

**Winnipeg Public Library Board meeting
Monday, March 5, 2012 - 5:00 pm
Millennium Library, 250 Donald Street
Buchwald Room**

DRAFT MINUTES

Present: Jacqueline St. Hill, Al Hoelt, Rick Walker, Jean Mabee, Jeff Kovalik-Plouffe, Sarah Bezan, David Chung, Rita Burgess, Douglas MacEwan, Bill Zuk, Councillor Jeff Browaty, Councillor Ross Eadie, Trevor Surgenor, eryl Mackenzie

Regrets: Kym Shwaluke, Iyvan Michalchyshyn

Absent: Susan Green

Guest: Kathy Blight from the Friends of the Winnipeg Public Library

1. **Call to order** Jacqueline St. Hill called the meeting to order at 5:08 pm
2. **Approval of agenda Motion to approve the agenda was put forth by Jean Mabee, seconded by Bill Zuk, carried.**
3. **Approval of February 6, 2012 minutes Motion to approve minute put forth by Bill Zuk, seconded by Rita Burgess, carried.**
4. **Guests from Friends of the Winnipeg Public Library – Kathy Blight**
Guest Kathy Blight, the Membership Chair of the Friends of the Winnipeg, Library was introduced by Jacqueline St. Hill. She distributed information folders to all Board members and provided an outline of the role of the Friends organization.

Of particular note is the support provided by the Friends to the Library by way of funding smaller purchases that may be on Library staff's wish lists. Friends meet with Department Heads in order to understand their needs and determine how they might support same.

Ms. Blight also spoke about the Friends Gift Shop located on the main floor at Millennium and attended the meeting with a selection of items that can be found at the store.

The meeting recessed for approximately 10 minutes at 5:30 for a group photo, resuming again at approximately 5:40.

5. **Matters arising from the minutes (or can be covered during Reports)**
6. **Reports**
 - a. **Chair** – Jacqueline St. Hill reported that her current focus has been the City's 2012 operating budget. She is appearing Friday, March 9, at the Regular and Budget Delegations meeting. She is working on her submission on behalf of the board. The board will be asking the committee to consider the increase to the materials budget, as per the board mandate. The specific request was highlighted for the Mayor at a meeting with him at the end of October with then Chair Rita Burgess. A 5 – 10% increase would be nice. The budget is currently \$2.7 Million. J. St. Hill will make a statement to the City about the importance of an increase to keep up with the

changing demands of the library, such as format changes (e-books) and newcomer populations. J. St. Hill opened up this item to the councillors to offer their thoughts. Councillor Browaty said that one of the Mayor's comments was there are good friends to the libraries on council. He is committed if it can be matched by the Province. Trevor Surgenor responded that a lot of money is going toward online databases, e-books. It is agreed amongst the board members that Mayor Katz will want to know what's been done to change the Provincial formula, request a change to the cap, etc. J. St. Hill says that a meeting is going to be set up with the Minister of Culture, Heritage and Tourism, Flor Marcelino, but that she will need other Executive Committee members to address it due to being a Provincial employee. It is suggested that the Mayor is able to advocate for Provincial funding, too. Councillor Browaty was able to see where J. St. Hill was coming from, but would like to hear more from the Province's side. Councillor Eadie mentioned he would be willing to sit in on a meeting with Minister Flor Marcelino. Al Hoeft is willing to go to a meeting with the Province, too, to represent the board. J. St. Hill thanks A. Hoeft for this. The presentation of WPLB's annual report will happen at the meeting too. J. St. Hill thanked everyone for their comments.

Rita wishes everyone well at the meeting on Friday.

Sarah Bezan was given her Winnipeg Public Library mug, which was missed at the February meeting, as a welcome to the board.

- b. **Treasurer** – Eryn Mackenzie reported that Kym Shwaluke completed the journal entries and the year end is completed. She will input the January to current expenses by April 2nd, with a full report at that meeting.
- c. **Executive** – The WPLB will be moving forward with setting up meeting with Minister of Culture, Heritage and Tourism Flor Marcelino. The presentation at the Standing Committee meeting also falls under advocacy.

In regards to Orientation being cancelled, there were not a lot of new LAC members this year, some LAC's need more people, and Jeff Kovalik-Plouffe and Sarah Bezan were only new people able to attend. At some time, after J. Kovalik-Plouffe and S. Bezan have looked through their binders, a time can be set up with a member or two of the Executive Committee to go over it with them. If either of the two new members would still like a tour, Rick Walker is still able and willing. The binders were to be handed out at end of meeting.

Committee Involvement – Jacqueline St. Hill wants to ensure that there is good involvement from board members in the various committees of the WPLB. J. Kovalik-Plouffe asked if anything further was required of members beyond stating which committees they'd like to sit on, or would it involve some sort of appointment or election. J. St. Hill briefly went over some of the committees, pointing out that the Books2Eat, as an example, was an ad hoc committee, but may be a standing committee for next year. This will be an interesting year to sit on the Community Outreach Committee, as there will be a new Chair, and the mandate and some of the grants are being reviewed. LACs are a separate category, which require two board representatives on each. S. Bezan requested that she'd like to join the Community Outreach Committee. J. Kovalik-Plouffe hasn't made any decisions and still has some questions. J. St. Hill mentions that the main committees with commitments throughout the year are CO, LACs, and perhaps Books2Eat. There are also one time volunteer opportunities throughout the year, such as Raise-A-Reader and acknowledging various invitations to attend events as representatives of the WPLB, such as fundraisers, awards, and budget meetings that are open to the public.

- d. **Community Outreach** – J. St. Hill reported that the CO committee has been chaired for four years by Jean Mabee. She has done a very good job, and now the Chair position needs to transition, as J. Mabee is in her last year on the board, and would like to be around to help with the transition. Bill Zuk has been asked to Chair the committee, and has expressed interest in doing so. The board is responsible for appointing that position, and will be good to do soon to help ensure continuity. It is agreed to go ahead with the appointment.

***** MOTION*** Jean Mabee makes a motion that Bill Zuk be appointed Chair of Community Outreach Committee. Rita Seconded. Carried.** The next meeting is being held at 5:00 at St. Boniface Library on Wednesday, March 14.

Jean Mabee reported that there are currently three focuses for the CO Committee. The L & L Grant application deadline is coming up on March 23. There was no Jack Montgomery Award given out for 2011 due to lack of applications that met the criteria. A possible change to the structure of the grant or a different use for the money is being looked at. The Speakers Bureau used to be its own committee, but is now part of Community Outreach. The poster is being edited to better reflect the uses of the library. The focus of the committee will also be evaluated this year.

- e. **Manager of Library Services** – Please see Appendix A.
- Following Rick Walker's report, a board member asked what happens with the books when a library closes for renovations. The books are boxed up and moved to one end of the floor and migrate during the renovations. Books that are out get transferred to a different circulation.
 - Another board member asked if the hours at branches close to Fort Garry will change during its renovation closure. Pembina Trail will be open on Wednesdays, and holds will likely be available at the Osborne Branch, or the branch of one's choice.
 - Rita Burgess made a couple of points in regards to R. Walker's report. The Library Board Grant is in writing for the amount that was requested. She thanked Councillor Eadie again for the motion for the materials budget.
 - Bill Zuk asked about the status of looking into changes at the Westwood and Charleswood libraries. R. Walker answered that they are being addressed in the facilities strategy report that he is currently working on. His draft version is done, and the final version is being presented at Standing Committee in April.
- f. **Public Library Services** – Trevor Surgenor reported that he is currently doing year end and finalizing grants to associations. The WPL will be receiving their grant soon. The PLS is current wrapping up one of their special grant programs, a rural technology grant. One application was received this year, in respect to the Evergreen library system. The PLS is looking forward to receiving applications, and will probably do multiple intakes for those applications.
- g. **LAC Board Representatives** – Al Hoeft gave a review of LACs for the WPLB members. LACs are zoned within the city. Their role is to try to bring their region or libraries forward, bring issues and suggestions to the WPLB and so forth, to effect change. Two members of board sit as representatives on each LAC to report on board, and then to report to the board. Only representatives from the community or appointed to a LAC. Rita Burgess mentioned that some people have sat on committees from areas they don't live in. Board representatives are nominated by the board, and each LAC meets quarterly. **The Board nominee for the Riel LAC is Jeff Kovalik-Plouffe, and Sarah Bezan is the nominee for EK-Transcona.** A notice will be sent to Jo-Ann Park at City Clerks about these changes.
- h. **LAC reports**
- i. **EK –Transcona – Kenn Faber has returned to the EK – Transcona LAC.** He is resubmitting his application to City Clerks. In the meantime, another member has left the LAC, leaving the EK-Transcona LAC with only two

members plus the board representatives. Solutions were discussed, and City Clerks has been made aware of the situation.

- ii. **City Centre** – Adrian Fernandes, who was new, has resigned after one meeting. Joey Olafson explained how busy the Westend Library is. Their WELL program is very successful. Danielle Pilon spoke of the Books2Eat event. The LAC held their elections and Carolyn Rickey is the new chair, and Mike Keenan is the new secretary. Jane Fudge is looking for WLF reports on their fundraising. It is suggested LAC members attend the WLF AGM. For purposes for board notes, some of this information can be included. A discussion was had about nominating the Westend Library's WELL program for the Lieutenant Governor Literacy Award. It may not be eligible in that it was felt that while it is a great program, it is not unique to the library in that it is being facilitated at the library, but was created elsewhere and receives Provincial funding. The LAC will be asked what they think are the reasons for the nomination, and may still go forward with it. Pertinent data can be provided to them.

The 100th anniversary of the Cornish Library was discussed. Christine Melnick is in favour of a legacy project for that branch. The facilities study that is being done to increase the life of the building is a good legacy project. Once the study is done, and the WPL knows what they are looking at, it may be a better time to go to a Minister to discuss this.

- i. **Books2Eat (ad hoc ctte)** – Jacqueline St. Hill reported that event planning is coming together. The information on the event is now online. The poster will be out electronically soon, and board members were asked to please distribute. Danielle Pilon, Head of Reader Services, was on CJOB on Saturday morning, and plugged the event. J. St. Hill will be working on speaking points for media, and distribute it to board members. At this point, any media queries will likely go to eryl mackenzie and forwarded to D. Pilon or J. St. Hill. The speakers are lined up, and the committee is looking for one more judge. Volunteer shift times are being finalized and being sent out to everyone and LACs.
- j. **Manitoba Library Trustees' Association (MLTA)** – Douglas MacEwan and David Chung reported that the MLTA had good news, and is deep into getting their website running. The next phone conference meeting is on Monday, March 12. The MLTA has expanded its membership, and is now well distributed through the province. Trevor Surgenor interjected that they have also they changed their membership fee structure. He is impressed and excited to see people interested on the MLTA, excited to see work they're accomplishing. Rita Burgess talked about her help in changing the fee structure, which will be based not on the size of the community, but also how many funders for the area, to make it more fair, and there hadn't been a fee increase in 10 years. The WPLB has made donation last year. As a board, we really helped them. David Chung spoke about it being an enriching experience for him, too. They try to use both official languages, too.
- k. **Strategic Plan** – Jean Mabee reported that the board is on track right now. A couple of things may have to move, and eryl mackenzie will communicate with the people who created the Gantt chart to acquire an editable version.

7. New Business

- a. **CLA Conference** – This year the CLA conference is in Ottawa at the end of MAY. The board usually sends a different member to each of the OLA and CLA conferences. This year, Jacqueline St. Hill was unable to attend the OLA, so Executive has made decision to send two people to CLA. It is a good conference to attend. There is lots of information shared on issues and trends, and the networking

is good. Executive's discussion was to send the WPLB's Vice Chair Al Hoeft and Treasurer Kym Shwaluke.

*****MOTION*** Rita Burgess made a motion that the WPLB send to the CLA conference, Al Hoeft, and Kym Shwaluke, and the board will cover flight, hotel, and per diem for the days that they are there. Ross Eadie seconded the motion. Carried.** R. Burgess also requested that they have to give a written report in a timely manner.

- b. **MLA Conference** – Rita Burgess reported that the MLA conference is coming up in May. In the past, the board has sent members to the MLA. Michael Geist is the opening keynote speaker. The board may want to look at sending some members. **eryn mackenzie can send out the links about the conference.** Trevor Surgenor mentioned he will be manning a booth at this year's MLA conference. He further mentioned that one of the sessions, with speaker David Berman, is about web accessibility, and that it should be really good.

8. Other Business

- a. RFP for Study on Reference Services – Bill Zuk was selected as the representative for going over the received proposals for the Study on Reference and Library Services.

9. Date and Location of Next meeting

Monday, April 2, 2012, Fort Garry Library

- 10. Adjournment** Rita Burgess moved to adjourn the meeting at 7:33 pm