

**Mission Statement**  
*Freedom to Discover*

**Strategic Priorities**  
*A Community Beacon Relevant and Responsive*  
*Learning and Innovative Organization*

**HAMILTON PUBLIC LIBRARY BOARD**

Regular Board Meeting  
Wednesday, April 15, 2020  
Central Library, Board Room

6:00 PM Meeting

**MINUTES**

**VIDEO**

**PRESENT:**

Nick van Velzen, Elly Bowen, Robert Coruzzi, John Kirkpatrick,  
Harjit Dhaliwal, Stu Laurie, Councillor Partridge, Councillor Pearson,  
Lori-Anne Spence,

**STAFF:**

Paul Takala, Lisa Weaver, Dawna Wark, Tony Del Monaco, Sherry  
Fahim, Lisa DuPelle, Karen Dennie, Rosann Francoeur, Jeff Comer.

**REGRETS:**

Vikki Cecchetto  
C.A. Klassen

**Time to Order:**

N. van Velzen called the meeting to order at 6:00pm.

**1. Discussion Period**

1.1 Review of Process for Online Meeting

**2. Acceptance of Agenda**

**MOVED** by Stu Laurie, seconded by Maria Pearson,

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

**MOTION Passed**

**3. Minutes**

3.1 Minutes of the Hamilton Public Library Board Meeting of Wednesday, February 19, 2020 - RF - Attachment #3

**MOVED** by Stu Laurie, seconded by Elly Bowen,

**THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, FEBRUARY 19, 2020 BE ADOPTED AS PRESENTED.**

**MOTION Passed**

**4. Declaration of Conflict**

No library board members declared a conflict of interest.

**5. Presentations**

No presentations.

**6. Consent Items**

**MOVED** by Lori-Anne Spence-Smith, seconded by Stu Laurie,

**THAT CONSENT ITEMS 6.1, 6.2, 6.3, 6.4 AND 6.5 BE ADOPTED AS PRESENTED.**

**MOTION Passed**

6.1 Upcoming Agenda Items - PT - Attachment #6.1

That the Library Board receive the Upcoming and Outstanding Agenda Items report.

6.2 Q1 Metrics Report - TD - Attachment #6.2

That the Hamilton Public Library Board receive the 2020 1st Quarter Metrics Report for information.

6.3 Reserve Report Update - TD - Attachment #6.3

That the Hamilton Public Library Board receive the 2019 Year End Library Reserves & Trusts Status report for information.

6.4 Capital Variance Report - TD - Attachment #6.4

That the Hamilton Public Library Board receive the Capital Variance Report as at January 31, 2020 for information.

- 6.5 Internet Archive Digitization - Reserve Funding Request (2nd Review) - TD/LW - Attachment #6.5

that the Board approve up to \$41,000 in trust funding to support the Internet Archives 2020 pilot project.

## **7. Business Arising**

- 7.1 COVID-19 and HPL's Pandemic Response - PT - Attachment #7.1

**MOVED** by Lori-Anne Spence-Smith, seconded by Judi Partridge,

**THAT THE LIBRARY BOARD RECEIVE THIS REPORT FOR INFORMATION AND COMMENT.**

**MOTION Passed**

- 7.2 Working Assumptions for 2020 (1st Review) - PT - Attachment #7.2

**MOVED** by Lori-Anne Spence-Smith, seconded by Judi Partridge,

**THAT THE LIBRARY BOARD RECEIVE THIS REPORT FOR REVIEW AND COMMENT.**

**MOTION Passed**

## **8. Correspondence**

There was no Hamilton Public Library Board correspondence.

## **9. Report**

- 9.1 Chief Librarian Report - PT - Attachment #9.1

**MOVED** by Lori-Anne Spence-Smith, seconded by Maria Pearson,

**THAT THE LIBRARY BOARD RECEIVE THE APRIL CHIEF LIBRARIAN REPORT.**

**MOTION Passed**

- 9.2 2019 Operating Budget Variance Report - TD - Attachment #9.2

**MOVED** by Lori-Anne Spence-Smith, seconded by Stu Laurie,

**THAT THE 2019 YEAR-END NET OPERATING SURPLUS OF \$706,285 BE TRANSFERRED TO THE LIBRARY GENERAL DEVELOPMENT RESERVE #106007.**

**MOTION Passed**

**10. New Business**

10.1 Sherwood Lease Renewal - TD - Attachment #10.2

**MOVED** by Lori-Anne Spence-Smith, seconded by Stu Laurie,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE A LEASE EXTENSION FOR THE SHERWOOD BRANCH WITH VLK INC. FOR A TEN-YEAR PERIOD COMMENCING FROM JANUARY 1, 2021 AND EXPIRING DECEMBER 31, 2030.**

**MOTION Passed**

10.2 Greensville/Valley Park Project Update - TD - Attachment #10.1

Councillor Pearson asked that either Paul or Tony update Councillor Clark on VP funding and financing.

**MOVED** by Maria Pearson, seconded by Judi Partridge,

**That the Hamilton Public Library Board approve the transfer of \$800,000 from the following Library reserves to the Greensville Project 7501741610: \$50,000 - Reserve 106006 Library Collections \$400,000 - Reserve 106007 Library General Development \$100,000 - Reserve 106008 Library Major Capital Projects \$200,000 - Reserve 106013 Library Capital Enhancements \$50,000 - Reserve 106014 Library Computer Equipment That the Hamilton Public Library Board approve the transfer of \$600,000 from the following Library reserves to the Valley Park Project 7501741601: \$50,000 - Reserve 106006 Library Collections \$400,000 – Reserve 106008 Library Major Capital Projects \$100,000 – Reserve 106013 Library Capital Enhancements \$50,000 – Reserve 106014 Library Computer Equipment**

**MOTION Passed**

10.3 Library Page Staff Wage Rates - LD - Attachment #10.3

**MOVED** by Lori-Anne Spence-Smith, seconded by Stu Laurie,

**THAT THE BOARD APPROVES THE FOLLOWING WAGE RATES FOR ALL LIBRARY PAGE (CASUAL) NON-UNION EMPLOYEES AND THAT THESE RATES WILL BE IMPLEMENTED EFFECTIVE JULY 1, 2020. NEW GRID EFFECTIVE JULY 1, 2020 RATE LIBRARY PAGE (CASUALS/SHELFREADERS) \$16.45 PER HOUR.**

**MOTION Passed**

#### 10.4 Print Management Report - SF - Attachment #10.4

**MOVED** by Lori-Anne Spence-Smith, seconded by Robert Coruzzi,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVES: - ITC SYSTEMS AS A VENDOR RECORD FOR THE SUPPLY AND MAINTENANCE OF SELF-SERVE CASH HANDLING EQUIPMENT AND SOLUTIONS FOR COMPUTER/PRINT SOLUTIONS; AND -THE PURCHASE OF AN INTEGRATED PRINT MANAGEMENT SOLUTION FROM ITC SYSTEMS AT A TOTAL COST OF \$102,914 AS DEMONSTRATED BY THE PROOF OF CONCEPT.**

**MOTION Passed**

#### 11. Policies

##### 11.1 Diversity & Inclusion Policy (2nd Review) - PT - Attachment #11.1

**MOVED** by Maria Pearson, seconded by Lori-Anne Spence-Smith,

**THAT THE LIBRARY BOARD APPROVE THE DIVERSITY AND INCLUSION POLICY.**

**MOTION Passed**

#### 12. Private and Confidential

**MOVED** by L. Spence-Smith, seconded by S. Laurie,

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

**MOTION Passed.**

**MOVED** by Lori-Anne Spence-Smith, seconded by Stu Laurie,

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

**MOTION Passed**

##### 12.1 Labour Relations Issue - PT/LM

#### 13. Date of Next Meeting

13.1 Wednesday, May 20, 2020, 6:00 pm Meeting

#### 14. Adjournment

Meeting adjourned at 8:23pm.

Minutes recorded by Karen Hartog