

Winnipeg Public Library Board (WPLB)
May 3, 2011 at 5:00 p.m.
Henderson Library

Revised final approved minutes

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

Regrets: Councillor R. Eadie, J. Mabee, K. Shwaluke, S. Singh, T. Surgenor

1. Call to order

Chair R. Burgess called the meeting to order at 5:02 p.m.

Introduction of new Branch Head for Henderson Library

When the Board visited Henderson Library last fall, the Branch Head was Ed Cuddy, who now is the Library's Administrative Coordinator of Support Services (Administration). Phil Dembicki has returned to Henderson Library who has been with Winnipeg Public Library for 21 years. His jobs have alternated between Millennium Library as government librarian and Henderson Library as Branch Head.

Mr. Dembicki said that since 1993 he has lived in North Kildonan, which has unique spirit and demonstrates strong library support. His current appointment is a perfect fit.

2. Approval of the agenda

The agenda was approved on a motion by B. Zuk and seconded by V. DePape.

3. Approval of minutes of April 4, 2011

Under Reports, Chair, page 2, second paragraph, last sentence: insert "provided by Wessinnin Catering Services". On page 5, second paragraph: delete the last two words. The amended minutes were approved on a motion by D. MacEwan and seconded by B. McDonald.

4. Matters Arising from the Minutes

a. Keewatin Median Cut

Mr. Walker will provide an update on the status of this project after he has reached the President of the Philippine-Canadian Centre of Manitoba.

b. LAC Vacancies

H. Graham said that, in response to a public service announcement in The Herald weekly community newspaper, some East Kildonan-Transcona residents have expressed interest in the vacancy remaining on that LAC. For the vacancy on Lord Selkirk-West Kildonan LAC, interest has been expressed. Community Committees might make appointments in May.

c. Orientation

The April 16 orientation was attended by 19 Board and LAC members, including two new Board members and four new LAC members. As part of the process, participants were each asked for one suggestion for improvement and one positive comment. Executive Committee will work through related strategies. Heather will provide mini-orientations for those new members who were unable to attend.

5. Reports

a. Chair

All members should now have received R. Burgess' report from her attendance at the Ontario Library Association's SuperConference.

Ms. Burgess shared with the Board a letter, from the City's Chief Financial Officer in response to the Board's operating grant request for 2011, indicating that the grant request was approved. Ms. Burgess thanked Councillors for their budget support.

Through the Scotiabank Employee Volunteer Program, and for the fourth year in a row, the Library has received a \$1,000 donation in recognition of Ms. Burgess' participation on the Library Board. At Ms. Burgess' recommendation, the donation will be used for the purchase of materials for the Library's Local History Room, which has a materials budget of less than \$4,000 annually.

b. Treasurer

Treasurer A. Hoeft circulated six different financial reports, to show the range of reports that Simply Accounting can provide: Comparative Income statement for January and February 2011, showing budgeted and actual figures; Cheque Log from January 1 to April 17, 2011; all transactions for the same period listed chronologically; Balance Sheet as at April 17, 2011; Comparative Trial Balance; and a chart of accounts.

Mr. Hoeft met with our auditor last week, to determine the best way to set up accounts, including the LAC trust accounts. He and the auditor are working on the GST submission for 2010. For 2011, the GST rebate is up to \$80 so far.

c. Executive Committee

Attending the CLA conference in Halifax will be Board rep. J. St. Hill, Councillor Browaty, and Manager of Library Services R. Walker.

Advocacy:

Prior to the federal election, in response to questions, the Canadian Library Association received replies from the NDP and Liberals.

Provincial budget: Board members were informed that the Provincial budget mentions northern and rural libraries.

d. Succession planning

The committee comprises J. St. Hill, D. MacEwan, A. Wallace, K. Shwaluke, R. Burgess and R. Walker. An ad to fill the impending Administrative Assistant vacancy was placed on a Library site called The Partnership on April 18. The competition closed on April 28. Applications were received from around the world, Ms. St. Hill said. The committee will meet following the Board meeting.

Ms. Burgess thanked Ms. St. Hill and the committee.

e. Community Outreach

Ms. Graham reported on behalf of Community Outreach Committee Chair J. Mabee. (See report in Appendix A.)

With the agreement of Board members, the next matter discussed was the Manitoba Library Trustees Association, so that Treasurer A. Hoeft could participate before his departure.

i. Manitoba Library Trustees' AssociationLTA

The next teleconference of the MLTA Board will be on Monday, May 9. Ms. Burgess said that MLTA has income of \$4,285, which includes a \$1,200 grant from the Province to cover

teleconference costs. The rest of the income is from memberships. She described recent MLTA history. The organization's goal is to achieve fair and equitable funding for Manitoba's public libraries.

She shared with WPLB members excerpts from the MLTA handbook. Re membership fees, the 2008 revision of the manual states: "*City of Winnipeg fee: open to negotiation – maximum \$1,500. (Winnipeg has half the population of Manitoba and the fee is based on half the total fee collected from outside the Winnipeg area.)*" WPLB was subsequently not comfortable with this amount and had negotiated, and has been paying, an annual membership fee of \$250. Executive Committee has discussed this, re MLTA's need for funds to upgrade its web pages, hosted by the Manitoba Library Association.

MOTION: V. DePape / J. St. Hill

That, for MLTA's 2011 fiscal year, WPLB increase its membership contribution to \$1,500, per MLTA's Constitution, for one year.

Discussion: it is to our Board's advantage to be at the table with MLTA when its officers meet with Provincial elected officials. Ms. Burgess, and MLTA's Secretary, Jane Fudge, will be working on a review of the MLTA fee structure. Our increased contribution should assist in enhancing MLTA's ability to advocate.

Motion carried.

This motion will be conveyed in a letter enclosed with the \$1,500 payment to MLTA.

The meeting returned to the regular agenda sequence.

f. Manager of Library Services

Mr. Walker distributed his report: see Appendix B. His report covered the Millennium Library Park's public art project, the renovation plans for Fort Garry Library, further renovations to Osborne Library, Library staff contribution to flood-related activities and the provision of service to evacuees; and review of the Library portions of the City's recently approved Capital Budget.

Copies of the Capital Budget are available in Library branches. It is also online at <http://winnipeg.ca/finance/files/2011PreliminaryCapitalBudget.pdf>. Only funding for the current year is approved. Mr. Walker provided the following information.

Library shelving and furniture: \$200,000 annually from 2011-2016. That amount, if approved by Council will help replace shelving and furniture for one to two branches annually. In 2011 it will be used mainly for the Fort Garry Library.

Library replacement: \$7.5 million over three years.

Renovation and refurbishment: \$500,000. This year Fort Garry Library will be the focus. Plans include increasing the size of the program room, upgrading washrooms to be more accessible and installing a new service counter. Work may also begin on a new entrance from the Library Park to Millennium Library.

Library technology and replacement: approximately \$500,000 annually if approved by Council on an annual basis.

Library signage, safety and accessibility: from 2012, \$200,000/year annually, if approved by Council on an annual basis.

Mobile Library Services: in 2013, addition of mobile library vehicle and staff to operate, if approved by Council.

Mr. Walker added to his report that the Winnipeg International Children's Festival, also known as Kidsfest, will take place June 9 – 12 at The Forks. The Library invites volunteers from the Board and Library Advisory Committees to join staff in the Library tent on Sunday, June 12.

Ms. Burgess thanked Mr. Walker for Board recognition given in his column in the current edition of the Library's newsletter.

g. Board Reps. to LACs

Upcoming meetings:

- Riel LAC on May 9 at Louis Riel Library; Mr. Walker will be the guest speaker.
- East Kildonan-Transcona: May 30 at Transcona Library;
- Assiniboia: June 7 at St. James Library; guests will be Ms. Burgess and Mr. Walker.

Ms. Graham provides Board reports for each LAC meeting. To be included in the next report will be funding allocations for each LAC; comment on successful Books2Eat; comment on orientation and especially the feedback received; forthcoming translation of LAC brochures into French.

h. Books2Eat

Ms. Burgess thanked Ms. St. Hill for writing an article on this successful event for *@ the Library*. The event was great fun. One contest entry was from an officer with the Winnipeg Police Service, who was supported at the event by her work unit, who also helped to serve cake.

The planning committee has met to debrief and evaluate the event. Members wish to have the event again next year, at the end of Spring Break. The next step is to set up next year's planning committee, which will include a LAC rep. Ms. St. Hill stressed that the Library staff was amazing. She wanted to particularly thank the (now former) Head of Readers' Services, Tannis Gretzinger for her leadership.

Books2Eat will be placed on the agenda of the September Board meeting.

Media coverage: Winnipeg Sun and the CBC-TV station.

Ms. Burgess thanked those Board members who were able to attend the 2011 event.

i. **MLTA:** covered earlier in the meeting.

j. Winnipeg Library Foundation

WPLB nominated former Board Chair, and current Foundation Co-chair, Sandy Hyman for the MLTA Trustee Award of Distinction. As one of two winners, Ms. Hyman, as a token of gratitude, made a donation to the Library Foundation. Ms. Burgess will send an acknowledgement to Ms. Hyman.

Ms. Burgess and Ms. St. Hill met with the WLF Co-Chairs for a wide-ranging discussion related to the WLF request for a \$20,000 operating grant. The Foundation's 2011 budget is being prepared, with a target completion date of April 30. The Library Board's Executive will discuss next steps.

k. Public Library Services

T. Surgenor sent regrets.

I. Strategic Planning

Executive Committee has requested changes to the draft of the plan which is intended for posting for the public.

Rather than a formal strategic planning session for LACs, Ms. Burgess will meet with LAC Chairs. Strategic planning will be part of the discussion.

Ms. Burgess listed the tasks itemized in the strategic plan's GANTT chart.

6. New Business

None.

7. Other Business

None.

8. Date and Location of Next Meeting

Monday, June 13, 2011 at 5:00 p.m.

Millennium Library in the 2nd floor Buchwald Room

9. Adjournment

The meeting was adjourned on a motion by B. McDonald at approximately 7:25 p.m.

APPENDIX A

Community Outreach Committee Meeting Report Prepared by J. Mabee, Committee Chair

April 28, 2011

5:00 Millennium Library, Anhang Room

1. Guest speaker Sophie Walker gave a detailed report on **Teen Programs in a Box**, funded by the Board's 2009 Montgomery grant. She highlighted successes and mentioned programs that did not meet expectations, and difficulties encountered when running the programs. Continuation of this program is desirable, but there is no funding earmarked for this. We will encourage her to reapply for funding when the box contents are expended. There has been lots of interest from schools and other agencies to have someone come out and run the program. Unfortunately, there is not the staff or the funding to promote such an undertaking.
2. **2011 Language and Literacy winners** were announced. The **Elizabeth Fry Society of Manitoba** won for their program *Women's Community Literacy Bingo Project*. Proposed are six literacy based game nights, to be held at St. John's Library Branch, using culturally appropriate literacy-based bingo. These may include Matho (math bingo), homonym bingo, antonym bingo and compound word bingo. Prizes might include loose leaf paper, scribblers, soft cover novels, puzzle books and magazines. The program will run once a week for two hours, starting the week of July 11 and ending the week of August 15.

Hampstead School, partnering with Munroe Branch, plans to focus on making Canadian culture, history and geography materials more accessible in varied reading levels to emerging EAL students and younger readers. This program will run from September 2011 to May 30, 2012.

The **Centres de la petite enfance et de la famille**, partnering with the St. Boniface Library, will focus on Black History Month in February, 2012. They would offer four workshops focusing on Africa and the French-speaking black population, and hold a community gathering on an African theme. The programs would begin in November 2011 and end in May, 2012.

3. **Web updates**

Now posted at <http://wpl.winnipeg.ca/library/contact/board.asp> are the Board Chair's budget presentation to Executive Policy Committee, an updated list of Library Advisory Committee members, the annual report, and the Board's revised meeting schedule.

4. For **@ the Library**

The May-June issue will include the announcement of the Manitoba Library Trustee's award to Sandy Hyman, and a Books2Eat article. The Language and Literacy grant winners will be announced in July-August issue; for September-October, when we typically "recruit", new Board member B. Zuk has agreed to write a short piece on belonging to the WPL Board.

5. **Canadian Library Trustees' Association's Stan Heath Literacy Award**

The Board nominated Kathleen William's program, *Connecting Newcomers to the Public Library, WPL's Photo Novels and Activities for Literacy and EAL Learners*- a program funded by the Board's 2010 Jack Montgomery Community Outreach grant, for this award. We expect that the winner will be announced by the end of May.

6. As identified in the Strategic Plan, the committee will review the materials used for the **Speakers' Bureau** (poster, quick notes and handout) at the next meeting. We hope to come up with some target groups for our presentations.

7. The next meeting is June 16, at St. Boniface Library, at 5:00 pm.

APPENDIX B

Manager's Report

May 3, 2011

1. **Millennium Library Park - Public Art Project**

The Winnipeg Arts Council has announced the winner of the International Art Competition for the Millennium Library Park. The selected art and design studio is from Vancouver, Pechet & Robb. The piece is called "Emptyful" and is based on a large 3-D liquid container that will fill with water, fog, and light and will engage the public all year long. Design will be completed in May and fabrication will be done in Manitoba in June. It will be installed in late August for a fall launch.

2. **Fort Garry Library Project**

The Library has begun to work on renovations for the Fort Garry Library. We are looking at installing a new service desk; upgrade the washrooms to be more accessible, expanded program room facilities, improved lighting, new windows, a new roof and painting and flooring throughout the building. In addition we will be replacing the furniture and shelving in the facility and developing a new floor design for the space.

3. Osborne Library Project

This summer we are looking at painting the exterior of the Fort Rouge Leisure Centre as a follow up to the renovations that were done to the library last year. New signage will be added to the building as well.

4. Flood Operation and Libraries

During the recent flood, staff from various libraries has been involved on service delivery teams to assist the public who have been voluntarily evacuated from communities around Winnipeg. Staff has been working at the reception centre, with lodging and donation management, and other aspects of service delivery.

Recently library staff has been involved in providing books for young adults and children in various hotels throughout the City. In addition, arrangements have been made to provide programming in those hotels, and a number of evacuees have been using the resources and services of the Millennium Library from the surrounding hotels in the downtown area.

5. Capital Budget Summary

Information provided during the Library Board Meeting.