

Mission Statement

Freedom to Discover

Strategic Priorities

*Strengthening Communities Strengthening Individuals
Strengthening Our Organization*

HAMILTON PUBLIC LIBRARY BOARD

**Inaugural and Regular Board Meeting
Wednesday, September 21, 2011
Central Library, Board Room**

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

MINUTES

PRESENT: George Geczy, Jennifer Gautrey, Suzan Fawcett, Wenda Tulloch,
Rich Bagdonas, Kathy Baker, Nicolas van Velzen,
David Simpson

REGRETS: Councillor Pearson, Councillor Jackson, George Nakamura

STAFF: Ken Roberts, Rebecca Raven, Karen Anderson, Paul Takala,
Michael Ciccone, Robin Hewitt, Lisa DuPelle, Robert Plant,
Karen Hartog

GUESTS: Mitch Carson and Tom Chessman, Energy Initiatives Office

Mr. Geczy called the meeting to order at 6:05 p.m.

1. Discussion Period

- 1.1 Mr. Geczy reported on the Telling Tales Festival and reported that it was another huge success.

- 1.2 Ms Raven introduced Laura Lukasik, Manager of Partnership and Outreach, to Library Board members.
- 1.3 Mr. Takala reported that the Local History and Archives displayed a War of 1812 themed display and now has been asked by the Ontario Legislator to set-up another display because of the success of the first display.
- 1.4 Mr. Ciccone reported that the Overdrive President spoke to the staff at a recent Librarian's Training session.
- 1.5 Mr. Plant reported that the Fall Booksale begins on Monday in the mall.
- 1.6 Ms Anderson has been appointed to the Board of the Industry Education Council.
- 1.7 A three-week project at Barton begins and there should be no disruption in service.

2. Acceptance of the Agenda

MOVED by Ms Gautrey, seconded by Ms Baker,

THAT THE AGENDA BE ACCEPTED AS PRESENTED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, September 7, 2011

MOVED by Ms Gautrey, seconded by Ms Fawcett,

THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD OF WEDNESDAY, SEPTEMBER 7, 2011 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. Presentations

4.1 Lighting Purchase – R. Hewitt

Mr. Carson and Mr. Chessman were welcomed to the meeting.

MOVED by Ms Baker, seconded by Mr. van Velzen,

THAT A MOTION BE APPROVED TO AUTHORIZE THE LIBRARY TO PURCHASE SPECIFIC CUSTOM LIGHTING FIXTURES FROM EITHER PEERLESS LIGHTING OR METALUMEN, WHICHEVER QUOTE IS LOWER, FOR THE PURPOSE OF INSTALLATION AT THE CENTRAL LIBRARY, AS PER THE APPROVED LIGHTING RETROFIT PROJECT, AT A COST OF APPROXIMATELY \$175,000.

MOTION CARRIED.

5. Consent Items

MOVED by Ms Fawcett, seconded by Mr. van Velzen,

THAT CONSENT ITEM 5.1 BE APPROVED AS PRESENTED.

MOTION CARRIED.

5.1 Service Interruption Log

Received for information.

6. Business Arising

6.1 Tablet Computers for Library Board

MOVED by Mr. Bagdonas, seconded by Ms Gautrey,

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE EXPENDITURE OF UP TO \$10,000 FROM LIBRARY'S ACCOUNTS THROUGH THE HAMILTON COMMUNITY FOUNDATION BUDGET FUNDS FOR THE PURCHASE OF TABLET COMPUTERS DESIGNED TO REDUCE THE PAPER COSTS ASSOCIATED WITH LIBRARY BOARD MEETINGS

AND TO ENSURE THAT LIBRARY BOARD MEMBERS USE, UNDERSTAND AND ARE AWARE OF THE LIBRARY SYSTEM'S INCREASINGLY IMPORTANT ELECTRONIC SERVICES.

MOTION CARRIED.

7. Correspondence

8. Reports

8.1 Report from the Audit Committee Meeting of Wednesday, September 21, 2011

Ms Gautrey provided an update regarding the discussions held at the Audit Committee meeting.

The collection of fines and current practices regarding the waiving fines was discussed. The Committee also inquired about the annual report of the reserves.

MOVED by Ms Gautrey, seconded by Mr. Simpson,

THAT STAFF BE DIRECTED TO PROVIDE THE LIBRARY BOARD AT A FUTURE AGENDA WITH REPORTS REGARDING THE FINES PROCESS AND THE ANNUAL REPORT FOR RESERVES.

MOTION CARRIED.

MOVED by Ms Gautrey, seconded by Mr. Simpson,

THAT THE 2010 FINANCIAL STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD AND STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD – TRUST FUNDS TO DECEMBER 31, 2010 ATTACHED TO THIS REPORT BE APPROVED SUBJECT TO THE APPROVED ADJUSTMENTS BY THE AUDIT COMMITTEE.

MOTION CARRIED.

9. New Business

9.1 2012 Operating Budget – R. Hewitt

Staff were requested to provide a list outlining the costs HPL controls and does not control and a listing of each branch location and the total annual costs.

MOVED by Ms Fawcett, seconded by Mr. Bagdonas,

THAT THE ATTACHED 2012 DRAFT OPERATING BUDGET – 1ST DRAFT BE ACCEPTED FOR INFORMATION.

MOTION CARRIED.

9.2 Capital Budget – R. Hewitt

MOVED by Ms Baker, seconded by Ms Gautrey,

THAT THE CAPITAL BUDGET SUBMISSION FOR 1) PHASE III OF THE CENTRAL LIBRARY RENOVATIONS; 2) THE BINBROOK LIBRARY RENOVATION/ADDITION AND; 3) THE DUNDAS LIBRARY BRANCH EXPANSION, BE UPDATED AND SUBMITTED TO THE CITY OF HAMILTON FOR INCLUSION IN THE 2012-2021 CAPITAL BUDGET.

MOTION CARRIED.

9.3 Bibliocommons – P. Takala/M. Ciccone

MOVED by Ms Fawcett, seconded by Ms Baker,

THAT IN ACCORDANCE WITH THE LIBRARY'S CURRENT STRATEGIC PLAN AND THE FEBRUARY 2010 AUTHORIZATION BY THE LIBRARY BOARD FOR STAFF TO SIGN THE LIBRARY SERVICES AGREEMENT WITH BIBLIOCOMMONS:

THAT THE HAMILTON PUBLIC LIBRARY BOARD IDENTIFIES BIBLIOCOMMONS AS AN AUTHORIZED VENDOR TO PROVIDE PUBLIC CATALOGUE SERVICES TO THE HAMILTON PUBLIC LIBRARY.

MOTION CARRIED.

9.4 Greensville Lease – R. Hewitt

MOVED by Ms Gautrey, seconded by Ms Fawcett,

THAT THE FOLLOWING MOTION BE TABLED:

THAT THE LEASE BETWEEN THE HAMILTON PUBLIC LIBRARY BOARD AND VANDERLAAN'S C.S. LTD. BE RENEWED FOR A PERIOD OF THREE YEARS FROM JANUARY 1ST, 2012 AND EXPIRING ON DECEMBER 31ST, 2014 AT AN ANNUAL RENTAL COST OF \$23,750 PER ANNUM THE FIRST YEAR, AND \$25,000 PER ANNUM IN YEARS TWO AND THREE , WITH AN OPTION TO RENEW FOR TWO ADDITIONAL ONE YEAR TERMS; AND

THAT THE CHAIR OF THE HAMILTON PUBLIC LIBRARY BOARD BE AUTHORIZED TO SIGN THE LEASE AMENDING AGREEMENT ON BEHALF OF THE LIBRARY BOARD.

MOTION CARRIED.

9.5 2012 Library Holiday Closures – L. DuPelle

MOVED by Ms Baker, seconded by Mr. van Velzen,

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE FOLLOWING CHRISTMAS/NEW YEARS CLOSURE PERIODS FOR 2012:

ALL LOCATIONS OF THE HAMILTON PUBLIC LIBRARY WILL CLOSE SUNDAY DECEMBER 23RD AND REOPEN ON DECEMBER 24TH. ALL LOCATIONS OF THE HAMILTON PUBLIC LIBRARY WILL CLOSE DECEMBER 24TH AT 1300HRS AND WILL REMAIN CLOSED THROUGH TO DECEMBER 26TH AND

THAT THE LIBRARY REOPEN ON DECEMBER 27TH AND SERVICE HOURS BE ADJUSTED FROM DECEMBER 27TH THROUGH DECEMBER 31ST AS NOTED BELOW, AND

THAT THE LIBRARY WILL RE-OPEN JANUARY 2, 2013

MOTION CARRIED.

10. Private and Confidential

11. Date of Next Meeting

Wednesday, October 19, 2011

Central Library, Board Room, 5th Floor

5:30 p.m. Dinner

6:00 p.m. Meeting

12. Adjournment

MOVED by Ms Tulloch, seconded by Ms Baker,

**THAT THE MEETING OF WEDNESDAY, SEPTEMBER 21, 2011 BE
ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 7:45 p.m.

Minutes recorded by Karen Hartog.