

Winnipeg Public Library Board (WPLB)
March 7, 2011 at 5:00 p.m.
St. Vital Library, 6 Fermor

Revised final approved minutes

Present: R. Burgess, Chair; Councillor J. Browaty, D. Chung, V. DePape, A. Hoeft, D. MacEwan, J. Mabee, I. Michalchyshyn, J. St. Hill, K. Shwaluke, T. Surgenor, R. Walker, B. Zuk and H. Graham

Regrets: Councillor R. Eadie, B. MacDonald, S. Singh, and A. Wallace

Guest: S. Graham, St. Vital Branch Head / Librarian

1. Call to order

Chair R. Burgess called the meeting to order at 5:07 p.m.

2. Approval of the agenda

Amendments were noted: in the absence of A. Wallace, R. Walker will report on item 6 (k). Under Reports, Strategic Plan was added as item 6 (m). The amended agenda was approved on a motion by J. Mabee and seconded by V. DePape.

3. Guest

R. Walker introduced Stephanie Graham, St. Vital Branch Head / Librarian, who joined the staff of Winnipeg Public Library almost 20 years ago and has held various positions including as Head of St. James-Assiniboia Library, West Kildonan Library's Children's Librarian, and has held her current post for 10 years.

Ms. Graham's presentation on St. Vital Library is attached in Appendix A. She invited Board members to tour the facility after the meeting.

4. Approval of February 7, 2011 minutes

In item 4 (a), the mover and seconder of the motion about contract approval were D. MacEwan and B.Zuk. The amended minutes were approved on a motion by J. Browaty and seconded by I. Michalchyshyn.

5. Matters Arising from the Minutes

a. Keewatin median cut

On February 11, as requested by the Board's Executive Committee, H. Graham contacted the Clerk of City Council's Standing Policy Committee on Infrastructure Renewal and Public Works to ask about the status of the Board's request for a median cut on Keewatin. The Clerk replied that she would enquire with Administration.

b. Board appointments to Library Advisory Committees

K. Shwaluke and B. McDonald have been appointed as Board reps to the East Kildonan-Transcona LAC; D. Chung and I. Michalchyshyn have been appointed in that role to Lord Selkirk-West Kildonan LAC. Pending are appointments to Assiniboia and Riel LACs; the Community Committees will meet on March 8 and March 14 respectively.

c. LAC vacancies

After discussion with the EPC Clerk, it has been determined that it will be simpler to leave the situation, in which two Board members were also appointed as citizen members of LACs, unchanged. This matter will be referred to the By-law review process. (The By-law review process can be initiated by the Library Board, which could recommend

changes to By-law 119/2004 to the Standing Policy Committee on Protection and Community Services.)

R. Kennett has been appointed as a citizen member of Lord Selkirk-W.K. LAC, leaving one vacancy. Mr. Michalchyshyn asked if those who live outside the City, but who are paying members of the Library, are eligible to apply. Mr. Walker said that those who own Winnipeg property can get free library service, but that applicants must be City residents. Mr. Michalchyshyn recommended a change in this policy; his suggestion will be referred to the Board's By-law review process.

One vacancy remains in each of the East Kildonan-Transcona, Lord Selkirk-West Kildonan and City Centre LACs. Councillors in these communities have been asked for assistance, and other publicity is planned.

d. Orientation

Ms. Burgess explained the orientation format and content.

Ms. Graham was asked to remind LAC members that the forthcoming orientation is for both new and returning LAC and Board members.

e. Folder of library articles

A folder was circulated so that members could share any articles they felt would be of interest to members. Ms. Graham would then make copies as requested.

6. Reports

a. Chair

Ms. Burgess said that she and J. St. Hill attended the February 28 meeting of the Standing Policy Committee on Protection and Community Services (PCS), to present the Board's 2010 annual report and audited financial statements. In the gallery were Board members D. MacEwan, S. Singh and B. McDonald. PCS members asked Board reps to return for the March 11 special meeting to discuss the City's 2011 Operating Budget. The Library's portion of the budget is on pages 160- 165 at <http://www.winnipeg.ca/Finance/files/2011PreliminaryOperatingBudget.pdf>. Ms. Burgess also referred Board members to annual comparative statistics produced for the Canadian Urban Libraries Council (CULC): <http://www.mississauga.ca/portal/residents/librarestatistics>. WPL is getting closer to the median for spending on materials, Ms. Burgess noted. At the next Board meeting, Mr. Walker will highlight some of the CULC comparative statistics.

Councillor Browaty noted that the Library's portion of the 2011 draft operating budget reflects an increase of seven full time equivalents to provide service for extended hours at Millennium Library, and funds for additional free public Wi-Fi service at some more libraries.

Members then noted recent media coverage on literacy levels and the implications of Level 2 literacy. Mr. Surgenor will forward a link to Manitoba statistics (<http://mb.countingopinions.com/>) and to the Canadian literacy interactive map: http://www.ccl-cca.ca/cclflash/proseliteracy/map_canada_e.html.

b. Treasurer

A. Hoeft has installed Simply Accounting on the Board's new laptop computer, and has loaded current transactions. He will also submit a GST rebate request for 2010. For 2010 the GST calculations will be manual, but for 2011 will be electronic. The submission requires that original receipts, not copies, be given to the Treasurer.

Auditor 2011

The City requires the Board's audited financial statements by mid-February each year, so that they can be consolidated into the City's audited documents. The Board's current auditor has been able to provide that turnaround; the prior auditor was not. Now the Board has been informed by its 2010 auditor that Canada Revenue Agency is requiring much more documentation which translates into more time for the auditor and hence a substantial increase in the 2011 audit fee. Ms. Burgess was informed by an expert in the field that these costs are reasonable.

MOTION: A. Hoeft / B. Zuk

That Winnipeg Public Library Board retain the services of Gail Friesen, CGA, Professional Corporation, to prepare the Board's 2011 audit.

Carried

c. Executive Committee

Advocacy

The Board's grant request is listed in the City's 2011 Preliminary Operating Estimates. On Friday, March 11, R. Burgess will attend the special budget review meeting of the Standing Policy Committee on Protection and Community Services, to speak about the Board's grant and about the Library's budget: increased staffing, no transfer to the Library's Technology Reserve Fund, and increases in funding for Wi-Fi expansion. Ms. Burgess will also advocate for a permanent increase to the Library's materials budget of \$75,000. The Mayor and many Councillors have been very supportive of the Library. Councillor Browaty is also interested in Provincial support by other provinces. Winnipeg is on a separate formula from that of rural Manitoba public libraries; the Provincial grant given to the City for our Library system has been frozen at \$1.9 million. Ms. Burgess said that the Provincial grant is also on the Board's agenda.

Relationship between illiteracy and crime

J. St. Hill, R. Burgess and Library managers K. Borland and K. Williams met with eight Police officers on March 4 for a positive sharing experience. The officers represented Community Relations, School Resource and Education. Library and Board reps covered library programs and literacy, and the roles of the Board and LACs. They circulated the Elizabeth Fry book of writings, the preparation and production of which was enabled, in part, by one of the Library Board's Language and Literacy grants. The Officers, who were really receptive and enthusiastic, are well connected to many of the groups with whom the Library works. This initiative stemmed from the Board's Speakers' Bureau.

d. Succession Planning

Ms. St. Hill will be distributing a draft of an advertisement to committee members. Mr. Walker has provided the City's Administrative Assistant salary ranges. Ms. Hill will obtain similar information from the Province.

e. Community Outreach

- J. Mabee gave an update on the Language and Literacy grants program. The deadline for grant applications is March 25. The selection committee, which will meet on April 19, comprises: L. Van Dongen, Assiniboia LAC Chair; J. Mabee, Community Outreach Committee Chair; C. Hryniuk-Adamov, Reading Clinician; and K. Borland, the Library's Administrative Coordinator of Youth Services.
- Millennium Library's Teen Services Librarian, S. Walker, will be the guest at the Committee's April 28 meeting.
- The article for the May-June edition of @ the Library will highlight Language and Literacy grant winners.
- All quotes from Board members are now posted on the website.

f. Manager of Library Services

(Mr. Walker instead focused on item 6 (k), the report on Aboriginal Need's Assessment Implementation Committee.)

g. Board reps to Library Advisory Committees

Assiniboia LAC: B. Zuk indicated that LAC members had asked some questions. Mr. Walker provided the following replies.

- The Read Aloud Program (RAP) was eliminated because attendance was shrinking. Instead the focus was shifted to Family Literacy Fun Days which was incredibly successful, had a parent and child focus, and dealt with numeracy and literacy in a fun setting. The program tied in to early childhood literacy. The kits are being regularly updated.
- Publicity is coordinated centrally; the Library has a very small marketing budget.
- Charleswood Library: Library administration would like to add the replacement of Charleswood Library to long term capital project plans.

LAC members had observed that centralized program scheduling does not allow for local options for timing, to reflect population/demographic needs.

The LAC would like to put on a program at each of its branches. Members would like a fall program and discussed a number of possibilities.

Ms. Burgess will try to attend the LAC's next meeting on June 7 at St. James-Assiniboia Library.

Riel LAC: Ms. St. Hill conveyed a message on behalf of LAC Chair A. Geary, who was unable to attend the Board meeting. The LAC wishes to be kept up to date on integration of the St. Vital and Windsor Park Libraries. Mr. Walker said he will attend the Riel LAC's next meeting on May 9 at Louis Riel Library. He added that the Capital funding has been approved, and now the project can move forward. The current library facilities are owned by the City's Planning, Property and Development Department; their real estate division would look at City needs first before selling the facilities. (Currently St. Vital Library would need work, to replace the roof, mechanical plant, rusted fascia, rotting railings, and much more.)

The Riel LAC will be at the St. Boniface Library on Saturday, April 2, for a spring break program with guest Mago the Magician. The LAC will purchase prizes for the event. Upon the submission of original receipts, reimbursement will be issued in April. At the event, the LAC will also be promoted.

h. Books2Eat

Ms. St. Hill spoke about publicity and other event details. Eight culinary schools are interested in participating. Some entry forms from the public have been submitted; and there have been other expressions of interest. Celebrity judges include Winnipeg Free Press journalist Alison Gillmor and one of the owners of internationally known High Tea Bakery. Volunteers will be needed, especially from LACs. Ms. Hill encouraged Board members to promote what should be a fun event.

i. Manitoba Library Trustees' Association

The annual general meeting will take place at Portage la Prairie Regional Library on March 19 at 1:30 p.m. WPLB members R. Burgess and D. MacEwan will attend. Mr. Surgenor noted that the MLTA board will have a significant turnover this year and are

looking for more board members. He said that one option to sustain MLTA might be for it to become an interest group of the Manitoba Library Association. He added that MLTA reps had a good meeting with the Minister responsible for public libraries, the Honourable Flor Marcelino recently. The Department is anxious to see MLTA define itself strategically. To that end, a special strategic planning session will be held at the home of Dr. MacEwan, at some point after the annual meeting.

j. Winnipeg Library Foundation

Library Board members are invited to attend the Foundation's annual meeting on Tuesday, March 8, at 7:00 p.m. in the Carol Shields Auditorium.

k. Aboriginal Needs' Assessment Implementation Task Force

The task force's report was emailed to Library Board members on March 4. Mr. Walker provided background, described the process, and highlighted some of the recommendations and related actions and timeframes.

It was noted that, because the consultant's report did not include an Executive Summary with clearly stated recommendations, more work was required by committee members.

The task force's Report and Action Plan contains recommendations and actions listed under the following headings: programming, marketing, collections, technology, facilities, human resources, policies, budget implications and next steps.

In response to a question, Mr. Walker said the Library has a lot of materials in Aboriginal languages. A vendor called Good Minds is one of the major providers:
<http://www.goodminds.com/>.

Ms. Burgess thanked Mr. Walker and Board rep A. Wallace in absentia.

l. Public Library Services

Staff has reached year-end, is closing the granting window and getting ready to open the grants process for the fiscal year 2011-2012.

Mr. Surgenor reminded Board members that the Province provided an ongoing \$100,000 increase to Winnipeg Public Library.

m. Strategic plan

S. Singh will be responsible to ensure that the Board is staying on track for plan implementation.

7. New Business

a. In camera

The meeting moved *in camera* on a motion by B. Zuk and seconded by K. Shwaluke.

The Board returned to a meeting of the whole on a motion by K. Shwaluke and seconded by B. Zuk.

8. Other Business

No other business was raised.

9. Date and Location of Next Meeting

Monday, April 4, 2011, 5:00 p.m. at Millennium Library, 2nd floor, Anhang Room

10. Adjournment

The meeting was adjourned on a motion by B. Zuk at 7:13 p.m.

Appendix A – Presentation by S. Graham

Welcome to St Vital Library!

The St Vital library originally opened in 1954 and was located at the corner of St Mary's and St Anne's road in a converted café-dry cleaner shop. There was little space and the collection size was approximately 5,000 items mostly donated by local residents. Members of the St Vital community felt very strongly that they needed a bigger building that would accommodate a much larger collection and so a hard working library board set to work to raise money and attention for this cause.

I'd like to share with you a quote from Western Construction and Building magazine from June 1963 (the year this building opened) which sums up how this building came to be situated in its current location.

"The story of the St Vital Public Library Building is a story of hard work, patience and diligence on the part of the Library Board working for the people of St Vital. For years the St Vital Public Library operated in very cramped, rented quarters which frustrated all attempt to provide the people of St Vital with the type of Library service which the Board believed the Community needed.

For a period of more than ten years the Library Board struggled to obtain a site. The limitations of finance meant that most sites which would have been suitable were priced beyond the reach of the Library Board.

In 1961 the City of St Vital, conscious of the pleadings of the Library Board, made it possible for the Library to acquire a site on Fermor Ave by selling the site to the Library Board for one dollar. The site proved to be a very unusual shape and for some time the Library Board was not sure whether it would be possible to provide an adequate building on the site provided. However, it was by far the best situation the Board had been offered and the members of the Board were determined to explore all the possibilities for its use."

Well the rest they say is history. Architect George A Stewart was commissioned to plan the building and did his best with the unusually shaped property. According to this same magazine article George Stewart's plan was *"possible because the Library Board agreed with the principle of a segregated library plan instead of the more universally used open plan so prevalent in Library planning today."* The building was opened in June 1963 by Premier Duff Roblin.

Today St Vital library continues to operate in the much the same way as it did in the 1970's, but with differences only dreamed of back then. These days customers come not only for books, but also for music, DVD's, programs and especially to use the internet and wifi services.

2010 was a very busy year for this branch! Three other libraries in the area were closed for renovations at various times throughout the year, and during these renovations our branch became the "holds pick up" location for customers who usually use the St Boniface, Louis Riel and Osborne branches. The busiest time was when Louis Riel library was closed. Our customers are very loyal to their locations. It was great to see our collections get quite a work out! In the children's department especially things were noticeably busier than "usual."

Most of our children's collections are on the 2nd floor of the library (with no elevator) and we do sometimes struggle getting the kids "upstairs." Parents are very busy and most just want to run in and grab a book and then head onto the next thing. We've worked hard these past few months to try and entice the families upstairs with an open layout, some additional seating, more display space and welcoming staff to help them out.

Our adult collections, although all on the main floor, are not logically laid out - but we do the best we can with our “key shaped” building. There are fiction collections through the entire main floor – with large print, science fiction, westerns, and audio books in the west end of the library and regular fiction, mysteries, inspirational and some romance in the east end of the library. We even have romance paperback books in the magazine room. We often think about how to improve function in this building, but sometimes it’s difficult to know whether moving collections around will make enough of a difference to warrant it. We wouldn’t want to confuse customers who know where things are already, unless it is for a definite improvement.

I am proud of our teen section in the mezzanine area above the front door. We have a couple of study tables as well as a comfortable chair up there and it is well used by teens for everything from playing Dungeons and Dragons to even studying (occasionally). Many teens from Glenlawn Collegiate cross Fermor every day at lunch time or when they have a spare to use the internet (I guess there is no Facebook at school) or just look at magazines. We did have one well attended teen program in the summer, but another program scheduled for February was cancelled due to little interest.

Speaking of programs – ever since construction began on St Mary’s Road our preschool programs have experienced poor attendance. Some parents indicated that getting into the parking lot is just too tricky and they’ll go to other locations until the construction ends. Our evening story time was cancelled for this past session due to little registration. Our baby rhyme time program continues to flourish though, and so I’m hoping with spring weather and the end of construction our other children’s programs will also perk up. Our full time children’s person has been off work since the end of October and is now retiring so I’m hoping that once this job is filled we’ll have someone new who can dedicate themselves to building these programs back up!

This past fall and this winter we have hosted “English Language conversation groups.” There is great demand for this type of program in this area, and the instructor Garth has been terrific allowing us to “overflow” his class to try and meet the demand. The group meets for 8 weeks every Saturday morning in this room and works in a friendly atmosphere on improving their conversational abilities in English. We also hosted a 2 part Introduction to Genealogy program in the last two weeks which was well attended. Our adult book club has been running since 2000 and our attendance is greater than ever with an average of about 12 people each month.

Unfortunately for all our programs we are limited to attendees who can get down the stairs on their own. We do not have an accessible program space. Moms and Dads who bring a younger child in a stroller must take their child out of the stroller to come down together for family story time. Individuals with accessibility issues cannot manage our basement stairs. We have this same problem accessing the children’s collection on the 2nd floor. At least with the collection staff can bring down requested items for individuals.

In 2010 our branch holdings were 59,248 items, we checked out 266,471 items and our adult public PCs were used 74% of the time available. It was a busier than normal year for us especially I think due to Louis Riel library’s closure for renovations.

In the future we are looking forward to the summer reading program and its theme Splash! Celebrate summer. We have plans to create a paper waterfall from the children’s department hanging down the stair case to entice children to come upstairs to get signed up and keep reading this summer. We continue to try and stay on top of collection maintenance with our collection management method – I like to call it a “shelf a shift.” We have a “big basement book sale” planned for April. And finally of course we are looking forward to seeing what flowers will be planted in the bed out front this spring – and fielding lots of questions from customers about which plants are growing there.