

## **Mission Statement**

Freedom to Discover

## **Strategic Priorities**

A Community Beacon      Relevant and Responsive  
A Creative and Changing Organization

## **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, 5<sup>th</sup> 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