

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, June 28, 2006

Hamilton Public Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

AGENDA

1. Discussion Period
2. Acceptance of the Agenda
3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, April 19, 2006 Attachment #3
4. Presentations
5. Consent Items
 - 5.1 Early Years Challenge Fund Expenditure Reconciliation – HB Attachment #5.1
Suggested Action: Recommendation
 - 5.2 RFID – KD Attachment #5.2
Suggested Action: Receive
 - 5.3 Chief Librarian's Report Attachment #5.3
Suggested Action: Receive
 - 5.4 Executive Committee – KR Attachment #5.4
Suggested Action: Receive
 - 5.5 H&S Policy – LF Attachment #5.5
Suggested Action: Recommendation

6. Business Arising

- 6.1 North End Community Health Centre – KR Attachment #6.1
Suggested Action: Recommendation

7. Correspondence Attachment #7

Letter to Library Board Chair from Caroline Di Cocco, Minister, Ministry of Culture, dated April 18, 2006

8. Reports

- 8.1 Report from the Audit Committee Oral Report

9. New Business

- 9.1 Non-Union Salary – LF Attachment 9.1
Suggested Action: Recommendation
- 9.2 Security Policy – KD Attachment #9.2
Suggested Action: Recommendation
- 9.3 Ancaster Furnishings – WG Attachment #9.3
Suggested Action: Recommendation
- 9.4 Procurement Policy (Board Policy 65-17) – WG Attachment #9.4
Suggested Action: Recommendation
- 9.5 Fine Policy – BH Attachment #9.5
Suggested Action: Recommendation
- 9.6 Employee Assistance Program – KR Attachment #9.6
Suggested Action: Recommendation
- 9.7 WiFi Proposal – KR Attachment #9.7
Suggested Action: Recommendation

10. Private and Confidential

- 10.1 Tentative Agreement – LF Attachment #10.1
Suggested Action: Recommendation

11. Date of Next Meeting

Wednesday, September 20, 2006
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

12. Adjournment

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

Wednesday, April 19, 2006

Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

MINUTES

PRESENT: Maureen McKeating, George Geczy, Mavis Adams,
Santina Moccio, Councillor Jackson, Mac Carson,
Councillor Pearson, Doreen Horbach, Tamara Fernandes

REGRETS: Joyce Brown, Jennifer Gautrey

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

GUESTS: Daphne Wood, HPL
Adam Murphy, Greg Hackborn, Mohawk College Co-op Students
Beth Beader, Dwayne Cline, Ram Shankar, Representatives from
North End Health Center

1. DISCUSSION PERIOD

- 1.1 Ms Gautrey introduced her new arrival, Adam, to Board Members. Ms Gautrey was congratulated.
- 1.2 Ms Horbach reported that the OLBA is organizing a teleconference, "Board Evaluation and Trustee Recruitment" to be held either May 16th, 17th or 18th from 6:00 p.m. to 7:00 p.m. It was suggested that if the Board participates, it be held on May 17th (date of next Board meeting). Board members will be surveyed by email to determine if the board will participate.
- 1.3 Ms Sawa and Mr. Roberts were both congratulated on the recent publication of their new books.

2. ACCEPTANCE OF THE AGENDA

Add: 9.1 Pay Equity Update

MOVED by Ms Brown, seconded by Ms Gautrey,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

3. MINUTES

**3.1 MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD
MEETING OF WEDNESDAY, MARCH 15, 2006**

MOVED by Ms Moccio, seconded by Mr. Geczy,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF
WEDNESDAY, MARCH 15, 2006 BE ADOPTED AS
PRESENTED.**

MOTION CARRIED.

4. PRESENTATIONS

4.1 HPL Promotional Video

Ms Wood introduced Adam Murphy and Greg Hackborn, Mohawk College Co-op Students, to the Board. The HPL promotional video created by Mr. Murphy and Mr. Hackborn was shown. The students were congratulated on the excellent job.

4.2 North End Health Center Presentation

Ms Beader, Mr. Cline and Mr. Shankar were welcomed by the Library Board Chair. The representatives from the North End Health Center provided background on their organization through a video. A new center is being built and a partnership with the Library is being proposed. The proposal would recommend that Picton relocate to this location.

5. CONSENT ITEMS

MOVED by Ms Fernandes, seconded by Ms Moccio,

THAT CONSENT ITEM 5.1, 5.2 and 5.3 BE APPROVED.

MOTION CARRIED.

- 5.1 That \$110,000 be added to the 2006 Collections budget from the Reserve for Library Collections.
- 5.2 That the option to extend the agreement with Metafore Corporation for the supply of desktop, notebook and thin client computers to the Hamilton Public Library for an additional term of twenty-four (24) months be exercised.
- 5.3 Received for information

6. BUSINESS ARISING

- 6.1 Facilities Master Plan

The format was accepted by the Library Board. Administration will now complete the plan using the format for all 24 locations.

7. CORRESPONDENCE

Letter to Maureen McKeating from Darlene Hincks and Elaine Kivisto, Regina Public Library, dated March 24, 2006

MOVED by Mr. Carson, seconded by Ms Horbach,

THAT A LETTER OF SUPPORT FROM THE BOARD CHAIR BE SENT TO THE MINISTER OF FINANCE AND MINISTER OF STATE AS PER REGINA PUBLIC LIBRARY'S LETTER OF MARCH 24, 2006.

MOTION CARRIED.

8. REPORTS

- 8.1 Report from the Audit Committee Meeting of April 19, 2006

The draft financial statements have been reviewed by the Audit Committee. It is anticipated that the audited financial statements will be presented to the Board at its June meeting.

9. NEW BUSINESS

- 9.1 Ancaster

Mr. Roberts reported that the bids have been received and reviewed.

9.2 Picton

MOVED by Ms Horbach, seconded by Mr. Geczy,

THAT STAFF BE AUTHORIZED TO NEGOTIATE AN AGREEMENT WITH THE NORTH END COMMUNITY HEALTH CENTER WITH THE INTENTION OF MOVING THE EXISTING PICTON BRANCH TO THE NORTH END COMMUNITY HEALTH CENTRE'S PROPOSED NEW FACILITY AT THE FORMER BENNETTO SCHOOL SUBJECT TO BOARD APPROVAL.

MOTION CARRIED.

10. **DATE OF NEXT MEETING**

Wednesday, May 17, 2006
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

11. **ADJOURNMENT**

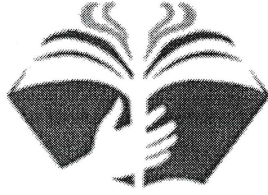
MOVED by Ms Adams, seconded by Ms Moccio,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, APRIL 19, 2006 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 7:25 p.m.

Minutes recorded by Karen Hartog.



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: June 21, 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: Early Years Challenge Fund Expenditure Reconciliation

RECOMMENDATION:

That the reconciliation and certification for the Early Years Challenge Fund be received for information and

That the Chair of the Board or designate sign the reconciliation and certification.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Monies have been received and spent

BACKGROUND:

In 2003, the library as lead agency submitted a successful grant application to the Early Years Challenge Fund for a three year project. Our partners include the Hamilton- Wentworth District School Board, the Hamilton-Wentworth Catholic District School Board, the Community Action Program for Children, Community Access to Child Health, Settlement and Integration Services Organization, National Book Service, the Centre de Santé Communautaire Hamilton/Niagara, the Hamilton Community Foundation, and the Share the Stories Foundation. This family literacy project for newcomer families promotes school readiness, early literacy and library use. The project is designed to reach new immigrant families and provide parents with tools to help prepare their children for school.

The project is complete.



DATE: June 21, 2006

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Kit Darling, Director of Information Technology and
Bibliographic Services
Beth Hovius, Director of Public Services and Collections

SUBJECT: Radio Frequency ID (RFID) Pilot Project - Update

The submission deadline for the Request for Proposals for the RFID pilot was May 24th. We received submissions from six companies.

The RFP process set up by City of Hamilton Purchasing Department is a two stage process. The pricing proposals were submitted separately from the Technical proposals. The companies whose proposals score over 80 points out of 100 will proceed to step 2. Of those, the pricing proposals will be opened and the lowest total price will be recommended.

The Proposal Assessment Matrix is extremely detailed and addresses the project goals and staff and service issues identified in the Pilot Project proposal presented to the Board in January 2006. In addition, staff have visited several libraries with RFID systems installed to see the system in operation and to speak with staff using and supporting the systems. Each proposal has been rated by the full RFID Implementation Team, a team score assigned through discussion and consensus. A clear "front-runner" has emerged and we are now at the stage of checking references with current library customers.

We intend to bring a recommendation for a vendor to implement RFID in our pilot locations to the September Board meeting.

Chief Librarian's Report June, 2006

Sirsi/Dynix Award

As you know, the Hamilton Public Library is a finalist for the first Sirsi/Dynix Community Builders Awards. 5 North American library systems are to receive the award (along with a cheque for \$10,000 U.S.) at the 2006 American Library Association conference in New Orleans on Saturday, June 24th. Fifteen library systems are finalists. There are two Canadian libraries, Hamilton Public Library and the Calgary Public Library. We were nominated for our involvement in the myhamilton.ca portal.

Emergency Operations Centre (EOC)

The City of Hamilton would like to use the entire mezzanine floor "Training Centre", including Room 215, as an Emergency Operations Centre during City Hall closures, starting in late December, 2006.

We held several meetings. Their reasons for wanting to use this centre are compelling (same building as the servers and the existence of an uninterrupted power supply, easy availability of multiple computer terminals, compact and private, etc. It does appear that while there are pre-planned training times, there are few actual emergencies that require use of the facility. Most last less than 24 hours. We have agreed to the use of our portions of the training facility during emergencies. If such an emergency does not require the closure of the central library and the room is booked, the city will make every effort to provide an alternative for any group that had booked the facility.

Canadian Library Association Conference

Several staff members attended the Canadian Library Association conference in Ottawa. Lita Barrie, our Teen Librarian, was one of two speakers at a session entitled *Open for All: Outreach to Special Groups*, and George Geczy, as a trustee, conducted a session on *Developing a Comprehensive Privacy Policy*.

Pay Equity Process

We are in the midst of the Job Analysis process for pay equity and job evaluation. The process requires significant amounts of staff time. CUPE 932 and the library's administration have agreed, with the assigned provincial Pay Equity Commission Officer, to have the new plan (which is not yet complete) implemented as of January 1, 2007.

Catholic Board Partnership Agreement

Helen Benoit and I have started talks with representatives of the Hamilton Wentworth Catholic District School Board that are aimed at creating a partnership agreement similar to the agreement we have with the public board. The talks have been good and I am quite confident that we can reach a similar agreement in the early Fall.

South Mountain

The planning portions of the South Mountain (Turner Park) project are on track to be completed in this summer. Contractor selection will take place in the Fall.

Collective Agreement

The Collective Agreement that was negotiated between representatives of CUPE 932 and representatives of the Hamilton Public Library Board was approved at a CUPE 932 meeting held on June 16th. As you know, it will be brought to the Board for approval at the June 28, 2006 meeting.

Lynden Branch

The City's Planning Committee is taking its new Rural Official Plan to the Planning and Economic Development Committee on June 26th. This is the first stage toward having the plan approved. The new plan does include a Greenbelt "round-off" in Lynden that would allow for the proposed donation of 3 acres to the community for the purposes of building a library branch. If the plan is approved, there is still a stage that allows for residents to object to the plan. We will be touring branches of similar size during the summer months.

We are now aware that there is a potential community backlash against the idea of moving the library at all or of putting it on the donated property.

Museum Passes

We approached the City's Culture and Recreation division about providing us with family museum passes that could be "borrowed" by library patrons for visits. They think it is a good idea and will be providing us with 75 family passes that can be loaned to library members. We will be limiting the passes to North and East end library branches.

Danish Delegation

A delegation of Danish municipal official visited Hamilton on June 6th. Paul Takala and I were invited to present the myhamilton.ca portal to the delegates. It was very well received. They were particularly interested in the e-commerce potential. It appears that many Danish municipalities will be amalgamating into larger units of service.

Hamilton Community Foundation Grants

Youth Services has been successful in accessing two separate grants from the Hamilton Community Foundation. As part of the Tackling Poverty Initiative, we will be receiving \$10,000 to fund *Fresh Start*, a project designed to recognize the unique challenges facing Street Involved, Native and Newcomer youth and teen parents. This literacy initiative is intended to enable youth to make informed life choices and to nurture lifelong learning and literacy. It will build literacy connections and make library resources accessible. It will welcome youth to the library by breaking down barriers

that prevent their use of the library. The funding will be used to purchase incentives for youth facing additional challenges in order to connect or re-establish their connection to their public library. The library will also offer a pilot slate of programs for youth to include: two story time sessions for young parents, a book club for marginalized youth and an eight week series of library programs in partnership with community agencies embracing literacy, information technologies, and employment skills. A youth will be hired to assist in the planning and facilitation of the programs.

The second grant was submitted to the Hamilton Community Foundation as part of the Department of Canadian Heritage Youth-led Community Action Projects in partnership with our Central Youth Advisory Group. We will receive \$500 for our Youth Powered Project. It is designed to promote respect, diversity and self-expression. We have built a project that will give teens the opportunity to develop skills and to develop their assets. The project consists of two main parts:

1. A "zine" of stories, essays and art by Hamilton teens to be published by the YAG with the support of the Hamilton Public Library and to be distributed free to teens across the city.
2. A series of events to be held at the Hamilton Public Library to expose teens to ideas about writing, art, creativity and the diversity of our community.

One Book One City

We have just received unofficial word that the library's application to the Hamilton Community Foundation Fund for a grant to support the 2006/2007 One Book One City program has been approved. Arts Hamilton is our partner for this program. Further details will be forthcoming.

Career and Employment Resource Centres

We have signed an extension for our grant from Service Canada for our Career and Employment Resource Centres at Barton, Dundas, Red Hill, Sherwood, Terryberry, and Central locations. The new contribution agreement for 2006-2008 allows us to expand the program, with additional hours of staff time at Barton and Red Hill. The Red Hill and Barton branches serve areas where unemployment levels are relatively high and there is a high concentration of new immigrants and persons living on low incomes who are less likely to have access to a home computer and often need some additional assistance to effectively use the resources

Web Reporter

Last Fall the Library Board passed a motion, after a long discussion, that allowed for the purchase of "Web Reporter", a reporting software that attaches to the Dynix system. The software is now installed and is being used. The software was introduced to managers at the April Management Committee meeting (all senior administration, all branch managers, and all Central managers). It was probably the first time I have heard management team cheer and clap over the implementation of software. They really like the functionality of the product and are happy to have it. I was asked to convey, to the Library Board, their feeling that the product is extremely useful.



DATE: June 19, 2006
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: **Executive Committee**

This is a reminder that Executive Committee members are:

Maureen McKeating, Chair
George Geczy
Doreen Horbach
Santina Moccio
Mavis Adams (backup)

These four Board members are empowered to act as the Board and to approve recommendations during the summer months of July and August. The Executive Committee exists so that, if necessary, financial approvals that would normally go to the entire board can be approved during the summer months. These are months when a quorum for board meetings might be a problem.

The Board bylaws do state that should an Executive Committee member not be available then the Chair may appoint another Board member to the Executive Committee.

As has happened in the past, if an Executive Committee meeting is called, the entire Board will be notified at least three days in advance. The entire Board will also be given the agenda and nothing else can be added to that agenda by the Executive Committee. Any Board members may attend a meeting of the Executive Committee and may also participate in discussions. Only Executive Committee members may vote. This is done so that we do not need to have a Board meeting and worry about having a quorum in order to reach a financial decision.

Any decisions that require a policy change require the Board Chair to call a special meeting of the entire Board.

The only purpose of the Executive Committee is to make sure that there are no operational hiccups during the summer months. We do have Capital projects (South Mountain, Ancaster, North End Community Health Centre, and the Fifth Floor Central Library renovations) that could require a meeting of the Executive Committee



DATE: June 20, 2006

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Linda Foley, Director, Human Resources

SUBJECT: Recommendation to Confirm Health & Safety Policy 49-1

RECOMMENDATION:

The approved health and safety policy of Library Board be reviewed and confirmed.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The *Ontario Health and Safety Act* requires employers to review and post annually their health and safety policy. In order to meet the Board's legislative requirements, an annual review of the policy and documentation of this review is required.

BACKGROUND:

The Library Board adopted a revised policy statement in 2004 that incorporates principles found within the *Ontario Health and Safety Act*.

49-1 HEALTH AND SAFETY POLICY

Policy Level: Library Board
Author: L. Foley
Revision Date: March 2004
First Approved: December 14, 1992, January 2002

Policy Statement

The Hamilton Public Library Board will provide and maintain safe and healthy working conditions for all employees in keeping with the requirements of the *Occupational Health and Safety Act* and other relevant legislation. To fulfill this commitment the Library will:

1. Meet or exceed health, safety and ergonomics standards, applying the precautionary principle as needed;
2. Recognize the importance of consulting and cooperating with joint health and safety committees and representatives when developing and implementing programs and procedures; and
3. Provide the training and education specific to job requirements.

Application

This policy applies to all Hamilton Public Library Board employees.

Conditions

The following conditions will guide the development and implementation of all health and safety programs and procedures:

1. Protecting the health and safety of all employees is a commitment of the highest priority.
2. Management will take a leadership role in promoting a safe and healthy work environment.
3. Management, employees and the union share the responsibility for reducing injuries and illness by ensuring that jobs are performed in a safe and healthy manner.
4. Good management systems and practices will be developed with employee involvement and cooperation to minimize injuries and illness.
5. Health and safety procedures will focus on the prevention of injuries and illnesses and be based on scientific principles and acceptable standards.
6. Information about health and safety programs will be made accessible to all employees.
7. Employees will be informed of any known safety, health and ergonomic hazards in their work.

8. Programs and practices will be reviewed on an as needed basis and at least annually to ensure they are in keeping with legislative and corporate standards.

Implementation

This policy statement is intended to provide direction for the development of all health and safety programs and procedures.



DATE: June 19, 2006
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: **North End Community Health Centre**

RECOMMENDATION:

That the proposed move in the fall of 2007 of the library branch located 503 James Street North from its the current location to a facility that is a part of the North End Community Health Centre complex upon the opening of that complex be approved ; and

That the allocation of \$200,000 from the Reserve for Major Library Capital Projects (Deptid 106008) to provide funding for the Capital costs associated with the move be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial: The Capital cost of creating a branch in the North End Community Health Centre is estimated to be approximately \$200,000. Funding would come from the Library's Reserve for Major Library Capital Projects. The reserve currently has almost \$4,000,000. There will be a request for funding of RFID from this reserve and, at present, it is the source of funding to ensure that smaller projects are built in a way that meets Board strategic priorities.

It is anticipated that the operating cost of the current Picton Branch, which would be moved to the North End Community Health Centre, could be reduced significantly. We are currently leasing the Picton facility and we have added costs related to the fact that it is a stand alone facility. The budget that is brought back to the Board as part of a review would show the anticipated reductions in operating costs.

Staffing: There would be no change in the overall staffing levels for the library system. There may be a change in the staffing requirements of the North End (Picton Branch), allowing for longer hours of operation.

Legal: The lease on the current, James Street North location expires in December, 2007.

BACKGROUND:

The Hamilton Public Library Board passed the following motion at its April Board meeting: *That staff be authorized to negotiate an agreement with the North End*



Community Health Centre with the intention of moving the existing Picton Branch to the North End Community Health Centre's proposed new facility at the former Bennetto School subject to Board approval.

We have met with both North End Community Health Centre staff members and with the architect assigned to the project (McCallum Sather). We have agreed upon a location within the project that meets our needs. It places the proposed library close to the Waiting Room area, allowing people who are in the Waiting Room to use the library before or after their appointments. It also allows us to use the NECHC washroom facilities instead of constructing our own facilities.

I have attached a copy of the plain language "Draft" Terms of Agreement. The Executive Committee will have to be empowered to sign the completed terms of agreement.

The North End Community Health Centre has held several public meetings. The issue of moving the library to the new facility has been raised by members of the public at each of their meetings, always with positive comments. We have kept the Ward Councillor informed about the possibility of moving to the NECHC, and he is also positive about such a move.

Because of the need for the NECHC to solidify their architectural plans, we have not had enough time for the Library Board to hold its own public consultation. There would, I am sure, be residents who would not support such a move.

The current Picton location is not suitable for library service. It does not conform to the City of Hamilton or to the Province of Ontario minimum standards for disabled access. We cannot address these issues at that location.

The current Picton location does not serve many people. It is not a busy location. The proposed partnership with the North End Community Health Centre allows us to provide services both to the North End residents and to the clientele of the North End Community Health Centre.

The clientele of the North End Community Health Centre are a good match to those we are highlighting in the current Hamilton Public Library Strategic Plan.



WITHOUT PREJUDICE

FIRST DRAFT

**Components of Potential Partnership Agreement Between
The North End Community Health Centre and The Hamilton Public Library Board**

Intention

The Hamilton Public Library Board wishes to operate a public library branch that is within the space to be built by the North End Community Health Centre on the former Bennetto School site now owned by the North End Community Health Centre. The North End Community Health Centre believes that the presence of such a library branch increases the positive impact that its facility will have on the clientele that it serves.

It is the intention of this draft agreement to outline the basic understanding that each party agrees is necessary for such a partnership to work.

Ownership

The Parties agree that the North End Community Health Centre will be the owner of the property.

The Hamilton Public Library Board will pay for the construction of space that it wishes to use and, in return, shall receive use of the space within the limitations and conditions.

Appointment of Architect and Approval of Architectural Design

NE will appoint the architect for the design of the building however HPL has the right to provide input into the design of the Library space and has final approval on the design of the Library space.

Cost of Construction

All approved Construction Cost or Capital Cost relating to the Library Space including the costs of the integral components of the Building which are allocated to the Library on a square foot basis shall be paid by the Library

Ongoing Capital Expenditures

If any capital expense incurred relates to a capital renewal of the building that is integral to the use of the building such that its failure would impact both the NE's share and HPL's use of the building, HPL shall pay that portion that HPL's space bears to the total square footage. If a capital expenditure is incurred in the last ten (10) year of the lease term, the life expectancy of the improvement or replacement shall be determined and HPL's share shall be reduced in portion that the life expectancy exceeds the lease term.

Lease Terms and Conditions

HPL will pay to NE an Annual Rent calculated as its proportionate share of operating expenses for the building that relate to HPL' space. Rent to be paid monthly on the 1st day of each month.



NE will provide custodial and maintenance service including custodial supplies and equipment. Custodial and maintenance services will include but not limited to cleaning, repairs, waste disposal, grass cutting, snow removal, equipment repairs.

NE will provide utilities (gas, hydro, water and sewage).

The lease term will be for a period of twenty-one (21) years with an option to renew for two periods of five (5) years each at the current fair market rental rate in effect at the time of the renewal.

The North End Community Health Centre may cancel the lease effective at the following times and with the following costs. Any cancellation would require one year's notice.

Time Period	Payment to the HPL
<ul style="list-style-type: none"> • Five years after opening 	<ul style="list-style-type: none"> • 85% of the Construction and Capital costs paid by the Hamilton Public Library Board
<ul style="list-style-type: none"> • Ten years after opening 	<ul style="list-style-type: none"> • 60% of the Construction and Capital Costs paid by the Hamilton Public Library Board
<ul style="list-style-type: none"> • Fifteen years after opening 	<ul style="list-style-type: none"> • 35% of the Construction and Capital costs paid by the Hamilton Public Library Board

The Hamilton Public Library Board may cancel the lease at any time, with six months notice. If the Hamilton Public Library Board cancels the lease, it will not be owed any of the Construction and Capital funds that it has spent on the space.

The Hamilton Public Library Board may not sub-lease the space to any other party without approval by NE but may offer services, under grant conditions, that third parties provide so long as the provision of such services are considered a fairly normal component of public library service. (i.e. literacy programs, career centres, etc.) without NE approval.

The North End Community Health Centre commits to construct a facility that adheres, at the very least, to the minimum standard of accessibility as set out in provincial legislation.

The Hamilton Public Library Board will be allowed to pull telecommunications fibre into the building as part of its commitment to Fibrewired for the provision of network services. Hamilton Public Library Board will pay its own networking and telecom costs and maintain its own systems.



Hamilton Public Library Board customers and staff will be able to use the North End Community Health Centre washroom facilities during Hamilton Public Library Board open hours or when Hamilton Public Library Board staff are present.

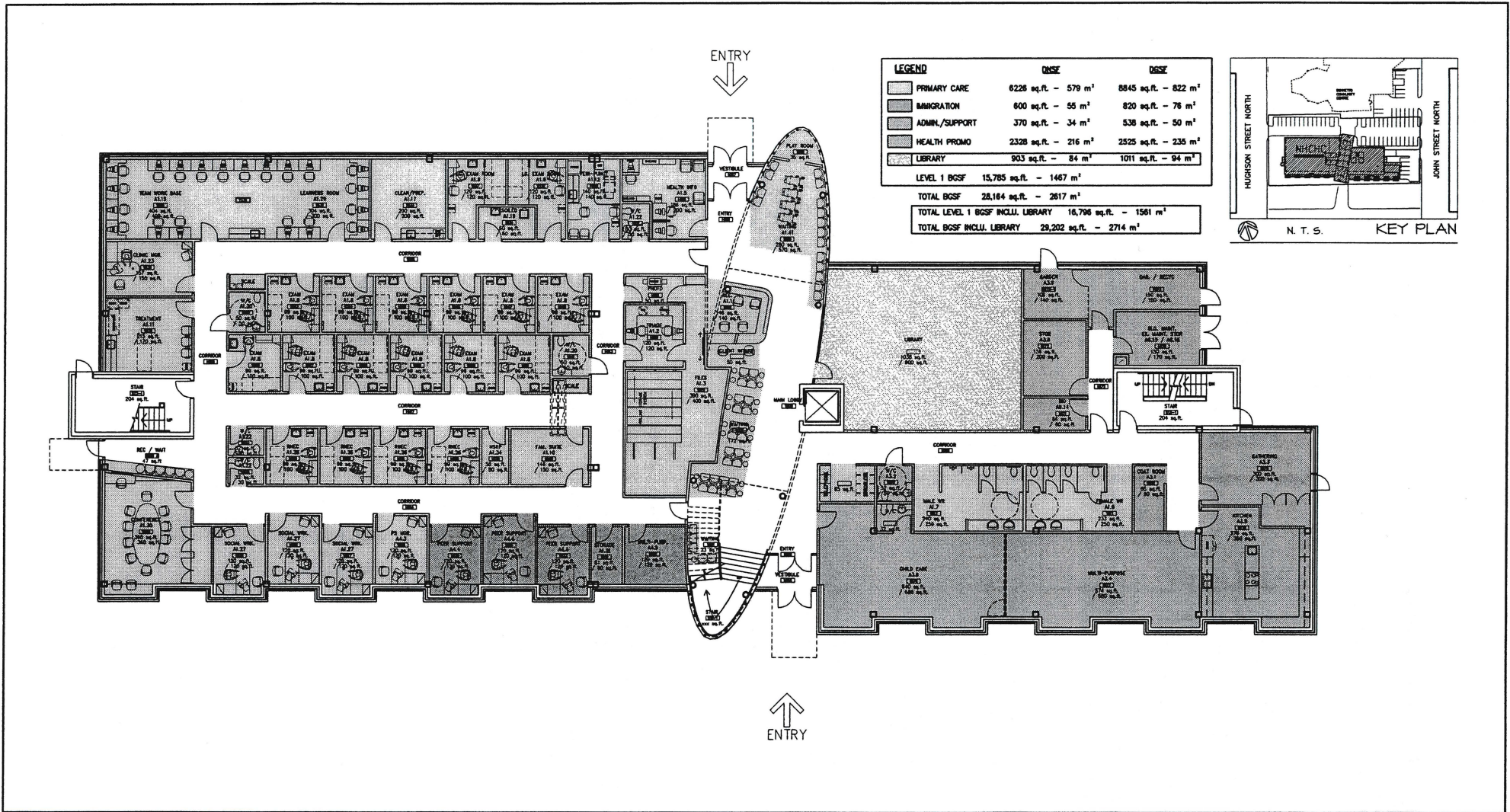
The Hamilton Public Library Board will be allowed to use the multi-purpose room at pre-booked times, not to exceed 6 hours per week) without additional charge. No set-up is to be provided and Hamilton Public Library Board must leave the room in the same condition as it was at the beginning of any booking. Bookings may not be accumulated from week to week.

The North End Community Health Centre may use any Hamilton Public Library Board meeting room spaces, including the Central Library auditorium room at pre-booked times, not to exceed 3 hours per week) without charge. No set-up is to be provided and the North End Community Health Centre must leave the room in the same condition as it was at the beginning of any booking. Bookings may not be accumulated from week to week.

Up to five parking spaces will be available for Hamilton Public Library Board use during the hours that it is open or its staff are assigned to work. If additional parking spaces are required as a result of this agreement, the Capital cost of constructing these spaces is the responsibility of the Hamilton Public Library Board.

Mediation

The North End Community Health Centre and the Hamilton Public Library Board commit themselves to address any issues that arise between the parties by open discussion aimed at finding fair and equitable solutions. If no solution can be found and there is no desire by either party to dissolve the relationship, then the parties will employ a mediation and/or arbitration process and share any costs.



Ministry of Culture	Ministère de la Culture
Minister	Ministre
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April 18, 2006

Dear Library Chair:

As Ontario's new Minister of Culture, it is my pleasure to advise you of some exciting new initiatives. These initiatives strongly affirm that the Ontario government under Premier Dalton McGuinty's leadership values Ontario's public and First Nations libraries as hubs of literacy and learning in communities across the province.

The Province had some additional revenue available in 2005-06 because the Ontario economy performed better than expected. Strategic one-time investments are being made to support key sectors, including culture.

For libraries, that means:

- \$6 million to support family literacy and lifelong learning at nearly 550 small, rural, remote, francophone and First Nation public libraries that serve communities of under 20,000 people. Each library will receive \$10,500. The Federation of Ontario Public Libraries will also receive \$200,000 to market the literacy achievements of Ontario's libraries and conduct research.
- \$8 million to support the Ontario Digital Library in providing all of Ontario's libraries with quality digital information; and
- \$1 million for Ontario Library Service-North to improve services to northern public and First Nations libraries

These investments, totalling \$15 million, will be a tremendous boost for Ontario's library community, and will benefit library users of all ages.

Promoting literacy and learning is one of the most important roles of our public libraries. In many small, rural and First Nations communities, the library is a mainstay of support for family literacy. That is a great responsibility, and one that our libraries have embraced with their customary dedication and passion

The province's significant investment in libraries is a testament to the contribution they make to strong communities across Ontario. We view libraries as key partners in delivering on our education priorities. The new literacy initiative, along with the other library investments, will help our public and First Nations libraries meet today's needs and tomorrow's expectations.

I look forward to working with you to champion our public library system and ensure its continued success.

Sincerely,

A handwritten signature in cursive script that reads "Caroline Di Cocco".

Caroline Di Cocco
Minister

DATE: June 20, 2006

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 – 2006

RECOMMENDATION:

That the non-union salary schedule for all Library non-union staff be increased by 2.25% effective April 1, 2006 and that individual pay rates be adjusted accordingly.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Provision for the adjustment to the non-union pay rates were made in the 2006 Operating Budget and the adjustment 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.



DATE: June 8, 2006

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: Information Technology Security Policy

RECOMMENDATION:

That the attached Information Technology Policy be approved for implementation and communication to staff.

That 44-5 Staff Computer Use Policy, 44-6 Staff Email Policy and 44-7 Staff Internet Use Policy be re-designated from Board Level to Administration Level policies.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial There are no financial implications.

Staffing There is no impact on staffing.

Legal There are no legal implications.

BACKGROUND:

Our existing Board level policies, 44-5 Staff Computer Use, 44-6 Staff Email and 44-7 Staff Internet Use policies were drafted in 1999 and 2000 and reviewed and approved by the Hamilton Public Library Board in 2002. The Information Technology environment has changed significantly in the intervening years will need to be rewritten and new policies drafted. IT Security policy and practice are now regularly reviewed as part of the annual audit.

The attached policy is an umbrella policy that establishes the requirement and accountability for establishing and administering IT security policies. Other policies that flow from this would be Administration level policies, since they address very detailed issues of policy and procedure and would be reviewed and revised frequently to address emerging issues and concerns.

1-8 INFORMATION TECHNOLOGY SECURITY POLICY

Policy Level: Library Board
Author: Kit Darling
Date of Formal Board Approval:
Revision Date:

PURPOSE

To ensure the security of the Hamilton Public Library network and computing assets and the information contained on Library systems,

To identify the technical, staff and public use policies that are required, and

To assign responsibility for policy and procedure administration and enforcement.

POLICY

The Hamilton Public Library relies on a safe, secure and stable computer and network environment to conduct its business. It is responsible for protecting personal privacy of staff and customers; for ensuring it complies with all legal, financial and professional requirements in the conduct of its business and the maintenance of its records.

Management level policies will be established and administered by the Director of Information Technology and Bibliographic Services to meet these requirements, including,

- Computer Acceptable Use (replaces 44-5 Staff Computer Use Policy, 44-6 Staff Email Policy and 44-7 Staff Internet Use Policy)
- Network Access and Passwords
- PC and Notebook Security
- Copyright and License Agreements
- Internet Use Policy (Public)

Annually, every employee will sign an Acknowledgement of Technology Security Policy form, which will be held on file by The Director of Human Resources.

The Electronic Services Department will conduct routine audits to ensure that the Hamilton Public Library is in compliance with this policy.

Violations

Violations of these policies may result in disciplinary action against the employee involved, up to and including dismissal.

Statement of Responsibility

The responsibility for the security of the Hamilton Public Library Network and computers is shared by all staff.

Staff Responsibilities

Individual staff members must:

- Ensure that they are aware of and observe the requirements of this policy and of any policies that may derive from this policy.

Manager Responsibilities

Managers must:

- Ensure that all staff are aware of and comply with this policy.
- Create practices and procedures that provide reasonable assurance that all employees are aware of and observe this policy and any policies that may derive from this policy.

Manager of Electronic Services Responsibilities

The Manager of Electronic Services must:

- Develop and maintain written standards and procedures for the Electronic Services Department necessary to ensure the implementation of and compliance with these policies.
- Provide support and guidance to staff to ensure awareness of and compliance with this policy and any policies that may derive from this policy.

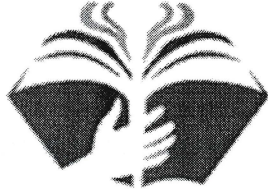
Director of Information Technology & Bibliographic Services

The Director of Information Technology and Bibliographic Services is accountable for the development, maintenance and application of this policy and for reporting breaches of security to the Chief Librarian and Administration Team.

Relevant Legislation & Policies

This policy is applied within a framework of federal and provincial legislation, municipal bylaw and policies of the Hamilton Public Library Board, including:

Hamilton Public Library Privacy Policy
Municipal Freedom of Information and Protection of Privacy Act
Ontario Human Rights Code
Criminal Code of Canada
Copyright Act



Hamilton Public Library

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Growing community.*

DATE: June 21, 2006

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Beth Hovius, Director of Public Service and Collections
William Guise, Director, Finance and Facilities

SUBJECT: **Ancaster Renovations**

RECOMMENDATION:

That \$300,000 be allocated from the Reserve for Library Major Projects (Deptid 106008) to provide funding for the acquisition of new shelving, furniture and equipment for the renovated Ancaster branch.

FINANCIAL/STAFFING/LLEGAL IMPLICATIONS: There are sufficient funds in the Reserve funds to cover this.

BACKGROUND:

The existing furniture and shelving used at the Ancaster branch before the move and at the temporary location does not meet the needs of the renovated branch. In addition, during the move it was evident that the shelving was suffering metal fatigue and several pieces broke as they were being moved.

The amount of the request for funding for furniture and shelving is based upon catalogue prices before competitive bidding. Staff are working on the details of the furniture, equipment and shelving quotes and tenders and this will be issued shortly following the requirements of the Board's Procurement Policy.



Hamilton Public Library

Date: June 21st 2006
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: **Revisions to Procurement Policy**

RECOMMENDATION:

That the following selection be added to the General Section in the Procurement Policy as item 9.

Selection and procurement of materials (including print, non-print and electronic) for the Library Collections are not subject to this policy or required to be entered in the Peoplesoft purchasing system and shall be done in accordance to the Board's Material Selection Policy except as follows

- a) *Purchase authority levels will be governed by the Board's Procurement Policy*
- b) *Competitive quotes or tenders are to be undertaken on a regular basis for those materials or services acquired under an "Automatic Release Plan" (ARP). Request for Quotes or Tenders are to be prepared under the authority the Director, Public Service and Collection Development and approved and issued by the Director, Finance and Facilities.*
- c) *An annual report, prepared by the Director, Public Service and Collection Development and the Director, Finance and Facilities is to be presented to the Board detailing the number and type of ARP's and the budget committed along with the date of the last and next anticipated competitive quote or tender for each ARP.*

and

That the Chief Librarian be authorized to enter the acknowledgement of Board approvals of expenditures into the Peoplesoft system.

BACKGROUND:

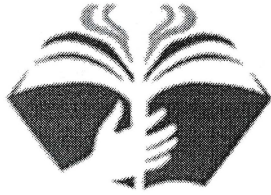
The Library uses the Acquisitions module of the Horizon Intergrated Library System for the purchase of Library Material however the current Procurement Policy requires us to use the PeopleSoft system when processing the invoices. Although individual



purchases of items such as books are below the level at which the PeopleSoft system is required to be used, quite often when the Library is invoiced for the material numerous titles and copies are included on the same invoice resulting in the total amount of the invoice being over the minimum level required to use the Peoplesoft system. Since the original orders were not in the Peoplesoft system, we are required to apply to the City in writing for permission on each invoice which allows it to be setup as a purchase order in the PeopleSoft system before payment can be processed resulting in delays and additional complexity. Unless the Board approves an exemption, we will continue to be required to use two purchasing systems (Horizon and Peoplesoft) and apply to the City for exemption on an invoice by invoice basis.

The proposed change does not change the authority levels for approval of the invoices by the Library and does require that competitive quotes or tenders be undertaken for those materials or services acquired under an Automatic Release Plan (ARP) and requires annual reports to the Board.

Awarding authority to the Chief Librarian to enter acknowledgement of Board approval of expenditures into the PeopleSoft system is a procedure change. In order to enter Board approval into the system access to the Peoplesoft system is required and City auditors required confirmation of the authority level of those with access to the system.



Hamilton Public Library

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DATE: June 22, 2006

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Beth Hovius, Director of Public Service and Collections

SUBJECT: **Fines and Fees Schedule**

RECOMMENDATION: That an additional category “Express DVD Collections” be added to the Fines and Fees schedule, as attached.

BACKGROUND:

As a result of the Holds Summit, the DVD Working Group is recommending the introduction of an express DVD collection (please note that the actual name of the collection may change) which will make additional multiple copies of very popular titles available for browsing. We want customers to have a successful browsing experience and not rely solely on placing holds to obtain popular DVDs. The collection will have a 3 day loan period, and a three items borrowing limit. In addition, the express collection will be shelved directly upon return instead of being shipped to the owning branch thus improving availability. This collection is being introduced to manage the increasing demand for DVDs without increasing the expenditure for DVDs.

While holds cannot be placed on copies in this collection, it will still be possible to place holds on copies within the regular DVD collection. The regular DVD collection will continue to circulate for one week (feature films) or two week loan (non-fiction) periods.

Prior to amalgamation, the Hamilton Public Library has applied higher fines which successfully ensured that materials with short loan periods were returned in a timely manner. (It is highly unlikely that it will generate revenue since customers do return items within the time limits.) Previous experience has demonstrated that it is best to introduce higher fees when such a collection is first introduced, since a subsequent increase in fines is not as well received. The higher fine is crucial to the success of this collection.

26-2 FINES AND FEES SCHEDULE

Policy Level: Board

Revision Date: November 2001; April 2002

Date of Formal Board Approval: May 22, 2002

Board Approved Fines and Fees

Membership Fees			
Residents/Taxpayers	No charge		
Non-Residents	\$ 40.00		
Replacement Library Cards	\$ 2.00		
Fines			
Overdue Fines	Daily	Maximum /Item	Borrowing Suspended for accumulated fines
Adult/Young Adult Materials (including non-print)	\$ 0.25	\$ 5.00	\$10
Juvenile Materials (E, J) (including non-print)	\$ 0.10	\$ 2.50	\$5
Interlibrary Loans	\$ 1.00	\$ 5.00	
Express DVD Collections Adult/YA	\$ 1.00	\$10.00	\$10
Express DVD Collections Children's	\$ 0.25	\$5.00	\$5



DATE: June 19, 2006
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: **Agency Agreement for Employee Assistance Program**

Recommendation

That the agency agreement between the City of Hamilton and the Hamilton Public Library Board for the provision of services with respect to an employee family assistance program be approved and the Hamilton Public Library Board Chair and Chief Librarian be authorized to sign on behalf of the Board.

Background

The purpose of the agency agreement is allows the City of Hamilton to act as agent for the Library Board with respect of the to an employee family assistance program and share employee information with the company that provides the service. This service has been provided in the past, however with a change in the company providing the assistance program and change to privacy legislation an agency agreement allowing the sharing of information was desirable.

Currently and historically the entire cost of the assistant program is provided by the City of Hamilton and not allocated to the Library. While the attached agreement states that the City will only charge the Hamilton Public Library Board \$1 for its 2006 use of EAP services, there is a likelihood that the cost in future years could be allocated against the Library's budget. Historically, whenever the City moves responsibility for funding a service from one unit to another, they also move the base funding for the service

THIS AGENCY AGREEMENT entered into in the City of Hamilton as of this ____ day of _____, 2006

BY AND BETWEEN

CITY OF HAMILTON

(the "Agent")

- and -

HAMILTON PUBLIC LIBRARY BOARD

(the "Principal")

WHEREAS City of Hamilton has accepted a proposal from Warren Shepell Consultants Corp. ("WS Consultants") in response to a Request for Proposals (Contract C8-02-05) for the provision of services with respect to an employee family assistance program for City of Hamilton employees and their families ("Services");

AND WHEREAS City of Hamilton wishes to enter into a formal Services Agreement and Personal Information Protection Agreement ("PIPA Agreement"), which run concurrently, with the successor of WS Consultants, being Warren Shepell Limited Partnership ("WarrenShepell"), for the provision of these Services;

AND WHEREAS City of Hamilton has agreed to act as Agent of the Principal to extend the provision of Services offered by WarrenShepell to the employees and their families of the Principal upon the terms and conditions contained herein;

AND IN CONSIDERATION of the mutual covenants and conditions hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency is hereby acknowledged, the parties agree as follows:

1. The Principal appoints the Agent as its agent for the purposes of entering into a Services Agreement and PIPA Agreement with WarrenShepell to provide the Principal's employees and their families with services related to the Employee and Family Assistance Program ("EFAP") as the Principal instructs, and the Agent does hereby accept such appointment and agrees to act as such agent in accordance with the terms and conditions of this Agency Agreement.
2. This Agency Agreement shall be in effect as of January 1, 2006, and shall be renewed on a yearly basis thereafter in and on the same terms and in accordance with the renewal of the Services Agreement. Notwithstanding the foregoing, either party shall have the right to terminate this Agency Agreement at any time upon giving sixty (60) days notice, in

writing to the other party, provided such notice is duly authorized by the appropriate governing body.

3. The Agent shall, on behalf of and at the direction of the Principal:
 - a. Allow the employees and their families of the Principal access to the Services provided by WarrenShepell under the terms of a Services Agreement, including the privacy protections of the PIPA Agreement, entered into between the Agent and WarrenShepell, with respect to the provision of EFAP services, as detailed more particularly in the said Services Agreement.
 - b. Treat all information and specifications regarding Services provided under this Agency Agreement as confidential proprietary information of the Principal and use its best efforts to ensure against disclosure to third parties;
 - c. Perform any and all other services and activities (including negotiations relating thereto and payment therefore), (i) reasonably ancillary to any and all of the foregoing activities, or (ii) agreed to in writing by and between the Principal and the Agent.
4. The Agent shall provide the Principal with a photocopy of the executed Services Agreement and/or PIPA Agreement upon request.
5. The Principal agrees that it is bound by the terms of the aforementioned Services Agreement and PIPA Agreement to be executed by the Agent and WarrenShepell and shall have no recourse against the Agent for the provision of Services beyond those contained in the said Services Agreement.
6. The Principal agrees to pay the Agent the sum of one (1) dollar in Canadian currency for the first year of this Agency Agreement at the time of execution. The Agent and Principal shall agree in writing to the payment terms for any successive term of this Agency Agreement beyond December 31, 2006. Payment shall be made on January 1st of each year. Any changes to these payment terms may only be made upon the written agreement of the Agent.
7. The Agent shall have no authority to bind the Principal except upon written order or authorization by the Principal. It is further understood that the Agent shall at all times during the continuance of this Agency Agreement use its best efforts to protect the interests of the Principal in the event of claims by and on behalf of, or against, the Principal.
8. **INSURANCE**
 - a. Throughout the term of this Agency Agreement (including any renewal thereof), Principal shall obtain and maintain at its own expense, including the cost of any applicable deductible, Commercial General Liability Insurance, written on IBC

Form 2100 or its equivalent, including but not limited to bodily and personal injury liability, property damage having an inclusive limit of not less than \$2,000,000 per occurrence and in the aggregate and endorsed to include the "City of Hamilton" as additional insured.

- b. Certificates of Insurance shall contain a provision that the insurer shall not cancel, or materially change coverage as would affect this Agency Agreement without providing the Agent at least thirty (30) days prior written notice.
- c. All insurers shall be licensed to do business in Ontario.
- d. All insurance coverage to be provided by Principal in this Agency Agreement shall be primary and not call into contribution any other insurance coverage available to the Agent. Principal shall not do or omit to do anything that would impair or invalidate the insurance policies.

9. INDEMNIFICATION

Principal shall indemnify and shall defend and save the Agent, its elected officials, officers, directors, employees, agents and representatives harmless from and against any claims, proceedings, fines, penalties, damages (including indirect, special and consequential damages), personal injury including death, expenses and costs (including legal costs on a solicitor and client basis) that are incurred by, or made or instituted against, any of them or to which any of them may be liable by reason of Principal carrying out or failing to carry out any obligation to which it is subject, or exercising any right to which it is entitled, including without limitation accessing and utilizing the Services, under the Agency Agreement, except to the extent that the same are caused by the negligence or deliberate wrong-doing of the Agent or other person entitled to indemnification under this section. This indemnity shall survive the expiry or early termination of this Agency Agreement.

- 10. This Agency Agreement shall, in all respects, be interpreted, construed and governed by the laws of the Province of Ontario and the laws of Canada applicable therein.
- 11. This Agency Agreement sets forth all prior terms, conditions, and agreements under which the parties hereto have operated beginning from the date hereof. Any other agreement between the parties hereto pertaining to the same subject matter is hereby superseded and terminated.
- 12. This Agency Agreement sets forth the entire agreement between the parties relating to the subject matter hereof and stands in the place of any previous agreement, whether oral or in writing. The parties agree that no amendment to this Agreement shall be binding upon the parties unless in writing and executed by both parties.
- 13. Neither the Agent nor the Principal shall assign their respective responsibilities under this Agency Agreement without the prior written consent of the other party.

- 14. Subject to s.13 herein, this Agency Agreement shall enure to the benefit of and be binding upon the respective heirs, executors, administrators and assigns of each of the parties hereto.

IN WITNESS WHEREOF this Agreement has been executed in triplicate by the parties hereto as of the date first above written.

CITY OF HAMILTON (“Agent”)

Per: _____
 Name: Catherine Graham
 Title: General Manager, Human Resources

Approved as to Content

 Gail Stevely, Human Resources
 City of Hamilton

**HAMILTON PUBLIC LIBRARY BOARD
 (“Principal”)**

Per: _____
 Name: Maureen McKeating
 Title: Chair, Hamilton Public Library Board

Per: _____
 Name: Ken Roberts
 Title: Chief Librarian, Hamilton Public Library
 Board

***[I HAVE AUTHORITY TO BIND THE
 PRINCIPAL]***



DATE: June 19, 2006

REPORT TO: Chair and Members of the Board

FROM: Ken Roberts, Chief Librarian

SUBJECT: Hamilton Future Fund WiFi Proposal

Recommendation

That approval be given for the participation in a Hamilton Future Fund proposal that pilots city wide WiFi services; and

That approval be given for the Library to act as lead agency in the Hamilton Future Fund proposal at the option of the Chief Librarian.

Financial and Legal Implications

The Hamilton Public Library Board would be responsible for ensuring that the potential grant funding of \$500,000 is spent according to the terms of the grant.

Background

The Mayor hosted a WiFi Summit in June, 2005. After the summit, a local consortium of potential partners was formed. The consortium is composed of members such as The City of Hamilton, The Hamilton Public Library, both local school Boards, Hamilton Police Services, City of Hamilton Ambulance Services, Hamilton Hydro, The Chamber of Commerce, Mohawk College, and McMaster University.

The consortium partners did identify a number of potential benefits from working together. For example, many of the partners would like to have WiFi network access so that vehicles can act as mobile offices and download software and work without having to drive these vehicles to central locations, taking them out of commission. There are questions about the ability of multiple partners to use a common WiFi network securely and also to let members of the public and businesses to obtain WiFi access.

The consortium has submitted a \$500,000 pilot project to the Hamilton Future Fund. The pilot would establish a large WiFi zone in the centre of the city and smaller WiFi zones in suburban areas (such as Waterdown, Stoney Creek, and Dundas). The pilot would provide consortium partners with one year of free access and would allow for free public access and some business access. If the pilot provides successful, the partners would then attempt to establish the entire City of Hamilton as a WiFi zone. The advantages of establishing such a large zone is that ambulances could provide video feed to the hospitals they serve, buses could provide customers with WiFi access and the library could provide connectivity for its bookmobile and other remote services.



It appears that the Hamilton Future Fund may provide the funding to a lead partner agency that has a charitable status to act as the lead partner, the partner that receives the funding for the pilot. If the Hamilton Future Fund does require such a partner, we are suggesting that the Hamilton Public Library be that partner.

DATE: June 20, 2006

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Linda Foley, Director, Human Resources

SUBJECT: Ratification of tentative agreement with CUPE 932

RECOMMENDATION:

That the negotiated tentative agreement between the Hamilton Public Library Board and the Canadian Union of Public Employees Local 932 (CUPE 932) for the period April 1, 2005 to March 31, 2009 be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Provision for the adjustment to the union pay rates and retroactive to April 1, 2006 were made in the 2006 Operating

BACKGROUND:

The Hamilton Public Library and its bargaining agent have been in contract negotiations since early 2005. This round of negotiations represents the first renewal agreement of the amalgamated Library system.