

## Mission Statement

*Freedom to Discover*

## Strategic Priorities

*Strengthening Communities    Strengthening Individuals    Strengthening Our Organization*

# HAMILTON PUBLIC LIBRARY BOARD

**Regular Board Meeting**  
**Wednesday, October 22, 2008**  
**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 September 17, 2008** Attachment #3
4. **Presentations**
5. **Consent Items**
  - 5.1 Non-Union Wages – LD Attachment #5.1  
**Suggested Action: Recommendation**
  - 5.2 Hamilton Gallery of Distinction Awards Wall – KR Attachment #5.2  
**Suggested Action: Recommendation**
6. **Business Arising**
  - 6.1 2009 Draft Operating Budget – WG Attachment #6.1  
**Suggested Action: Receive**
7. **Correspondence** Attachment #7
  - Letter from Jennifer Gautrey to CUPE 932 dated September 22, 2008
  - Letter from Jennifer Gautrey to Andrea Horwath, MPP, dated September 22, 2008

**8. Reports**

8.1 Chief Librarian's Report – KR

Attachment #8.1  
**Suggested Action: Receive**

**9. New Business**

9.1 Capital Budget/Facilities Report – KR

Attachment #9.1  
**Suggested Action: Recommendation**

**10. Private and Confidential**

10.1 Pay Equity – LD

10.2 Staffing Issues – KR/WG

**11. Date of Next Meeting**

Wednesday, November 19, 2008

**Central Library, Board Room, 5<sup>th</sup> Floor**

5:00 p.m. Dinner

6:00 p.m. Meeting

**12. Adjournment**

**HAMILTON PUBLIC LIBRARY**  
**LIBRARY BOARD**

**UPCOMING/OUTSTANDING ISSUES**

<b>Issue</b>	<b>Date Action Initiated</b>	<b>Admin Member/Staff Who Initiated</b>	<b>Month item will appear on Agenda</b>

**HAMILTON PUBLIC LIBRARY BOARD  
Regular Meeting**

**Wednesday, September 17, 2008  
Central Library, Board Room  
5:30 p.m. Dinner  
6:00 p.m. Meeting**

**MINUTES**

**PRESENT:** Jennifer Gautrey, George Geczy, Suzan Fawcett, Mary Ann Leach, Doreen Horbach, Krzysztof Gumieniak, Maureen McKeating, George Nakamura, Santina Moccio, Councillor Pearson

**REGRETS:** Councillor Jackson

**STAFF:** Ken Roberts, Maureen Sawa, Beth Hovius, Lisa DuPelle, Kit Darling, Bill Guise, Karen Hartog

**GUESTS:** Gladys Glen, Councillor Bratina, North End Neighbours

Ms Gautrey called the meeting to order at 6:05 p.m.

**1. DISCUSSION PERIOD**

1.1 Ms Sawa reported that there has been a delay in the delivery of the new Bookmobile. Ms Sawa provided details of the plans for the launch of the new bookmobile which will be held during Ontario Public Library Week.

**2. ACCEPTANCE OF THE AGENDA**

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

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

**MOTION CARRIED.**

**3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, JUNE 18, 2008**

Heading should read "5:30 pm Meeting, 7:00 pm Dinner".

Under Item #2 delete the added items to the agenda (9.2 and 9.3).

**MOVED** by Ms Fawcett, seconded by Ms Horbach,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, JUNE 18, 2008 BE ADOPTED AS AMENDED.**

**MOTION CARRIED.**

**4. PRESENTATIONS**

4.1 Petition Presentation from North End Neighbours

Gladys Glen and members of the North End Neighbours were welcomed to the meeting. Ms Glen presented a petition signed by 650 residents to the Library Board Chairperson. Ms Glen outlined the concerns of the residents in regards to any consideration of the closure of the Picton Branch. Councillor Bratina reported on the proposed building to take place in the North End with three major building projects.

The petition was received for information.

**5. CONSENT ITEMS**

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

**THAT CONSENT ITEM 5.1, 5.2, 5.3 and 5.4 BE APPROVED AS PRESENTED.**

**MOTION CARRIED.**

5.1 Received for information.

5.2 That the Hamilton Public Library assume a leadership role in the development and ongoing support of the renewed myhamilton.ca community portal.

5.3 That the attached revision to the IT 1.1 Internet Use Policy be approved for implementation and communication to staff.

5.4 That authorization to enter into a lease between Second Real Properties Limited and the Hamilton Public Library for store No. 275, Lloyd D. Jackson Square, Hamilton, Ontario for the period of December 1, 2008 to November 20, 2010 be given subject to approval of the Council of the City of Hamilton, and

That the Chief Librarian be authorized to sign the lease on behalf of the Board.

**6. BUSINESS ARISING**

There were no business arising items.

**7. CORRESPONDENCE**

Letter from CUPE 932 dated September 4, 2008

Received for information. Notification to the Union will be prepared indicating that there was no decision to close on the Sunday preceding Family Day.

Letter from Andrea Horwath dated July 3, 2008

Received for information. A response letter will be prepared and sent by the Board Chairperson. Mr. Roberts reported that he has contacted Ms Horwath's office in order to provide any factual information required.

**8. REPORTS**

8.1 Chief Librarian's Report

Received for information. Ms Moccio distributed copies of her ALA Conference report and provided details of the experience.

**9. NEW BUSINESS**

9.1 2009 Draft Operating Budget

Received for information. Board Members requested a spreadsheet that contains separate columns for the Turner Park costs including the percentage columns.

9.2 2009 Capital Budget Submission

Board members requested that the Lynden Branch include the square footage within the motion.

**MOVED** by Ms Horbach, seconded by Ms Leach,

**THAT A CAPITAL BUDGET REQUEST BE SUBMITTED TO THE CITY OF HAMILTON FOR ADDITIONAL FUNDING FOR THE LIBRARY PORTION OF THE CENTRAL LIBRARY/FARMER'S MARKET CAPITAL PROJECT SLATED TO BEGIN CONSTRUCTION EARLY IN 2009 TO COVER THE INCREASED COST OF THE PROJECT IN THE AMOUNT OF \$2,500,000 REQUESTING APPROVAL OF FUNDING IN 2008 FOR 2009, AND**

**THAT \$1,500,000 BE PROVIDED FROM LIBRARY RESERVE TO ASSIST IN FUNDING THE INCREASED CONSTRUCTION COST OF THE LIBRARY PORTION OF THE CENTRAL LIBRARY/FARMERS' MARKET CAPITAL PROJECT, AND**

**THAT A CAPITAL BUDGET REQUEST BE SUBMITTED TO THE CITY OF HAMILTON FOR A NEW LYNDEN LIBRARY BRANCH OF APPROXIMATELY 4,500 TO 5,000 SQUARE FEET, AND**

**THAT \$650,000 BE PROVIDED FROM LIBRARY RESERVES TO ASSIST IN FUNDING A NEW LYNDEN BRANCH LIBRARY.**

**THAT THE CITY OF HAMILTON BE INFORMED THAT, AFTER EXTENSIVE INVESTIGATION, THE PREFERRED SITE FOR A NEW WATERDOWN BRANCH IS THE SITE OF THE FORMER FLAMBOROUGH TOWN HALL AND THAT THE LIBRARY DESIRES**

**TO ACT IN PARTNERSHIP WITH THE CITY TO CREATE A FACILITY THAT COMBINES LIBRARY SERVICES WITH CITY SERVICES.**

**MOTION CARRIED.**

9.3 RFID Hardware and Software Implementation

**MOVED** by Ms Leach, seconded by Ms Fawcett,

**THAT A PURCHASE ORDER IN THE MAXIMUM AMOUNT OF \$962,000 BE ISSUED TO SIRSIDYNIX FOR THE IMPLEMENTATION OF THE RADIO FREQUENCY IDENTIFICATION SYSTEM ACROSS THE HAMILTON PUBLIC LIBRARY SYSTEM. THIS INCLUDES ALL NECESSARY HARDWARE AND SOFTWARE FOR STAFF STATIONS AND PUBLIC SELF-CHECK STATIONS AND PERIPHERALS.**

**MOTION CARRIED.**

9.4 Federation of Public Libraries

Received for information.

9.5 Benefits after the Age of 65

**MOVED** by Ms McKeating, seconded by Mr. Gumieniak,

**THAT HEALTH, DENTAL AND SHORT-TERM DISABILITY BENEFITS BE PROVIDED TO ELIGIBLE NON-UNION FULL-TIME EMPLOYEES CHOOSING TO WORK BEYOND THE AGE OF 65,**

**THAT A 'DEATH BENEFIT' OF \$10,000.00 BE PROVIDED TO NON-UNION FULL-TIME EMPLOYEES OVER THE AGE OF 65, IN LIEU OF THE LIFE INSURANCE COVERAGE CURRENTLY AVAILABLE TO ELIGIBLE NON-UNION EMPLOYEES BELOW THE AGE OF 65.**

**MOTION CARRIED.**

9.6 Public Computer Training – funding

**MOVED** by Ms McKeating, seconded by Ms Moccio,

**THAT \$12,000.00 BE ALLOCATED FROM THE PERMANENT ENDOWMENT TRUST FUNDS (DEPTID 125025) TO COVER THE COST OF TWO YOUTH WORKERS TO ASSIST WITH THE LIBRARY'S PUBLIC COMPUTER TRAINING OUTREACH PROGRAMS AT THE CENTRAL, BARTON, TERRYBERRY, DUNDAS, KENILWORTH AND RED HILL LOCATIONS.**

**MOTION CARRIED.**

9.7 Server Virtualization

**MOVED** by Mr. Geczy, seconded by Mr. Gumieniak,

**THAT THE LIBRARY BOARD APPROVE THE EXPENDITURE OF \$230,220 (EXCLUDING TAXES) TO PURCHASE A VIRTUAL SERVER ENVIRONMENT FROM DELL CANADA. THIS WILL ALLOW US TO MOVE 18 OF OUR EXISTING SERVERS TO A VIRTUAL ENVIRONMENT THAT WILL CONSIST OF 3 VIRTUAL SERVERS AND A NEW STORAGE AREA NETWORK (SAN). THIS PROPOSAL INCLUDES THE COST OF THE SERVERS, SOFTWARE, A NEW SAN, A NEW TAPE LIBRARY AND MIGRATION SERVICES. 4 YEARS OF SUPPORT AND MAINTENANCE FOR THE HARDWARE IS INCLUDED.**

**MOTION CARRIED.**

10. PRIVATE AND CONFIDENTIAL

**MOVED** by Ms Moccio, seconded by Ms Horbach,

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

**MOTION CARRIED.**

**MOVED** by Ms Moccio, seconded by Ms Horbach,

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

**MOTION CARRIED.**

11. DATE OF NEXT MEETING

Wednesday, October 22, 2008  
**Central Library, Board Room, 5<sup>th</sup> Floor**  
5:30 p.m. Dinner  
6:00 p.m. Meeting

12. ADJOURNMENT

**MOVED** by Ms McKeating, seconded by Mr. Nakamura,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, SEPTEMBER 17, 2008 BE ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 8:30 p.m.

Minutes recorded by Karen Hartog.





# Hamilton Public Library

**Date:** October 16<sup>th</sup> 2008  
**To:** Chair and Board Members  
**From:** William Guise, Director, Finance & Facilities  
Lisa DuPelle, Director, Human Resources  
**c.c.:** Ken Roberts, Chief Librarian  
**Subject:** Non Union Compensation

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## **RECOMMENDATION:**

That the Non Union schedules be updated to reflect the City of Hamilton increase of 3% effective January 1, 2007 (net of the 2.5% increase previously provided) and 3% effective January 1, 2008 and individual salaries of current employees be adjusted accordingly.

## **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The 2007 operating budget included a 2.5% increase effective April 1, 2007 and the increase was approved by the Board on September 19<sup>th</sup> 2007. The 2008 operating budget included a 3.0% increase effective April 1, 2008. The annualized cost of the recommended non union salary wage increase in excess of the amount originally budgeted is approximately \$56,700.

This recommendation is being made to comply with the Board approved non union pay equity plan and the legislated requirement to maintain equity.

## **BACKGROUND:**

As required by legislation, the Hamilton Public Library re-evaluated its non-union salaried positions using the same measurement tool as the City of Hamilton program after amalgamation. The City was and is continued to be 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.

On April 9<sup>th</sup> 2008, City Council approved an increase to its salary schedule for the City's full-time non union staff an aggregate of 3% effective January 1, 2007 (net of the 2.5% increase previously provided) and a further 3% effective January 1, 2008 and that individual salaries be adjusted accordingly.



**Hamilton**  
Public Library

**DATE:** October 16, 2008  
**REPORT TO:** Chair and Members of the Board  
**FROM:** Ken Roberts, Chief Librarian  
**SUBJECT:** **Gallery of Distinction** wall display

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**Recommendation:**

**The Administration be authorized to negotiate the possible placement, within the Central Library, of a Gallery of Distinction provided wall display to honour Gallery of Distinction inductees.**

**Background:**

The Hamilton Public Library is one of the founding members of the Gallery of Distinction. At present, both Karen Hartog and Daphne Wood represent the library on their Board. Just before leaving the Board, I had suggested that the Gallery of Distinction use some of their surplus funds to create a professional wall display as a more appropriate and more permanent way of honouring inductees, as opposed to the current plaques located in the convention centre. The board is now ready to have such a display created and wishes to have it placed in the Central Library. We receive more foot traffic than the convention centre, are open more hours each week, and are a logical location. The Gallery of Distinction Board has received that the library host the wall display.



# Hamilton Public Library

**Date:** October 17<sup>th</sup> 2008  
**To:** Chair and Members of the Board  
**c.c.** Ken Roberts, Chief Librarian  
**From:** William Guise, Director, Finance and Facilities  
**Subject:** 2009 Draft Operating Budget dated Oct 17, 2008

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## **RECOMMENDATION:**

That the attached 2009 Draft Operating dated Oct 17, 2008 be accepted for information.

## **BACKGROUND:**

At its meeting on October 1, 2008 the Budget Steering Committee made the following two resolutions with regard to the 2009 operating budget for the City that were later approved by City Council on October 15, 2008.

- That the departmental guideline be 2% excluding pre-approved items and provincial impacts and that staff be directed to highlight efficiencies and/or justifications should a higher increase be requested.
- That Boards and Agencies be requested to submit a budget to Committee of the Whole based on a 2.0% guideline and that Boards be requested to justify any additional increase above the 2.0%.

The 2009 draft operating budget has been updated from the version presented at the September Board meeting. The increase in the Operating Budget now stands at \$1,849,606 or 7.3% increase over the 2008 Operating Budget of \$25,188,103. The draft budget is still undergoing analysis and development.

This draft budget was built using the following:

- Adjustments required for Pay Equity and Internal Equity.
- Proposed staffing costs for Turner Park Branch Library which is scheduled to open in 2009.
- Allowance cost of living increase for salary and wages.
- Increase in Library Materials budget by 5% over the 2008 budget.
- Decrease in fine revenue over prior years.

Subject: 2009 Draft Operating Budget dated Oct 17, 2008

Page 2 of 2

Date: October 17<sup>th</sup> 2008

The affect of some of the major cost drivers on the budget are

<u>Driver</u>	<u>Amount</u>	<u>%</u>
Turner Park	\$ 673,640	2.7%
Library Materials	157,040	0.6%
Cost Allocation – Facilities	184,980	0.7%
Medical & Dental	118,000	0.5%
Pay Equity	398,310	1.6%
Fine Revenue decrease	101,740	0.4%

**Cost Category Report – Draft/Requested**

Year: 2009

Version: Draft – October 17, 2008

Dept: Library

Details at: Department

2009 Requested vs.  
2008 Restated Budget

	2007 Actual	2008 Budget Restated	2008 Forecast	2009 Budget Draft	\$	%
NET LEVY	24,086,990	25,188,103	25,188,103	27,037,709	1,849,606	7.3%
EXPENSE	26,635,204	27,238,353	27,951,896	29,105,164	1,866,811	6.9%
Employee Related Cost	18,256,480	19,102,713	19,288,759	20,509,316	1,406,603	7.4%
Material and Supplies	3,577,798	3,613,860	3,959,566	3,784,078	170,218	4.7%
Vehicle Expenses	1,915	1,300	1,150	1,300	0	0.0%
Building and Grounds	514,953	466,880	559,158	478,470	11,590	2.5%
Consulting	157	0	0	0	0	0.0%
Contractual	591,912	623,800	736,046	668,100	44,300	7.1%
Agencies and Support Payments	25	0	0	0	0	0.0%
Reserves/Recoveries	545,693	121,900	288,845	121,900	0	0.0%
Cost Allocations	3,032,085	3,238,840	3,021,999	3,453,160	214,320	6.6%
Financial	50,107	69,060	96,374	88,840	19,780	28.6%
Capital Financing (E)	64,080	0	0	0	0	0.0%
REVENUE	(2,548,214)	(2,050,250)	(2,763,793)	(2,067,455)	(17,205)	(0.8)%
Fees and General	(696,867)	(642,450)	(657,290)	(534,650)	107,800	16.8%
Grants and Subsidies	(1,698,973)	(1,407,800)	(1,596,116)	(1,532,805)	(125,005)	(8.9)%
Reserves	(152,374)	0	(510,387)	0	0	0.0%



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

September 22, 2008

Ms. Birute Visockis-Cassidy  
Chief Steward  
On behalf of the CUPE 932 Executive  
55 York Boulevard  
Hamilton, ON L8N 4E4

Dear Ms. Visockis-Cassidy,

**Re: Branch Closure Sunday February 15, 2009**

I acknowledge receipt of your letter of September 4, 2008 regarding the request for branch closures on Sunday, February 15, 2009, the day preceding the statutory Family Day holiday in 2009.

Your letter and the request therein were included in the September Library Board package. Library Board Members discussed the issue at length; however, no motions were put forward with respect to this request.

As such, the branches opening on Sundays will operate as scheduled on Sunday, February 15, 2009.

On behalf of the Library Board, I thank you for bringing this issue to our attention.

Sincerely,

Jennifer Gautrey  
Chair  
Hamilton Public Library Board

c. Anne Spadoni, President, CUPE Local 932



**Hamilton**  
**Public Library**  
www.hpl.ca

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

September 22, 2008

Ms Andrea Horwath, MPP  
Hamilton Centre  
20 Hughson Street South  
Suite 200  
Hamilton, ON L8N 2A1

Dear Ms Horwath:

I apologize for the delay in responding to your letter. The Hamilton Public Library Board does not meet during the summer, and I wanted to make sure that my comments reflect those of the entire Board. I know that your letter was published in the North End Breezes and hope that mine appears there as well.

From the Library Board's perspective, here is a little background.

- The North Hamilton Community Health Centre Board came to our April, 2006 Library Board meeting and proposed that we move the Picton Branch to their new facility. They also proposed that we pay a set price (construction and architectural costs) in return for a twenty year lease. The Library Board was given a short timeframe to consider the proposal, as the NHCHC was expecting to begin construction by the fall. The clientele of the Health Centre was depicted as primarily New Canadians, which certainly appealed to the Library Board. The size of this facility was to be approximately 1000 square feet, considerably less than half the size of the current Picton branch.
- The Library Board agreed to negotiate a potential agreement and also agreed to set aside funds. These funds were increased, on advice of the NHCHC, during the summer of 2006.
- The NHCHC project then went through a series of funding delays and, quite understandably, the library was not a high NHCHC priority. The library did receive a draft contract from the architect but sent it back and stated that we first needed an agreement with NHCHC. Several draft agreements were circulated.
- Late 2007 library staff heard rumours that the project might soon be funded and set up a meeting of all parties in early January. Unfortunately the NHCHC did not have a representative available to attend. Subsequent efforts of library staff to obtain financial figures and to reschedule the all-party meeting were unsuccessful.

- An all-parties meeting was finally held on April 25, 2008. At this meeting library staff were given financial information from February 2007 (14 months earlier) that showed library Capital costs were well over the limit that the Library Board had set – on advice of NHCHC. NHCHC staff were told that these costs were unlikely to be approved by the Library Board and expressed disappointment about receiving this information well after City Capital projects had been submitted and approved.
- Library Board members were told, at the May meeting, that staff could not negotiate an agreement within the parameters set by the Library Board or the timelines required by the NHCHC. Subsequently, the NHCHC Board asked to present a financial proposal.
- At a special Board meeting held on June 4<sup>th</sup> the NHCHC Board presented two financial proposals to the Hamilton Public Library Board: one involved a five-year lease that exceeded the previous budget proposals; the other option proposed to offset the increase in costs with an anonymous donation and longer-term lease agreements.
- The Library Board was also told – in writing - that, because NHCHC now had approved provincial funding, the Library Board had to sign a letter of intent by June 20<sup>th</sup>. The Library Board felt that it faced two insurmountable stumbling blocks:
  - 1) Neither financial option was viable, from our perspective.
  - 2) The *Public Libraries Act* (Section 19) prevents Library Boards from signing such agreements without explicit permission from the funding municipal Council(s).

The Board felt there were other considerations, too. The way people interact with technology is rapidly changing. People now want to use public computers in ways that are noisy – distance education webinars, skype, podcasting, on-line gaming, etc. The legitimate needs of noisy computer users clash with quieter, more traditional types of use. The available space in the new NHCHC centre is so small that this clash would have been heightened. While this issue was emerging in 2006, we now know that the mix of ‘quiet’ and ‘noisy’ legitimate computer use requires more space, not less.

As well, we now enjoy a very productive relationship with SISO and other partners on successful programs that are bringing new Canadians to neighbouring libraries. These programs cannot be provided in the very small NHCHC space. As a result of our *One Book One City: Tackling Poverty Through the Arts* initiative with many community partners and a number of other initiatives, our understanding of poverty and how it affects our community has changed.

As a result of the above sequence of events and issues, a project that all Board members had conditionally endorsed in 2006 received not a single vote of support at the June 18, 2008 Library Board meeting.



The Hamilton Public Library Board is strongly committed to improving library services throughout the City and will be doing everything possible to help advance key City strategic priorities. We have every hope and expectation that we can, in the future, work with the North Hamilton Community Health Centre Board and staff in order to benefit Hamiltonians. It is unfortunate that unnecessarily tight deadlines and a misunderstanding of partner needs doomed what had promised to be an interesting partnership.

Yours,



Jennifer Gautrey  
Chairperson  
Hamilton Public Library Board

c.c. Mayor Fred Eisenberger  
Bob Bratina, Councillor Ward 2  
Tom Jackson, Councillor and Hamilton Public Library Board Member  
Maria Pearson, Councillor and Hamilton Public Library Board Member  
Beth Beader, Director, North Hamilton Community Health Care Centre  
John Mattinson, President, North End Neighbours

## **Chief Librarian's Report October, 2008**

### **Bookmobile Delivery**

The new bookmobile was delivered on October 15<sup>th</sup>. It looks terrific and has some very nice features. Unfortunately, the instructor from the vendor had a small collision with a pillar when he was taking it out of the building and it is back in Ingersoll for repairs. We are also checking to ensure that it meets all specifications before accepting delivery.

### **Westdale Temporary Closure**

Westdale Library will be closed Thursday November 13<sup>th</sup>, and Saturday November 15<sup>th</sup> in order to complete the changes related to RFID installation. Plans include the removal of the circulation desk as well as the creation of returned book slots which deposit returns directly into the work room. A "marketplace" will be created in the area vacated by the circulation desk. Other minor changes will be implemented to freshen up the branch and improve the traffic flow. We are planning to rearrange the children's area to create more space for preschoolers (and their strollers) and will adjust other shelving to separate areas which have different types of use (e.g. quiet study areas and computer gaming).

### **Canadian Library Association**

I have done a lot of work for the Canadian Library Association since the end of September. I spoke at the University of British Columbia, the University of Alberta, and the University of Toronto and also presented the Intellectual Freedom Award to two London, Ontario councillors and presented the CLA Outstanding Service Awarded to Vivienne Monty of York University. I also hosted and participated in a two-day HR Summit, attended by 115 senior library administrators, union representatives, educators, and association directors. The intent of the meeting was to improve the initial training of professional library workers, investigate methods for re-certifying library professionals, and for streamlining the processes for evaluating foreign professional credentials. Frankly, CLA occupied a lot of my time in September, since CLA also hired a new Executive Director. CLA is not expected to take as much time until again in the spring, when I am expected to attend provincial association conferences and to speak.

### **Kit Darling's Retirement**

Kit Darling, Director of Information Technology and Bibliographic Services, has announced her retirement, effective the end of March 2009. Kit began to work for the former Hamilton Public Library system in 1971 and has worked here, in a variety of capacities, since that time. Kit became a librarian while working full-time, one of several staff members that regularly commuted to London, Ontario for courses. Kit is a highly respected, visionary librarian with enormous knowledge of technology and of how technology might be used to benefit the residents of Hamilton.

### **Dale Kent**

Dale Kent will receive a 2008 Week of the Child and Youth Award. Part of her citation reads, "Dale Kent is a passionate advocate for the youth of Barton Library where she works to promote the Branch among the community. She commands respect from her co-workers, members of the neighbourhood and especially the kids. Dale's advocacy for literacy based programs has resulted in special Literacy nights, initiation of a satellite Summer Reading program at the Eva Rothwell Centre, classes coming for regularly



**Hamilton**  
Public Library

**DATE:** October 16, 2008  
**REPORT TO:** Chair and Members of the Board  
**FROM:** Ken Roberts, Chief Librarian  
**SUBJECT:** **Staff Directions: Facilities Planning**

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**Recommendation:**

**That the attached *Staff Directions: Facilities Planning* chart which outlines instructions given to staff regarding library operated facilities, be approved.**

**Background:**

The 2007 Facilities Master Plan provided clear recommendations and options for staff to follow and for Board members to investigate or consider. The attached chart is intended to update the Board decisions and directions, providing staff with clear instructions to follow and the public with a clear understanding of Board decisions, in one document that includes all library locations. I have added, in the introduction, a comment that this document may be amended from time to time by the Board, particularly in light of rapidly changing economic realities.

## 2008-2009 Staff Directions

### Facilities Planning

This chart is intended to provide direction to staff from the Hamilton Public Library Board. The Chart will be reviewed by the Board each September and may be amended from time to time by the Board, particularly in light of rapidly changing economic realities. The City of Hamilton's Facilities Department is responsible for maintaining the external components of each building (including roofs and HVAC systems). This Chart does not reflect the City's need to renew elements of each building. This chart reflects only the physical condition of buildings, not their capability of meeting Board determined, strategic goals.

Branch	Notes	Staff Direction
<b>Ancaster</b>	Ancaster was renovated and expanded in 2006. <b>Change from 2007 Facilities Master Plan:</b> <i>No change</i>	Routine Maintenance
<b>Barton</b>	Barton may need minor renovations to accommodate RFID. <b>Change from 2007 Facilities Master Plan:</b> <i>No change</i>	Routine Maintenance
<b>Binbrook</b>	Some accessibility issues should be addressed as part of normal maintenance. The branch may have to be expanded at some point in the future, given growth in the area. It may need minor renovations to accommodate RFID. <b>Change from 2007 Facilities Master Plan:</b> <i>2007 Facilities Master Plan recognized deficiencies with the building but did not direct staff to try to add facility onto Development Charges Plan.</i>	Routine Maintenance. Prepare documentation for the possible inclusion of Binbrook in the City's Development Charges Plan when it comes up for renewal.
<b>Carlisle</b>	Carlisle is a portable building with a limited remaining lifespan. Carlisle is one of the branches which the Board has determined cannot, in the long term, continue to provide services within the current facility. The Board held a community meeting. <b>Changes from 2007 Facilities Master Plan:</b> <i>There is no change in direction, with two exceptions. It is not feasible to connect to the Community Centre and options will now be reviewed after the opening of a new Waterdown Branch.</i>	Routine Maintenance. If possible, the current building is to be maintained until a new Waterdown location is open. Its status will be reviewed at that time.
<b>Central</b>	The first floor will be expanded and renovated as part of downtown renewal. Renovations are slated to begin early 2009 and last until Summer, 2010. Most of the funding has been approved but additional funding is still required. Renovations will allow for RFID, for staff efficiency, and for better access to popular collections and services. The Central Library will continue to operate during renovations. <b>Change from 2007 Facilities Master Plan:</b> <i>No change</i>	Advise City of Hamilton about the funding needs of the Central Library project. Continue to work on project.

Branch	Notes	Staff Direction
<b>Concession</b>	Concession recently had minor renovations. It may need minor renovations to accommodate RFID. <b>Changes from 2007 Facilities Master Plan:</b> No change	Routine Maintenance
<b>Dundas</b>	Dundas received some renovations in 2008 so that it could accommodate the RFID pilot project. Dundas is the only community library in the system that does not have public meeting space, a Board priority. <b>Changes from 2007 Facilities Master Plan:</b> The immediate problems mentioned in the 2007 Facilities Master Plan have been addressed.	Routine Maintenance. Investigate the possibility of including Dundas in the City's Development Charges Plan when it comes up for renewal.
<b>Freelton</b>	Freelton may need minor renovations to accommodate RFID. <b>Changes from 2007 Facilities Master Plan:</b> No change	Routine Maintenance.
<b>Greenville</b>	Greenville may need minor renovations to accommodate RFID. A community meeting was held. <b>Changes from 2007 Facilities Master Plan:</b> No change	Routine Maintenance
<b>Kenilworth</b>	Kenilworth may need minor renovations to accommodate RFID. <b>Changes from 2007 Facilities Master Plan:</b> Problems cited in 2007 Facilities Master Plan have been addressed or will be addressed through the City's Facilities Department.	Routine Maintenance
<b>Locke</b>	The sale of the CIBC building created a fund for future Locke renewal. Locke may need minor renovations to accommodate RFID. Consultations were held with the community. <b>Changes from 2007 Facilities Master Plan:</b> No change	Routine Maintenance
<b>Lynden</b>	The current Lynden Branch is one of the branches which the Board has determined cannot, in the long term, continue to provide services within the current facility. Earlier this year the Board acquired property on Lynden Road. The Board has approved \$650,000 from reserve funds to assist the construction. Consultations were held with the community. <b>Changes from 2007 Facilities Master Plan:</b> The Library Board is pursuing Option B of the 2007 Facilities Master Plan, closing both Rockton and Lynden and combining services in a new facility.	Routine Maintenance. Request Capital funds from the City of Hamilton for the design and construction of a new Lynden Branch. If approved, work with community to complete the design in 2009.

Branch	Notes	Staff Direction
<b>Millgrove</b>	<p>The current Millgrove Branch is one of the branches which the Board has determined cannot, in the long term, continue to provide services within the current facility. The Millgrove Branch is slated to close, at the latest, when a new Waterdown Branch is constructed. Local Residents who participated in the Spring, 2008 community meeting indicated that it may be possible to meet community needs through the use of a bookmobile. The availability of bookmobile services could be a factor in timing.</p> <p><b>Changes from 2007 Facilities Master Plan: No change</b></p>	<p>Routine Maintenance. Monitor and close when a new Waterdown Branch can be opened or when condition dictates the need. (See Rural Service Plan).</p>
<b>Mt. Hope</b>	<p>The current Mt. Hope Branch is one of the branches which the Board has determined cannot, in the long term, continue to provide services within the current facility. The City of Hamilton draft recreation facilities plan proposes the eventual construction of a Mt. Hope recreation centre to which a library might be attached.</p> <p><b>Change from 2007 Facilities Master Plan: No change</b></p>	<p>Routine Maintenance. Plan to relocate when an opportunity arises.</p>
<b>Picton</b>	<p>The current Picton Branch is one of the branches which the Board has determined cannot, in the long term, continue to provide services within the current facility. A community consultation will take place during the fall, 2008.</p> <p><b>Change from 2007 Facilities Master Plan: The Approved Action in the 2007 Facilities Master Plan was to relocate to the North End Community Health Centre. This is no longer a viable option.</b></p>	<p>Board direction to staff will be given after the community consultation. (See North/East Hamilton Service Plan)</p>
<b>Red Hill</b>	<p>Red Hill may need minor renovations to accommodate RFID.</p> <p><b>Change from 2007 Facilities Master Plan: No change</b></p>	<p>Routine Maintenance</p>
<b>Rockton</b>	<p>The current Rockton Branch is one of the branches which the Board has determined cannot, in the long term, continue to provide services within the current facility. The Board intends to close this branch when a new Lynden Branch is opened or when bookmobile services can be implemented, depending on timing. When it is closed, the Board intends to increase operating hours at Lynden. A community meeting was held.</p> <p><b>Change from 2007 Facilities Master Plan: 2007 Facilities Master plan identified no potential solution to issues.</b></p>	<p>Routine Maintenance. Close when a new West Flamborough Branch can be built in Lynden or when condition dictates the need.</p>
<b>Saltfleet</b>	<p>Saltfleet may need minor renovations to accommodate RFID.</p> <p><b>Change from 2007 Facilities Master Plan: No change</b></p>	<p>Routine Maintenance</p>

Branch	Notes	Staff Direction
<b>Sherwood</b>	Approval has been given to renew the Sherwood lease. The renewal will include an allocation for renovations. Staff will determine if the funds are sufficient for all planned renovations, including the need to accommodate RFID. Staff will initiate renovations, presumably in 2009. <b>Changes from 2007 Facilities Master Plan:</b> <i>The 2007 Facilities Master Plan anticipated the need to construct a new branch. We have been able to negotiate acceptable terms for a lease renewal.</i>	Renovate in 2009 or when funding is approved as part of lease renewal.
<b>Stoney Creek</b>	Stoney Creek may need minor renovations to accommodate RFID. <b>Changes from 2007 Facilities Master Plan:</b> <i>No change</i>	Routine Maintenance
<b>Terryberry</b>	Terryberry is an extremely busy branch that is in need for extensive renewal. Staff will begin the process of planning for that renewal. <b>Change from 2007 Facilities Master Plan:</b> <i>No change</i>	Prepare documentation that outlines scope of a planned renovation.
<b>Turner Park</b>	The Turner Park Branch is a new building slated to open in the Spring, 2009.	Complete construction and maintain
<b>Valley Park</b>	The Valley Park location may have to be expanded, given growth in the area. It may also need minor renovations to accommodate RFID. <b>Change from 2007 Facilities Master Plan:</b> <i>No change</i>	Routine Maintenance. Preparation should be made for Valley Park to be included in the Development Charges Agreement when it comes up for renewal.
<b>Waterdown</b>	The Board has an approved budget for the construction of a new Waterdown Branch. The Board needs to hold a community consultation as any plans to open a new branch will, by necessity, close the current Waterdown Branch, a building that cannot be renovated to meet library, City, building code, or ODA requirements. <b>Change from 2007 Facilities Master Plan:</b> <i>No change</i>	Routine Maintenance. The Board supports locating a new Waterdown Library on the site of the former Town Hall and has informed Council of its preference for this site. Plan community consultation in Waterdown for Winter, 2008-2009.
<b>Westdale</b>	The building is in good condition. Minor renovations are planned for late 2008 in order to accommodate RFID. <b>Change from 2007 Facilities Master Plan:</b> <i>No change</i>	Routine Maintenance

**Rural Service Plan**

Staff will submit, to the Board, by the spring of 2009 a draft rural service plan that proposes ways that library services could be improved in the rural areas of the community. For example, can bookmobile stops be offered in a number of rural locations? Is mail delivery an option? Can we utilize existing broadband network connections to provide after school Internet connections?

**North/East Hamilton Service Plan**

Staff will submit, to the Board by the spring of 2009 a draft north/east Hamilton service plan that proposes ways that library services could be improved in the north and east areas of the community in order to reach more residents affected by poverty. For example, can bookmobile stops be offered in a number of locations? Can we work with community groups to provide after-school homework assistance or computer access?