

## **Mission Statement**

*Freedom to Discover.*

## **Strategic Priorities**

*Strengthening Communities*

*Strengthening Individuals  
Organization*

*Strengthening Our*

## **HAMILTON PUBLIC LIBRARY BOARD**

**Inaugural and Regular Board Meeting  
Wednesday, January 20, 2010  
Central Library, Board Room**

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

### **AGENDA**

**1. Discussion Period**

1.1 Introduction of Robin Hewitt

**2. Acceptance of the Agenda**

**3. Minutes of the Hamilton Public Library Board Meeting  
of Wednesday, December 16, 2009**

**Attachment #3**

**4. Report of the Nominating Committee Meeting of Wednesday,  
January 20, 2010 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. 2010 Board Chairman Calls the Inaugural Meeting to Order**

**6. Presentations**

- 6.1 Sherwood Renovations
- 6.2 2010 Budget Presentation
- 6.3 Draft 2010 Projects

**7. Consent Items**

**8. Business Arising**

8.1 Waterdown Consultation

Oral Report

**Suggested Action: Recommendation**

**9. Correspondence**

**Attachment #9**

**10. Reports**

10.1 Chief Librarian's Report

Attachment #10.1

**Suggested Action: Receive**

**11. New Business**

11.1 Public Computing Policy

Attachment #11.1

**Suggested Action: Recommendation**

**12. Private and Confidential**

**13. Date of Next Meeting**

Wednesday, February 17, 2010

**Central Library, Board Room**

5:30 p.m. Dinner

6:00 p.m. Meeting

**14. 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, December 16, 2009  
Central Library, Board Room  
5:00 p.m. Dinner  
6:00 p.m. Meeting**

**MINUTES**

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

**STAFF:** Beth Hovius, Lisa DuPelle, Paul Takala, Ken Roberts, William Guise, Maureen Sawa, Karen Hartog, Robert Plant

**GUESTS:** David Premi, Mark Strba, Janet Warner

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

**1. DISCUSSION PERIOD**

- 1.1 Board Members were requested to give completed nomination forms to Ms Hartog.

**2. ACCEPTANCE OF THE AGENDA**

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

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

**MOTION CARRIED.**

**3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, NOVEMBER 18, 2009**

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, NOVEMBER 18, 2009 BE ADOPTED AS PRESENTED.**

**MOTION CARRIED.**

**4. PRESENTATIONS**

- 4.1 Central Library Presentation

Mr. Premi provided the Library Board with an update regarding the Central Library renovation.



4.2 Draft Operating Budget Presentation

The 2010 draft operating budget presentation was shown by Ms Gautrey as it will be presented to Council on January 13, 2010.

5. **CONSENT ITEMS**

No consent items.

6. **BUSINESS ARISING**

6.1 Sherwood

Received for information.

6.2 Waterdown

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD AND THE CITY OF HAMILTON EXPLORE THE FEASIBILITY OF PARTNERING TO CONSTRUCT A NEW BUILDING ON THE SITE OF THE FORMER FLAMBOROUGH TOWN HALL AND THAT THIS POTENTIAL NEW BUILDING REPLACE THE EXISTING STRUCTURE, COMBINING THE SERVICES OF THE HAMILTON PUBLIC LIBRARY BOARD, ALL RELEVANT CITY OF HAMILTON SERVICES AND ANY COMMUNITY PARTNERS THAT ARE DEEMED APPROPRIATE BY THE CITY OF HAMILTON IN A SINGLE FACILITY, SUBJECT TO FUNDING ARRANGEMENTS OF OPERATING AND CAPITAL COSTS AS WELL AS DESIGN ISSUES THAT ARE SATISFACTORY TO THE LIBRARY BOARD.**

**MOTION CARRIED.**

6.3 Branch Renovations

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

**THAT \$100,000 BE ALLOCATED FROM RESERVE FOR ACCESSIBILITY, HEALTH AND SAFETY (HAMTN 106013) AND \$175,000 BE ALLOCATED FROM RESERVE FOR LIBRARY MAJOR PROJECTS (HAMTN 106008) TO FUND BRANCH RENOVATION PROJECTS FOR 2010.**

**MOTION CARRIED.**

**7. CORRESPONDENCE**

Letter from David Thornley, Knowledge Ontario, dated November 16, 2009

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

**WHEREAS THE CUSTOMERS OF THE HAMILTON PUBLIC LIBRARY RECEIVE GREAT VALUE FROM THE SERVICES BY KNOWLEDGE ONTARIO, INCLUDING ELECTRONIC RESOURCES THAT ARE RELEVANT TO OUR CUSTOMERS AND THAT ENABLE SEAMLESS SERVICE WITH OUR SCHOOL SYSTEMS, AND AN INCREASINGLY POPULAR ASKON INTERNET-BASED CHAT REFERENCE SERVICE, AN EXCITING OUR ONTARIO PROJECT THAT SUPPORTS THE LOCAL DIGITIZATION OF COLLECTIONS AND THE CREATION OF LINKED SEARCHES,**

**THAT THE HAMILTON PUBLIC LIBRARY BOARD STRONGLY URGE THE GOVERNMENT OF THE PROVINCE OF ONTARIO TO FUND KNOWLEDGE ONTARIO ON AN ONGOING BASIS.**

**MOTION CARRIED.**

**8. REPORTS**

8.1 Chief Librarian's Report

Received for information.

**9. NEW BUSINESS**

9.1 Nashville – Partners for Success

Mr. Roberts provided an overview of the sessions he attended at the recently held conference in Nashville.

9.2 Repairs to Grounds

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

**THAT THE FUNDS IN THE RESERVE FOR LIBRARY GENERAL DEVELOPMENT (HAMTN 106007) IN THE AMOUNT OF \$173,659, 10 CURRENTLY DESIGNATED FOR REPAIRS TO GROUNDS BE TRANSFERRED TO THE RESERVE FOR LIBRARY MAJOR PROJECTS (HAMTN 106008) AND THE DESIGNATION BE REMOVED; AND**

**THAT THE FUNDS INCLUDED IN THE 2010 AND FUTURE OPERATING BUDGETS UNDER ACCOUNT 58168-750020 PROV.-R&M GROUNDS BE TRANSFERRED TO THE RESERVE FOR LIBRARY MAJOR PROJECTS.**

**MOTION CARRIED.**

- 9.3 Request for Proposal for Acquisition of Library Material and Cataloguing and Processing Services

**MOVED** by Ms McKeating, seconded by Ms Horbach,

**THAT WHITEHOTS BE APPROVED AS THE PRIME VENDOR FOR THE SUPPLY OF PRINT MATERIALS (ACQUISITION) AND DUNCAN SYSTEMS (CATALOGUING, PROCESSING SERVICES) FOR THE PERIOD OF JULY 1, 2010 – JUNE 30, 2014 WITH AN OPTION TO RENEW FOR UP TO THREE ONE-YEAR TERMS.**

**MOTION CARRIED.**

**10. PRIVATE AND CONFIDENTIAL**

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

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

**MOTION CARRIED.**

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

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

**MOTION CARRIED.**

**11. DATE OF NEXT MEETING**

Wednesday, January 20, 2010  
**Central Library, Board Room, 5<sup>th</sup> Floor**  
5:00 p.m. Dinner  
6:00 p.m. Meeting

**12. ADJOURNMENT**

**MOVED** by Ms Leach, seconded by Ms McKeating,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, DECEMBER 16, 2009 BE ADJOURNED.**

**MOTION CARRIED.**

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

Minutes recorded by Karen Hartog.

## **Chief Librarians Report**

### **January, 2010**

#### **2009 Circulation figures**

As you know, 2008 marked the first year that the Hamilton Public Library system topped 5,000,000 circulations.

We did 6,059,000 circulations in 2009. We have now experienced a stunning 38% increase in circulation over the past three years. Barton had the highest increase in 2009 at just over a 40% increase in circulation activity.

Circulation is by no means the only indicator of a library's success, as library's move to become an important "place" within their communities. Still, this figure represents a stunning increase and is mirrored by increases in almost all other areas of service.

#### **December e-book circulation figures**

It seems that people did receive e-book readers for Christmas. The December figures for our e-book circulation are quite strong and we are monitoring our electronic collections. We do not yet know how many of the owners of these new e-books will continue to check-out library material at the same rate but it seems safe to predict that many more new customers will gravitate to the service

Reports indicate that Amazon sold about 500,000 Kindles in 2008, 3,000,000 in 2009 and are hoping for sales of 6,000,000 in 2010. This does not account for competition from other devices, such as the Sony reader. It is apparent that downloadable e-books is a service that is attracting customers.

#### **Appointment of Robin Hewitt**

Robin Hewitt has been appointed to the position of Director of Finance and Facilities and began work at HPL early in January. Robin comes to us from the City of Hamilton where she was responsible for budgets in the Corporate Services Departments. We are doing everything we can to confuse her with jargon. It's working.

Robin is a welcome addition to our senior management team and we all look forward to working with her.

#### **Sherwood Opening**

Sherwood is re-opening on January 27, 2010. The newly configured Sherwood Branch will have self-check, much better merchandising of collections, more computers, a larger children's area and will bring the adult non-fiction onto the first floor. It will also move staff offices from the basement, allowing staff to better supervise public areas.



### **Central Renovations**

As you will notice, the glass partition wall is making steady progress across the front of the building. It is certainly changing the look of the building and of the entire street. We have been holding meetings with the City of Hamilton's streetscape staff to ensure that a newly configured York Blvd works well with the building.

### **Michelle Penta**

Branch manager Michelle Penta died in December, after a length fight with cancer. Michelle only worked at the library for a few years but made an enormous impact. Her energy, passion and commitment to libraries, to her family and friends and to life itself were astonishing. Michelle had asked me to speak at her memorial service, which I did. I used, as text, the many kind and loving comments made by her friends and colleagues at the Hamilton Public Library.

### **Jobs Prosperity Collaborative**

The new myhamilton.ca site now hosts the Jobs Prosperity Collaborative website. It will go live the week of January 18<sup>th</sup> – 22<sup>nd</sup>. Paul Takala has asked that the work of Eric Taylor, Dan Ruth and Rob Foster be highlighted.

### **Appointment of Rob Foster to temporary management position**

Rob Foster has been acting as the Manager of Virtual Branch Services during a maternity leave. He will then move to a temporary management position, responsible for the rural cluster of libraries that includes Waterdown and Lynden.

### **HPO What Next? Festival Noon Hour Concert at Central Library – Thursday, January 21st**

The Library is partnering with the Hamilton Philharmonic Orchestra (HPO) to promote their upcoming new music festival which will take place from January 22-24. *What Next?* will feature a lecture series with composers from a wide range of backgrounds and styles from electronic to orchestral, a Chamber Concert and visual arts display at the Art Gallery of Hamilton (AGH), a Music of the Mind lecture and so much more.

Leading up to the festival, Central Library will host a special Noon Hour Concert on Thursday, January 21<sup>st</sup> on the 4<sup>th</sup> floor. **New York Counterpoint** will be performed by Stephen Pierre, Principal Clarinet with HPO. New York Counterpoint is a piece for solo clarinet and tape, but it's effectively a composition for 11 clarinets – 10 of the clarinets have been pre-recorded and the 11<sup>th</sup> "solo" clarinet part is played live with the tape. Attendees will be eligible for festival t-shirts and complimentary passes to the What Next Festival - January 22 to 24.

**The AIDS Network Oscar Gala Fundraiser – Crowning Achievement Display at the Central Library**

The AIDS Network is holding an Oscar Gala fundraiser – *Rodgers & Hammertown: Musical Theatre with a Hamilton Twist*. To celebrate this exciting event, local well-known artists have decorated papier mache crowns inspired by the classic *The King & I*. The crowns will be on display at Central Library from February 8<sup>th</sup> – 16<sup>th</sup> before being auctioned off at the Gala's silent auction. In addition, Central Library will be open on Friday, February 12<sup>th</sup> from 7:00-9:00 p.m. as a participating venue in the James North Art Crawl and a stop on the Art Bus route.

**Reading and Homework Clubs**

Our Reading and Homework Clubs are going into their 3<sup>rd</sup> year with an expanded reach. Intended for Grades 1-6, children work with volunteer tutors who can provide help in all subjects all while making it fun. Combined with generous funding from the Hamilton-Wentworth District School Board, Reading and Homework Clubs are available at ten HPL locations. Turner Park for one had almost 80 children alone register this past fall.





# Hamilton Public Library

**Date:** January 15, 2010  
**To:** Chair and Members of the Board  
**c.c.** Ken Roberts, Chief Librarian  
**From:** Paul Takala, Director of Digital Technology  
**Subject:** Updated Computer Use Policy

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## **RECOMMENDATION:**

That the attached "Computer Use Policy" be adopted and replace the current "Internet Use Policy".

## **BACKGROUND:**

Increasing library patrons are bringing in laptops and mobile devices to access the library's wireless network. Previously behaviour on Library computers was governed by the "Internet Use Policy". While that policy has worked well, we wanted to be sure that the policy governing public use of computers was not limited in scope and included all types of usage on library premises. The policy has been updated to include a scope statement and the name has been changed from "Internet Use Policy" to "Computer Use Policy".



(Note: Changes are in italics)

### **Computer Use Policy**

Policy Level: Library Board

Author: Paul Takala

Revision Dates: 2008-09-17; 2001-04; 1998-04-11

### **Purpose**

The policy outlines *computer, including Internet and Wireless Usage* at the Hamilton Public Library.

### **Definition of Scope**

*The Hamilton Public Library Computer Use Policy applies to all types of computer usage on the premises of the Library or on the Library network. This includes: library public computers, laptops and mobile devices using the Library's wireless network, laptops and mobile devices on other networks inside the library.*

### **Policy**

Public computer access and wireless access is provided to ensure equitable access to information and on-line resources. Wireless access complements public computer access and enables library customers to access library resources and the Internet with their own wireless enabled equipment.

The Internet provides access to many resources for different age levels and reflects various points of view. Customers should be aware that information might not be accurate, complete, age-appropriate, or current. The Hamilton Public Library's web site ([www.hpl.ca](http://www.hpl.ca)) recommends sites that provide quality information resources for both adults and children.

Parents and guardians are reminded that the restriction of a child's use of a Library computer, including Internet and wireless access, is their responsibility.

Library computers or wireless; may not be used to:

- Access sites or transmit materials which violate any Canadian federal or provincial law or City directive such as defamatory, discriminatory, or obscene materials.
- Display overt sexual images.
- Send fraudulent, harassing, or obscene Email messages.

The Hamilton Public Library assumes no responsibility for Internet content or damages, directly or indirectly, arising from its Web site or from its connections to other Internet services.

Anyone not adhering to this agreement or who willfully abuses or damages any computer or software will have their Library privileges suspended and will be legally and financially responsible for damages.