

Mission Statement

Freedom to Discover

Strategic Priorities

*A Community Beacon Relevant and Responsive
A Creative and Changing Organization*

HAMILTON PUBLIC LIBRARY BOARD

Inaugural and Regular Board Meeting

Wednesday, June 17, 2015

Central Library, Board Room

5:00 p.m. Meeting

7:00 p.m. Annual Chairmen's Dinner

AGENDA

Guests: Michael Ciccone, Caitlin Fralick

- 1. Discussion Period**
- 2. Acceptance of the Agenda**
- 3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, May 20, 2015** Attachment #3
- 4. Report of the Nominating Committee Meeting of Wednesday, June 17, 2015 and Elections**
 - Presentation of Proposed Slate of Officers
 - Invitations of Nominations from the floor
 - Motion to close nominations
 - Election of Officers of the Board
- 5. 2015 Board Chairman Calls the Inaugural Meeting to Order**
- 6. Presentations**
 - 6.1 Centre For Equitable Library Access (CELA) Update - MC
 - 6.2 Staff Day - PT
- 7. Consent Items**

8. Business Arising

8.1 Start the Cycle - KA

Attachment #8.1

Suggested Action: Recommendation

9. Correspondence

10. Reports

10.1 Chief Librarian's Report

Attachment #10.1

Suggested Action: Receive

11. Private and Confidential

13. Date of Next Meeting

Wednesday, September 16, 2015

Central Library, Board Room, 5th Floor

5:30 p.m. Dinner

6:00 p.m. Meeting

14. Adjournment

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HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting
Wednesday, May 20, 2015
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

MINUTES

PRESENT: Suzan Fawcett, David Simpson, Nicolas van Velzen,
Wenda Tulloch, George Geczy, Clare Wagner, Jennifer Gautrey,
Mary Ann Leach, Councillor Partridge, Councillor Pearson

STAFF: Lisa DuPelle, Karen Anderson, Melanie Southern, Robin Hewitt,
Paul Takala, Susan Kun, Karen Hartog

REGRETS: Richard Bagdonas, Councillor Partridge

GUESTS: Caitlyn Fralick, Kathleen Shannon, Laura Lukasik

Ms Fawcett called the meeting to order at 6:00 p.m.

1. Discussion Period

1.1 Dundas Public Consultation

The first public consultation will be held tomorrow and the second one will be held next week.

1.2 New Board Transition

It was reported that interviews for the new library board will be held next week. It is anticipated that the new library board should be in place for the June meeting.

1.3 SOLS Report

Ms Tulloch reported on the latest discussions held at the recently held SOLS meeting held in April at the Brampton Public Library.

2. Acceptance of the Agenda

Add: 10.1 – Third Party Information

Move: 4.2 Start the Cycle to beginning of the agenda.

MOVED by Mr. vanVelzen, seconded by Ms Tulloch,

THAT THE AGENDA BE ACCEPTED AS AMENDED.

MOTION CARRIED

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, April 15, 2015

MOVED by Ms Gautrey, seconded by Ms Leach,

THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, APRIL 15, 2015 BE ACCEPTED AS PRESENTED.

MOTION CARRIED.

4. Presentations

4.1 Digital Storytelling Update

Ms Southern and Ms Lukasik reported on the digital storytelling project. Library Board Members were provided with a review of iBeacon technology which was used for the VE Day celebration.

4.2 Start the Cycle

Ms Shannon and Ms Fralick were welcomed to the meeting. Ms Shannon and Ms Fralick reported on the Start the Cycle program being implemented in the City. It is being proposed that the Red Hill and Barton branches be the Library's pilot locations.

5. Consent Items

Item 5.1 be removed from consent items.

MOVED by Ms Gautrey, seconded by Ms Wagner,

THAT CONSENT ITEM AND 5.2 BE APPROVED AS PRESENTED.

MOTION CARRIED.

5.2 The Hamilton Public Library Board approves Innovative Interfaces Inc. as an authorized vendor to the Library's Integrated Library System software.

6. Business Arising

6.1 Start the Cycle

Board members expressed concerns regarding the procedures for lending the bikes and safety.

MOVED by Mr. Simpson, seconded by Ms Gautrey,

THE HAMILTON PUBLIC LIBRARY BOARD APPROVES A PILOT CHILDREN'S BIKE LOAN PROGRAM IN PARTNERSHIP WITH START THE CYCLE IN PRINCIPLE PENDING STAFF PROVIDING MORE DETAIL AT THE JUNE MEETING ON THE PROCEDURES AND PROCESS FOR LENDING BIKES TO CHILDREN.

MOTION CARRIED.

6.2 Code of Conduct

MOVED by Ms Leach, seconded by Mr. vanVelzen,

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE UPDATED CUSTOMER CODE OF CONDUCT.

MOTION CARRIED.

6.3 Facilities Masterplan

MOVED by Ms Leach, seconded by Ms Wagner,

THAT THE ATTACHED THIRD DRAFT OF THE FACILITY MASTER PLAN BE RECEIVED FOR COMMENT AND FEEDBACK.

MOTION CARRIED.

6.4 Greenville

MOVED by Mr. Geczy, seconded by Mr. vanVelzen,

THAT THE LIBRARY BOARD ENDORSES WORKING IN PARTNERSHIP WITH THE CITY OF HAMILTON (COH) AND THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD (HWDSB) TO BUILD A NEW PUBLIC LIBRARY ON THE SITE OF THE FUTURE GREENSVILLE ELEMENTARY SCHOOL (625 HARVEST RD, GREENSVILLE).

THAT THE LIBRARY BOARD APPROVES \$200,000 TO BE ALLOCATED FROM THE LIBRARY MAJOR CAPITAL PROJECTS RESERVE (106008) AS THE CONTRIBUTION TOWARDS THE BUILDING OF THE NEW GREENSVILLE LIBRARY, IN CONJUNCTION WITH THE HAMILTON WENTWORTH DISTRICT SCHOOL BOARD AND THE CITY OF HAMILTON.

MOTION CARRIED.

1 abstention (David Simpson)

6.5 Library Board Tablets

MOVED by Ms Wagner, seconded by Ms Gautrey,

THAT THE LIBRARY BOARD APPROVES THE *TABLET GUIDELINES/REQUIREMENTS* AND THE *TABLET TERMS OF USE FOR BOARD MEMBERS*. THAT STAFF ISSUE NEW TABLETS TO THE INCOMING LIBRARY BOARD BASED ON THE REQUIREMENTS IDENTIFIED.

THAT STAFF INVESTIGATE AND REPORT IN 2016 A PLAN TO DEVELOP A WEBSITE THAT WILL PROVIDE ACCESS TO A SEARCHABLE PUBLIC ARCHIVE OF LIBRARY BOARD REPORTS, MINUTES AND AGENDAS.

MOTION CARRIED.

7. Correspondence

No correspondence.

8. Reports

8.1 Chief Librarian's Report

MOVED by Ms Tulloch, seconded by Ms Gautrey,

THAT THE CHIEF LIBRARIAN'S REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

8.2 Report from the Audit Committee

MOVED by Ms Fawcett, seconded by Mr. Geczy,

THAT THE 2014 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD, INCLUDED IN THE ATTACHED AUDIT COMMITTEE MINUTES, BE APPROVED.

MOTION CARRIED.

8.3 Annual Financial Report

Board members requested that a review the sheets in more detail be scheduled for the September meeting in order to review the development charges.

MOVED by Mr. vanVelzen, seconded by Ms Wagner,

THAT THE REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

9. New Business

9.1 Diversity Inclusion Policy

MOVED by Ms Tulloch, seconded by Councillor Pearson,

THAT THE HAMILTON PUBLIC LIBRARY BOARD ENDORSE THE STATEMENT ON DIVERSITY AND INCLUSION AS SET OUT BY THE CANADIAN LIBRARY ASSOCIATION (CLA).

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVES THE NEW DIVERSITY AND INCLUSION POLICY AND THAT POLICY WILL REPLACE THE LIBRARY'S FORMER RELIGIOUS SEASONAL DISPLAYS POLICY.

MOTION CARRIED.

10. Private and Confidential

MOVED by Ms Gautrey, seconded by Ms Wagner,

THAT THE LIBRARY BOARD MOVE IN CAMERA TO DISCUSS THIRD PARTY INFORMATION.

MOTION CARRIED

MOVED by Councillor Pearson, seconded by Mr. vanVelzen

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

11. Date of Next Meeting

Wednesday, June 17, 2015
Central Library, Board Room, 5th Floor
5:00 p.m. Meeting
7:00 p.m. Dinner, Annual Chairmen's Dinner

12. Adjournment

MOVED by Ms Gautrey, seconded by Mr. Simpson,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, MAY 15, 2015 BE ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 8:50 p.m.

Minutes recorded by Karen Hartog

Date: June 12, 2015
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Karen Anderson Director of Public Service
Melanie Southern, Director of Public Service
Subject: Start the Cycle Pilot

Recommendation:

The Hamilton Public Library Board approves a pilot children's bike loan program in partnership with Start the Cycle. That the Chief Librarian is authorized to enter into an agreement with Start the Cycle based on the terms and conditions outlined in this report.

Financial/Staffing/Legal Implications:

All bikes, locks and helmets will be provided at no charge through the Canadian Tire Jump Start program. All maintenance will be the responsibility of Start the Cycle. Staff have worked with the City of Hamilton legal and risk management departments to ensure appropriate insurance coverage and liability waivers are in place.

Background:

The library is committed to providing relevant and responsive services and programs. The proposed children's bike loan program is the result of a partnership with Start the Cycle and will be conducted at Barton and Red Hill. With a library card customers will be able to borrow a bike (plus lock and helmet). Timed to complement the PanAm games and the new Canon Street bike corridor, the program would launch in June and run until the end of September. Physical literacy and physical activity is a major determinant of health in children, but for many kids, barriers exist that keep kids from accessing opportunities to get outside and get active. This program aligns well with a community led approach and provides a unique way for these libraries to engage with their communities. Interest in the project from local schools and members of the Gibson and Landsdale community hub has been very positive. City staff has also supported this pilot project as it builds on an emerging cycling culture in the City with a focus on children.

Start the Cycle is a Hamilton based organization aimed at providing a bike share option for school aged children that improves access to cycling, reduces barriers for disadvantaged youth and supports family health and wellness goals. Barton and Red Hill branches have been selected to maximize community impact of this program. Start the Cycle is associated with the incubator program at Innovation Factory and receives assistance from the City's Economic Development

Department. Start the Cycle will provide all equipment and arrange for bike maintenance with local organizations/bike shops, eg SoBi.

Libraries are evolving in terms of what they can provide to their customers. As a trusted resource in the community, libraries provide a customer focused infrastructure that can be used to loan non-traditional items. Examples include the loans of tools and equipment, fishing or other recreational gear, pedometers, and seed libraries. Many of these initiatives are quite focused, are operated at a small scale and seasonal in nature. The proposed bike loan pilot at Barton and Red Hill would be similar and would be evaluated in October 2015.

Terms and Conditions

At the May meeting, several Library Board members expressed concerns about the potential program and called for revisions to the program to ensure risks would be kept to minimum. The procedures developed for the pilot include the following safe guards:

- **Safety inspections:** Start the Cycle will provide a separate bi weekly inspection of bikes that will be logged. In addition each time a bike is borrowed and returned staff will ensure that a pre-ride and post-ride safety inspection is completed with the customer and logged. If a problem is noted, the bike will not be loaned and library staff will contact Start the Cycle to ensure maintenance and repairs are provided by qualified bike technicians.
- **Age Range:** The pilot will target kids from 7-15. Kids ages 7-10 will require a parent to sign a waiver and be present each time a bike is borrowed. For kids ages 11-15 a parent will sign a waiver and give permission for a single occurrence or they may indicate their permission is extended to future rides.
- **Added Information package:** Each time a bike is loaned the user will receive a helmet and lock as well as an Information Package containing borrowing instructions, safe biking tips, helmet fitting guide and maintenance reminders. Additional copies of this material will be available at each location.
- **Bike Safety sessions:** Each location will host or participate in a cycling/bike safety event as part of their summer programming.

Chief Librarian's Report – June 2015

Witness Blanket

In May we reported that the Witness Blanket will be coming to the Central Library. It has been confirmed that the work will be on display from July 13 to August 29. Inspired by a woven blanket, this large scale art installation is made out of numerous reclaimed items from the Residential School era, and acts as a national monument that recognizes the atrocities, honours the children, and symbolizes ongoing reconciliation. It is a large work and will be displayed on the first floor in the Living Room. Monday, July 13 at 1 pm has been confirmed for the opening ceremony for the Witness Blanket. The artist, Carey Newman, will be in attendance along with Bob Rae, chief negotiator for the First Nations in the Ring of Fire. HPL is excited to be able to host this significant work, and promotion is currently being developed to highlight this installation. The installation in Hamilton is made possible because of the support of the Hamilton Regional Indian Centre, the City of Hamilton, the Hamilton Community Foundation, McMaster University and Mohawk College. (<http://witnessblanket.ca/>).

Central Phase Three Renovation Update

The tender for phase three of the Central renovations closed on June 9. The successful bid came in within budget. The contractor APM was the successful proponent. The renovation will include: the relocation of the Maintenance department to the 5th Floor, the renovation of the Hamilton-Wentworth Room, the renovation of the basement with the relocation of Technical Services from Stoney Creek and the renovation of the 4th Floor. It is expected that construction will begin in July.

Dundas Renovation Open House

As part of the design stage of the proposed Dundas renovation two open house sessions were held to gather customer feedback. Residents offered comments on conceptual drawings, on services and programs, and on alternative service provision during the renovation. Special thanks go to Board members George Geczy, Jennifer Gautrey, Wenda Tulloch and Suzan Fawcett for meeting with residents.

Exterior Signage Update

The Installation of exterior signs has started. You can see examples at Concession, Barton, Kenilworth and Dundas branches. The rest of the locations will continue to be installed in the weeks to come.

Waterdown Construction Update

On June 12, senior staff toured the progress of the work on the new Waterdown library. Although significant progress has been made, we recently received the news that there are going to be further delays to the completion. This latest delay is due in part to a problem with procuring the doors and some remaining glass pieces that are needed. The schedule is currently being updated, but these latest round of delays will likely take us to an August or September opening. We will be organizing for the Board an optional tour of the facility in July so we can review where we are. We will continue to keep the Library Board updated over the summer.

Provincial Cut to e-Resource Funding

SOLS (Southern Ontario Library Service) has been informed by the Ministry of Tourism, Culture and Sport, that provincial funding for e-resources will no longer be available to public libraries effective January 1, 2016. The suite of products include e-resources such as: Ancestry Library Edition, Career Cruising, Novelist, Chilton Library, Literature Resource Centre and Novelist. SOLS has made a commitment to continue to negotiate for cost effective provincial agreements with digital content providers on behalf of public libraries across the province. Staff are evaluating the use of these products and will determine which products we will maintain access to. The loss of this funding is not helpful and will be a pressure on our collections budget next year.

New Canada 150 Community Infrastructure Program

Five of HPL's building and facilities maintenance projects were included in the City of Hamilton's New Canada 150 Community Infrastructure Program grant submission. The Government of Canada announced the new one-time funding program celebrating Canada's 150th anniversary under the theme "Giving back to Canada". This program is designed to support the rehabilitation, renovation and expansion of existing public infrastructure assets such as community centres, recreational facilities, local arenas, cultural centres and other community infrastructure. Library projects included in the submission are: the replacement of the windows at the Central Library, the addition of the replacement of the elevator, HVAC and roof to the Dundas renovation project, the upgrade of the Concession elevator, the addition of a refresh of the interior paint and flooring to the Locke vestibule project and the expansion of the Turner Park parking lot. The City of Hamilton coordinated the application process and have been very supportive in including library projects. Timelines for the application were very short, so we worked with the City to include work that will be needed and has existing funding that be leveraged to support to the application.

Unionized Staff Salary Increase

The City of Hamilton's largest union, CUPE 5167, reached a four year Collective Agreement in May 2015 and was ratified by the parties. Our Collective Agreement with CUPE 932 agrees to match the wage settlement reached with CUPE 5167 (male comparators). Therefore effective January 1, 2015 a 1.5% wage increase will apply to our unionized complement. We are in the process of implementing these changes with City payroll. In 2016 a 2% increase will apply.

HPL's Music Strategy

In 2015 several successful concerts have been held at the Central Library. These included: Blackie and the Rodeo Kings, The Good Family, Blame It On Hamilton and the Junior JUNOs. These concerts were held to support the City of Hamilton's music strategy and have generated a lot of positive attention to the library. The four goals of the Hamilton Music Strategy are: Strengthen the local music industry; Grow audiences and appreciation of music; Increase access to music experiences; and, Cultivate music creation and talent. For the JUNOs the library was also used as the media centre where artists were interviewed. The concerts have also been used to support our digital story telling project with a key element of them being storytelling component where performance engage with the audience "In the Round". Music concerts at the library have been a part of programming for many years; however, we normally partner to offer the concerts for free like most of our other programs. Staff would like to work with the Board on ensuring what we do around music works with our strategic priorities. Given the Library Board is first meeting in June, we are recommending that we defer that discussion until the fall of this year. We are hoping to bring another concert to Central in the fall where the new Board has an opportunity to participate.

Hamilton Arts Week

On Monday, June 1st, HPL hosted the official launch of Hamilton Arts Week at the Central Library. Hamilton Arts Week was recognized through a motion at City Council and will take place for the first time from June 1-7, 2015. Initiated by the Hamilton Arts Council, of which HPL is a member, Hamilton Arts Weeks will be annual celebration of the arts in Hamilton and a civic movement to encourage widespread cultural engagement in our city among all Hamiltonians.

125 Anniversary Update

Plans for our 125 Anniversary are progressing well. Our website now features our modified 125 logo, and a page featuring the countdown to "the big day," Saturday, September 26 is posted. A number of 125 themed activities are featured on our website including 125 Books to Read before Kindergarten, 125 Staff Picks, and a contest featuring 125 Things to do at HPL. At Staff Day, celebration t-shirts were given to staff.

Additional Programming Highlights

- **Summer Reading:** Pre-registration for the 2015 Summer Reading program began on June 1st. Over 500 kids and teens have already registered for this summer's program. The TD Summer Reading Club theme for 2015 is Play! We will be offering over 600 free programs across the system this summer in support of Summer Reading.
- **Art Crawl:** Central Library will open for Art Crawl the evening of June 12th. The annual staff and volunteer recognition event will take place as well as a Gore Park walking tour, art exhibits, music and more.
- **SACHA AGM:** The Sexual Assault Centre of Hamilton Area's annual general meeting was held at Central Library on the fourth floor in June. 2015 marks the 40th anniversary of SACHA.
- **100 in 1 Day:** Hamilton's first 100 in 1 Day was celebrated on June 6. Several HPL locations participated by hosting community interventions aimed at increasing community engagement.
- **Telling Tales Kick-Off:** The kick-off for the 7th Annual Telling Tales Festival was held at Central Library. Approximately 75 people attended to learn more about this year's line-up which includes Werner Zimmermann, Neil Pasricha, Sheree Fitch, TVOKids' Ranger Kara and more. Mark your calendars for September 20.

Paul Takala
Chief Librarian