilities Master Plan will be held on March 1<sup>st</sup>.

It was agreed that a branch would need to close if the Library is required to meet Council's request of a 3% increase.

**MOVED** by Ms Moccio, seconded by Ms Fernandes,

**THAT THE LIBRARY BOARD PROVIDE COUNCIL WITH THE  
PROPOSAL OF A 3.7% INCREASE TO THE LIBRARY'S 2006  
OPERATING BUDGET.**

**1 opposed – Mr. Geczy**

**MOTION CARRIED**

**2. Adjournment**

The meeting was adjourned at 6:50 p.m.

Minutes recorded by Karen Hartog.





# Hamilton Public Library

*Growing minds.  
Growing community.*

**DATE:** January 30, 2006

**REPORT TO:** Chair and Members of the Board

**C.C.:** Ken Roberts, Chief Librarian

**FROM:** Helen Benoit, Director Children and Young Adult Services

**SUBJECT:** Hamilton Families Read

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**RECOMMENDATION:** Receive for information.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** Costs covered from existing budgets, donations and partner contributions.

**BACKGROUND:** The Hamilton community has celebrated Family Literacy Day since its inception in January of 1999. Hamilton Families Read was introduced in 2005 and celebrates National Family Literacy Day (January 27) with a week of exciting programs and partnerships that promote the importance of reading and learning together as a family.

This year the program grew to include 3 separate streams with over 100 special programs hosted by community partners.

**Author Visits:** Award winning authors and illustrators shared recommended titles with young people:

***Jérômes et la fête des toutous*** by Lysette Brochu for Francophone readers.

***Digging Up a Dinosaur*** by Ron Broda for boys.

***Hickory Dickory Dock and Other Nursery Rhymes*** by Heather Collins for infants and toddlers.

***The Breadwinner*** by Deborah Ellis for junior readers.

***Pier 21: Gateway of Hope*** by Linda Granfield in the informational text category.

***Nothing Beats a Pizza*** by Loris Lesynski in the poetry category.

***Run*** by Eric Walters for teens.



**Snow Day!** by Werner Zimmermann for preschool readers.

**Snuggle Up and Read**, a city-wide pajama party for parents and children was offered on Thursday, January 26 from 6:30 – 7:30 at libraries, schools, hospitals, daycares and Ontario Early Years Centres.

**Let's All Read Together** stories and films were made available through a partnership with the National Film Board. Stories by Bob Munsch, Itah Sadu and other Canadian authors focusing on the experiences and traditions of newcomer families were shared.

Hamilton Families Read is presented by the Hamilton Public Library in partnership with Early Literacy Hamilton and the Community Advisory Committee for Early Years. Program sponsors also include Affiliated Services for Children and Youth, Canadian Parents for French, City of Hamilton Public Health, Community Action Program for Children, Dundas Valley Dentistry, East Hamilton Kiwanis Boys' and Girls' Club, Hamilton Ontario Early Years Centres, Hamilton-Wentworth District School Board, Hamilton-Wentworth Catholic District School Board and Niwasa Head Start Preschool.

## **Mission Statement**

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## **Strategic Priorities**

*Strengthen Communities  
Support Diverse Needs  
Continue to develop and energize our organization*

## **HAMILTON PUBLIC LIBRARY BOARD**

### **Audit Committee**

**Monday, January 30, 2006  
Central Library, Board Room**

**4:30 p.m.**

### **MINUTES**

**PRESENT:** Evan McDade, Grant Thornton  
Melanie Dugard, Grant Thornton  
George Geczy, HPL Board  
Jennifer Gautrey, HPL Board  
William Guise, HPL

**REGRETS:** Mac Carson, HPL Board

**1. Acceptance of the Agenda**

The agenda was accepted as presented.

**2. Appointment of Chair of the Audit Committee**

Mr. Geczy will be Chair of the Audit Committee.

**3. Presentation by the External Auditors Grant Thornton – Hamilton Public Library Board 2005 External Audit Plan Communication**

The purpose of the meeting is to provide a free exchange of information/questions. The Auditors will provide the draft financial statements to

the Audit Committee in May for discussion prior to going to the Library Board. Mr. McDade and Ms Dugard reviewed particular areas of sensitivity with regard to the financial statements including any concerns the library board may have with areas such as business risk (i.e. Internet), fines revenue and potential areas of fraud/error. Board Members indicated that there were no concerns or issues with regard to the Internet or fraud.

A discussion ensued regarding the fines revenue and the controls over the collection and recording of fines. Committee members agreed that this is a weakness due to the fact that there is not an accurate recording of the amount of waived fines. Mr. McDade indicated that this item has been addressed and reported to the Library Board.

**4. 2005 External Audit Plan and Fees**

The Audit Committee agreed to the following recommendations:

- (a) THAT GRANT THORNTON LLP CHARTERED ACCOUNTANTS BE CONFIRMED AS EXTERNAL AUDITORS FOR THE HAMILTON PUBLIC LIBRARY BOARD.**
- (b) THAT THE 2005 AUDIT FEES IN THE AMOUNT OF \$6,000 PLUS APPLICABLE TAXES BE APPROVED.**
- (c) THAT THE HAMILTON PUBLIC LIBRARY BOARD 2005 EXTERNAL AUDIT PLAN COMMUNICATION, PREPARED BY GRANT THORNTON LLP CHARTERED ACCOUNTANTS BE APPROVED.**

**5. Date of next meeting**

To be determined.

**6. Adjournment**

The meeting was adjourned at 5:10 p.m.

Minutes recorded by Karen Hartog.



55 York Boulevard  
P.O. Box 2700  
Hamilton, ON L8N 4E4  
Phone: (905) 546-3200

February 1, 2006

Mayor Larry Di Ianni  
Mayor's Office  
City of Hamilton  
71 Main Street West  
Hamilton, ON

Dear Mayor Di Ianni:

My name is Maureen McKeating and I am the new Chairperson of the Hamilton Public Library Board.

I am writing in response to Council's desire, expressed at the Committee of the Whole budget meeting on January 19, 2006, to have the Library Board re-examine its 2006 operating budget submission.

The Hamilton Public Library Board Members who attended the January 19<sup>th</sup> meeting were exceptionally pleased to hear, from Council members, so many words of praise for our library system. As Board members, we agree.

The Library Board certainly tries to protect the quality of services that Hamilton residents currently enjoy, but we do so with a full understanding and appreciation for the City's financial challenges.

I called a Special meeting of the Hamilton Public Library Board in order to address Council's directive. We met on the evening of January 30, 2006. Library Board members, with some dissent, passed a motion that reduces our recommended 2006 operating budget request from 3.8% increase to a 3.7% increase. The difference comes through a reduction in the library system's materials budget. This was not an easy decision for Board members to make. The Library system is becoming increasingly popular and there is demand for school support material, for more bestsellers, for more multicultural materials, and for more literacy materials. These are all areas where the Library Board has tried to improve our collections.



Here, then, is the Board approved 2006 Hamilton Public Library operating budget:

	2005 Restated Budget	2006 Requested Budget	\$ Change	% Change
Employee Related	17,158,340	\$17,842,030	683,690	4.0%
Materials/Supplies	3,109,300	\$3,256,270	<b>146,970</b>	5.5%
Vehicle Expenses	1,170	1,170	0	0.0%
Building/Grounds	477,060	477,060	0	0.0%
Contractual	573,230	573,230	0	0.0%
Reserves/Recoveries	16,610	24,910	8,300	50.0%
Financial	32,120	32,120	0	0.0%
Cost Allocations	2,993,230	3,048,820	55,590	1.9%
<b>TOTAL EXPENDITURES</b>	<b>\$24,361,060</b>	<b>\$25,255,610</b>	<b>\$894,550</b>	<b>3.7%</b>
Revenues	(1,913,780)	(1,977,780)	(64,000)	3.3%
<b>NET LEVY</b>	<b>\$22,447,280</b>	<b>\$23,277,830</b>	<b>\$830,550</b>	<b>3.7%</b>

As you can see, the revised operating budget shows a 3.7% increase over last year's expenditures.

Council members also asked the Library Board to show how it might reduce its budget to a 3% increase and wanted to know the impact of such a reduction on the size of the workforce.

As stated at the Committee of the Whole meeting on January 19<sup>th</sup>, additional reductions cannot be made without a noticeable impact on services.

The Hamilton Public Library Board has been working on a Facilities Master Plan for the past 18 months and hopes to have its plan completed this year. While we have not finalized all of our conclusions, I can tell you and Council members that the library system cannot meet a 3% target without closing at least one location. We have already reduced hours in many locations. Quite a few of the library locations are only open 17 hours a week.

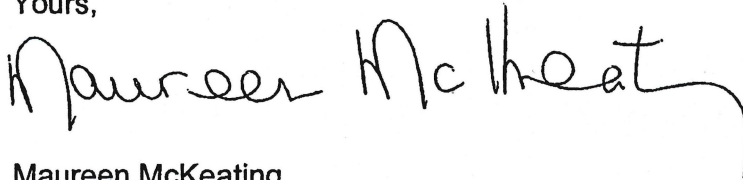
The Library Board feels that the only way we can reduce our costs to a 3% increase is to close at least one location. Closing a location means that much of the savings comes from the cost of leases and heating and cleaning. Closing a location would have the least impact on our staff complement but would still reduce the staff size by another 2 FTEs. We would hope that such a reduction could be accomplished through attrition instead of lay-off.

The creation of a Facilities Master Plan is a huge priority for this Library Board. The library system has had great success with its multi-year budgeting process, helping to anticipate problems and issues and to handle them over more than one budget year. We are attempting something similar with our Facilities Master Plan, analyzing our assets and proposing solutions to problems in numerous ways that help control costs and, hopefully, result in better public service. Our Facilities Master Plan process includes consultation with affected communities.

The Library Board plans to share its Facilities Master Plan with City Council and it may help to form the basis for tough decisions that both the Council and the Library Board may have to make. We commit to deliver our Facilities Master Plan to Council by the end of this year.

I want to conclude by expressing my deep appreciation for Council's continuing commitment to the Hamilton Public Library.

Yours,

A handwritten signature in black ink that reads "Maureen McKeating". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Maureen McKeating  
Chairperson  
Hamilton Public Library Board

- c. Glen Peace, City Manager
- Joe Rinaldo, General Manager, Finance
- Ken Roberts, Chief Librarian
- Bill Guise, Director of Finance and Administration, Hamilton Public Library
- Hamilton Public Library Board Members





**MAYOR LARRY DI IANNI**  
CITY OF HAMILTON

February 3, 2006

Maureen McKeating  
Chairperson  
Hamilton Public Library Board  
55 York Boulevard  
P.O. Box 2700  
Hamilton, ON  
L8N 4E4

Dear Ms. McKeating:

Thank you for your letter, received February 2, 2006, regarding the Hamilton Public Library 2006 budget. I share your frustration.

I have taken the liberty of forwarding your letter to the Office of the City Clerk, to be included as part of the budget deliberations.

While no one wants tax hikes or service cuts, the reality is that the financial situation of Ontario cities is bleak and council will be required to make some tough decisions in order to address Hamilton's shortfall.

Your comments are appreciated as is your assistance during this most difficult time.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Di Ianni".

Larry Di Ianni  
Mayor

**"GOOD GOVERNMENT FOR A GREAT CITY"**

February 1, 2006

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City of Hamilton  
71 Main Street West  
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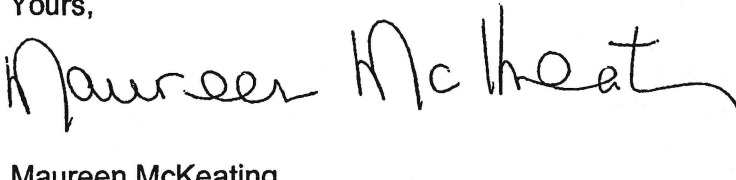
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Maureen McKeating  
Chairperson  
Hamilton Public Library Board

- c. Glen Peace, City Manager
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- Ken Roberts, Chief Librarian
- Bill Guise, Director of Finance and Administration, Hamilton Public Library
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CITY OF HAMILTON

February 3, 2006

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Larry Di Ianni  
Mayor

**"GOOD GOVERNMENT FOR A GREAT CITY"**

## **CHIEF LIBRARIAN'S REPORT FEBRUARY, 2006**

### **BRODART/OLA SCHOLARSHIP FOR FIRST TIMERS**

Karen Milligan, one of our newest librarians, won a Brodart/OLA scholarship, after having submitted an application that outlined what goals she hopes to achieve in 2006.

Karen received a full conference registration, 2 nights accommodation and travel expenses. We congratulate her. You may remember that Karen was the librarian whom I interviewed in the midst of a Halifax snowstorm last year.

### **SCHOOL BOARD PARTNERSHIP**

Youth Services has worked with the Hamilton-Wentworth Catholic District School Board, the Hamilton-Wentworth District School Board and various members of Early Literacy Hamilton on a number of school readiness initiatives. With support from additional community partners, we have produced the Let's Go! I'm Ready for School Calendar. Thousands of copies of the calendars have been printed and will be given to families with children who are starting junior kindergarten, early childhood education or who are new to the City and have enrolled their children in school. Library services and programs are highlighted throughout the publication and Summer Reading is showcased on the July page. Library contact information is of course included.

### **E-AUDIO BOOKS**

We have been receiving a lot of excellent publicity about our e-audio books, now available through hpl.ca. We are the first public library system in Ontario to offer such a service. More than 500 books are available to be downloaded through the library's website.

E-audio products will have special appeal for Hamilton commuters, joggers, students and anyone who enjoys listening to great books on portable devices. The e-audio book collection includes bestselling fiction by Stuart Woods and Nora Roberts, popular biographies, business books and language learning sessions for people on the go.

The library's e-audio collection can be played on a PC or on hundreds of portable WMA/MP3 players. Audio books can also be burned to CD and played on any standard CD player. Customers can borrow up to five titles at a time, for a loan period of two weeks. The books automatically 'expire' at the end of the loan period. Titles can also be placed on hold, similar to a traditional library borrowing model.

### **PUBLIC COMPUTER TRAINING COURSES**

I will distribute a list of upcoming public computer training courses. The courses that are listed are free and are provided by HPL staff members in the various locations.

### **BEQUEST**

I am sorry to let you know that a library patron, Laura Baldwin, has passed away. She was a local poet and an active library member. Laura Baldwin has left much of her estate to the Hamilton Public Library Board. It is expected to exceed \$400,000. While Laura Baldwin did not ask for recognition, we do like to ensure that such a significant donation is spent in a way that ensures a lasting impact. We will propose several options for the Board to consider.



#### **SAID THE SOURCE**

The art piece "Said the Source" has now been re-installed. An installation launch is being planned. We think it looks terrific.

#### **5<sup>TH</sup> FLOOR RENOVATIONS**

We are close to finalizing the site plans for the fifth floor renovations. The hope is still to have the renovations completed this summer in time for the Board Room to be used in September.

#### **MOHAWK COLLEGE "VIDEO" PROJECT**

Mohawk College students will be working with the City of Hamilton's Information Technology Services department for an unpaid work placement starting the last week in February. The seven-week marketing project will concentrate on the creation of video material for webcasting on myhamilton.ca. Working with Daphne Wood, the students will also create a 5-minute video on the library to be web cast on our site.

#### **MCMASTER UNIVERSITY MARKETING PROJECT**

Third-year McMaster marketing students will be working on a four-week project that affects the library. Working with Daphne Wood, they will be studying the perceptions of 20 – 29 year-olds toward public libraries and making recommendations about initiatives that might entice this market segment to use the library more frequently.

#### **SIRSIDYNIX EXECUTIVE CONFERENCE "ENGAGING OUR COMMUNITIES"**

I will be speaking at the SirsiDynix "Engaging our Communities" Executive Conference in Nashville, Tennessee in early March. The conference program is composed of a series of plenary sessions. Other speakers include Deborah Jacobs, Chief Librarian of the Seattle Public Library; Lee Rainie, Director of the Pew Internet and American Life Project; Alane Wilson, editor of the 2003 OCLC Environmental Scan; Jenny Levine, author of *The Shifted Librarian*; and Stephen Abram, Vice President Innovation, SirsiDynix. I am exceptionally pleased to have been included in the list.

#### **LYNDEN**

The Lynden citizen's committee continues to be active and to work closely with library staff. I am extremely hopeful.

#### **LOCKE**

Councillor McHattie called a community meeting for the evening of February 13<sup>th</sup>. The purpose of the meeting was for him to receive advice from community members about the types of uses they felt were appropriate for the building. It appears that the building is proceeding toward sale. There are community concerns about uses that might create more parking issues and many people at the meeting preferred that, if the building had to be sold, that it be sold for residential use. There continues to be a strong desire by many of those present that it be kept as a community building. Councillor McHattie does not seem to feel that this is a realistic option.

#### **ANCASTER**

We have moved the Ancaster Branch, temporarily, into the Grange School. It is proving to be a popular branch in its new location. The process for renovating the former Town Hall is moving very quickly. We do have some concerns about the speed of the process. The situation changes quickly and we will have an update for the Board meeting.

**SOUTH MOUNTAIN**

We are concerned about delays in the design of the South Mountain facility. We will share more information at the board meeting.

**EMERGENCY OPERATING CENTRE**

The City of Hamilton has suggested that the new City/Library training facility be used as the Emergency Operating Centre for the city in the event of a crisis. We have agreed that this would be a good location. The Training Facility will be used as the Emergency Operating Centre after the closure of City Hall for renovations.

## LETTER OF UNDERSTANDING

BETWEEN

HAMILTON PUBLIC LIBRARY

“the Library”

and

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 932

“the Union”

WHEREAS the Union wishes to participate in a protest relating to proposed changes to the Ontario Municipal Employees Retirement System (“OMERS”) contained in Bill 206;

AND WHEREAS the Library is not a party to such protest, but in the interest of ensuring continuation of its services as efficiently as possible as well as ensuring that those employees who wish to work may without reprisal, is prepared to the extent possible without compromising such services, to accommodate the Union’s participation in such protest;

The parties hereby agree as follows:

1. The Library’s obligations under this agreement will be limited to one working day (“the OMERS protest date”). Any labour disruption by the Union’s members prior to the OMERS protest date or any labour disruption that may occur after the OMERS protest day, may be treated by the Library as an illegal strike. Any agreement related to the OMERS protest lasting longer than one day would require a separate negotiation between the parties.
2. The union will give the Library at least 24 hours notice in the event the OMERS protest date is a weekday or 48 hours in the event it is a Monday and Union members will complete any shift that they have already commenced that may occur within the 24-hour notice period.
3. For all of the Union’s members the Library agrees to recognize in advance as earned vacation time, lieu time, float holiday or an unpaid leave of absence

any absence on the OMERS protest date that would otherwise have been a scheduled day of work. The said recognition is conditional upon the Library receiving a verbal notification (a voice message on the manager's phone extension) coupled with written confirmation and advice as to how the day will be treated (i.e. an Absence form will be completed), not later than 24 hours if the protest date is a weekday or 48 hours if the OMERS protests date is a Monday.

4. Notwithstanding the recognition contained in paragraph 3 hereof of any absence on the OMERS protest date, the Union undertakes that any member who is required by the Library to respond to a facilities emergency (i.e. flood, break in) as declared by the Chief Librarian or designate, will attend work for the purpose of responding to such facilities emergency, in accordance with her supervisor's instructions.
5. Any member of the Union who is absent due to alleged illness or a doctor's appointment on the OMERS protest date will be required to submit to the Library a Doctor's Note satisfactory to the Library, from his or her physician, to verify the member's inability to work due to illness or his or her need for the doctor's appointment, as the case may be.
6. Any member of the Union who is scheduled to work on the OMERS protest date but is absent, and who either
  - a) has not had her absence recognized in advance, by virtue of the failure to make an election pursuant to paragraph 3, or
  - b) has had her absence recognized in advance pursuant to paragraph 3 hereof, but has been recalled pursuant to paragraph 4, or
  - c) fails to submit to the Library a Doctor's Note from her physician to verify an alleged illness or the need for a doctor's appointment, as the case may be,will be considered to have been absent without permission, in which case she will not be paid for the said date and may be subject to the appropriate level of discipline.



7. The Union undertakes that no pickets by its members will occur on any of the Library sites without prior agreement between the parties. In the event that such an agreement is made, CUPE 932 members involved will uphold the following conditions on the OMERS protest date:
- a) will be strictly for the purpose of providing information; and
  - b) will not harass or intimidate any Library employee or City employee or other person attempting to cross the picket line; and
  - c) will not delay or interfere with attendance by any Library employee or City employee at work.

Without limiting the generality of the foregoing, it is recognized by the parties that one of the purposes of any such picket line is to provide information to person who cross through it.

8. Any contravention or violation of any provision in this Letter of Understanding by either party shall result in the other party being entitled, at its option, to treat the entire Letter of Understanding as null and void.

Dated at Hamilton, Ontario, this 17<sup>th</sup> day of February, 2006

The Library, per:

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The Union, per:

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