

**Winnipeg Public Library Board meeting
Monday, May 7, 2012 - 5:00 pm
Millennium Library, 250 Donald Avenue, Buchwald Room**

Draft Minutes

Guests: Sophie Walker, Peggy Walshe

1. **Call to order** Jacqueline St. Hill called the meeting to order at 5:05 pm
2. **Approval of Agenda**, reverse 5 and 6, 7c- JSH not J. Mabee, Bill Zuk for CO, Walshe has an “e” at the end. **Rita Burgess moved to approve the agenda as amended, seconded by Jean Mabee. Carried.**
3. **Approval of April 2, 2012 minutes** – Under Item 6G, Bedson, not Betson (Street name). **Rita Burgess moved to approve the minutes as amended, seconded by Jean Mabee. Carried.**
4. **Guest Sophie Walker, Information and Virtual Services Librarian presentation on e-readers** – Manager of Library Services, Rick Walker introduced Sophie Walker, Information and Virtual Services Librarian. She presented an abbreviated version of the *Show and Tell* e-books session offered through the Winnipeg Public Library. Jacqueline St. Hill thanked Ms. Walker for attending and presenting at the meeting.
5. **Guest Peggy Walshe, presentation on Library Information and Reference Services Study** – Manager of Library Services, Rick Walker introduced Peggy Walshe of Libraries in Transitions. She worked with Theresa Lomas, Administrative Coordinator of Information and Virtual Library Services, throughout the day on her preliminary work on the study. Ms. Lomas gave a run-down of what Ms. Walshe had accomplished over the day, and their itinerary of visiting other branches on Tuesday.

Ms. Walshe gave board members an overview of the focuses of the study:

“We are studying Information and Reference, Readers Advisory Services and Interlibrary loan services. The focus of our study will be Millennium Library and 4 representative branches in the Library system. To study these, we are looking at: services, collections, technology including the website and how it markets and brands the services and collections, the physical layout of the service points including the desks, technology and adjacency to other services and collections. We are also looking at the staffing for these services, current qualifications and training now and in the future for these services.

We are also interested in hearing from both the staff and the public about these services now and in the future. In addition to staff meetings, a staff survey will be distributed. Staff will also be attending two workshop sessions. To help supplement library data from statistics and public queries, the public will be encouraged to participate in the project by responding to an online survey (in prep). As well a focus group representative of select demographics will be held. A workshop session is also planned to capture input from the Library Board.”

Ms. Lomas added that from the meetings, Ms. Walshe is very approachable, and made sure the staff knew she was accessible to contact. She is very excited about the study and feels it will help the library be proactive in staying relevant and present. She thanked the board for funding the study, and is excited to be working with Ms. Walshe. Jacqueline St. Hill thanked both for Ms. Walshe and Ms. Lomas for attending and presenting at the meeting.

6. Matters arising from the minutes

- a. **Manitoba Libraries Conference** – Jacqueline St. Hill reminded board members of the conference, happening May 14 -16, and asked those participating to please talk with Eryn Mackenzie to arrange reimbursement. She further reminded board members to please keep in mind that there are sessions that are relevant to the board.
- b. **Board Continuity and Capacity** – Jacqueline St. Hill reported to the board that two members have had personal changes in their lives, and will be leaving the board. Al Hoeft is moving to Prince George, BC to be the area commander with the Salvation Army for Northern BC. Sarah Bezan has informed the board as well that she will be leaving to pursue her doctorate in English Literature and Culture Studies in Edmonton, AB. Rita Burgess and Jacqueline St. Hill thanked both Mr. Hoeft and Ms. Bezan for their time on the board, and congratulated them on their endeavours.

Ms. St. Hill reminded the board that Susan Green has also formally resigned as well. Letters have been sent to City Clerks, as she is hoping the three vacancies can be filled in May for the June meeting. She looked to Jeff Browaty, and he mentioned that City Clerks can look to the list of applications from last November. A number of board members are also completing their final year, so it is important to fill these now. Rick Walker further reminded the board that of these three members that are stepping down, two were at the beginning of a two year term, and Mr. Hoeft was finishing a second year, so his replacement would have to reapply in November. Ms. St. Hill is asking Bill Zuk to join the Executive Committee as a Member at Large, as he is the Chair of the CO.

7. Reports

- a. **Chair** – Jacqueline St. Hill thanked Rita Burgess for chairing the last meeting. She reported that Ms. Burgess, Douglas MacEwan and she attended the Friends of the WPL Books and Brunch event. There were two very good speakers took very different approaches speaking about books that they've loved. There were a number of former board members there, both past and recent. She asked board members to keep it in mind to attend next year; it is a worthwhile to attend.

While JSH was at Books2Eat, one of the LAC members said she'd like more information about her role and the LAC role. It's important always for the board members to go to the LAC meetings and remind them of the board role and the LAC role. Going forward, she is hoping that demand for the orientation will be greater next year.

- b. **Treasurer** – Kym Shwaluke handed out the budget as it currently sits so as to advise the board members of what adjustments need to be made. The study is higher than anticipated, so that's where some of the money has gone. Rita Burgess reminded the board that the grant for the MLTA was in order to assist with their website development, and was seen as a one-time thing. Those monies can be moved to other areas. The budget will be reassessed.

- c. **Executive** - Jacqueline St. Hill reported that Executive met and spoke extensively about board capacity and continuity. Rita Burgess will be starting the role of talking to people about what roles people want to take on going forward. Board advocacy was discussed. This arises from the efforts earlier this year as it relates to materials budget. What the board heard from the guests today really speaks to what library needs are, and this can be brought to the table at the meeting with the Minister. She reminded board members that if anyone has other ideas about issues that should be raised, please don't feel that it's only for Exec to talk about issues. It is good to hear from a variety of people about what they need from their library.
- d. **Community Outreach** – Bill Zuk reported that there are two meetings to come. The grants are being looked at on Wednesday, May 9th. The regular CO Meeting is Thursday at 5:00 at St. Boniface. Rick Walker will be attending the meeting on Thursday as well. The JMCO Grant will be discussed.
- e. **Manager of Library Services** – For full report, see Appendix A. Rick Walker reported that he would like a board member for the selection committee for the 2012/13 Writer in Residence program. The applications close on June 4th, and he is hoping to have the meeting before the end of June. Kym Shwaluke offered to sit on the committee, work schedule permitting. Mr. Walker mentioned that the feedback was quite positive after his meeting with Danielle Pilon. This year's author was really good at programming. There was a good rural and urban balance in participants. Jacqueline St Hill mentioned that Executive does see this program as a valuable asset.

Rita Burgess made a motion that the board continues to fund to the degree that it has in the past, to a total of \$6000.00. Bill Zuk seconded the motion. Carried.

Rick Walker thanks the board and the other supporters of this initiative.

- f. **Public Library Services** - Trevor Surgenor reported that the Provincial Budget was tabled. He is not anticipating any changes to the PLS. On the Federal front, interlibrary loans will be affected, as well as the Community Access program. The CAP Youth Initiative should remain, but that could change. There is some representation on the Virtual Reference Service. Rick Walker added that in regards to Virtual Reference, people may be able to have reference questions asked at other library institutions with different hours in a networking and consortium type capacity. This would allow for greater access.
- g. **LAC reports** – Riel is meeting on May 14, and Assiniboia is meeting on June 5.
- h. **Manitoba Library Trustees' Association (MLTA)** – Douglas MacEwan reported that the website is not in fact running yet, as he had said at the last meeting, but is going to be up soon. They're sponsoring a preconference session on Board Governance at the Manitoba Libraries Conference. He reminded board members that people can go to the tradeshow without registering. The next meeting is in June, by teleconference.
- i. **Strategic Plan** – Jean Mabee reported that Citizen Forums is currently being worked on. Jeff Kovalik-Plouffe has agreed to help put together a survey about library services. The idea is to gather information from the public for the fall, when the Chair will have a meeting with the Mayor. This survey will not coincide with the Library Information and Reference Services study. Ms. Mabee will be in touch with Mr. Kovalik-Plouffe over the next two months.

8. New Business

- a. **Meeting with Minister of Culture, Tourism and Heritage** – The meeting with Minister Flor Marcelino is being held May 17. What came out of the Executive meeting last week was to have the delegates meet prior to the meeting to discuss what is bring brought to the table. The delegates are Al Hoeft, Rita Burgess, and David Chung, as well as Councillor Jeff Browaty and Rick Walker. This meeting lays the groundwork for next meeting with mayor.

9. Date and Location of Next meeting

Monday, June 4, Cornish Library, 20 West Gate

9. Adjournment Rita moved to adjourn at 7:32 pm.

Appendix A

Winnipeg Public Library Board Meeting Manager's Report

May 7, 2012

1. Facility Projects

Fort Garry Library – Plans going out for construction tender shortly. The library will likely to close sometime during July for approx. 5 months of renovations.

Cornish/St. John's – We have had a couple meetings with consultant to give them our ideas, and see draft versions of how to make the facilities more accessible. There will be a couple public open houses to share options with the public. Dates still to be determined.

St. Boniface – Construction starting soon on 2nd floor accessible entrance and new counter and layout on the main floor.

Millennium Library - The library is working with two consultants on the redesign of the 2nd floor and the introduction of an adult Aboriginal programming space. We are also working with a consultant on the expansion of the New & Noted area on the main floor including an entrance to the park at the back of the library.

2. Writer-in-Residence Program

The Library has reviewed the past year's program and decided it is worth continuing with the program this year. An ad has been placed in the May/June edition of @ *the Library* with a closing date of June 4, 2012.

The library is looking for a representative from the Library Board to sit on the selection committee.

In addition, the library would like to know if the Board will be continuing with its financial support for this program in 2012-2013.

3. Volunteer Opportunities

If there are any Library Board members who would like to learn more about library services and assist us with some of our outreach programming, the following opportunities are available.

- Henderson Happy Days on June 9 (unconfirmed, Henderson Library)

- Ellice Street Festival on June 2
- Bike to Work Day on June 22 (6:30 am - 9 am, branches to be determined)

For more information contact Kathleen Williams at 986-4255

4. AYS Contest

The Library is sponsoring a new contest starting May 1, 2012 called "*The Last Word on First Words!*". The Library is looking for the public to write and tell us the "last word" about their favourite piece of writing by an Indigenous writer from Turtle Island (North America). There are 2 categories to enter depending on age: One for adults and one for youth (ages 12-17). There will be a winner picked in each category. The contest is open until June 30th – winners to be announced in July. There is more information available on our website.

5. On the Same Page wind up – May 8, 2012 10:30 a.m.

The fourth year of the On The Same Page program is having a final wrap up Tuesday May 8, 10:30 and all Board members are welcome to attend for one last chance to here from this year's author J.R. Leveille. This is the first year the book published simultaneously in French and English; and was available as an e-book version. 1,757 people cast their ballot for this title and over 9,000 people visited the project website. The library gave out over 1,400 copies of the book to encourage reading throughout our community; some of the distribution was through organizations in keeping with the themes of the novel: St. Boniface Museum, Martha Street Studio and Manitoba Association of Architects. The calendar of events offered a rich array of topics; such as, print-making, architecture, haiku poetry and the art of translation.

The website is now open until May 18, for readers to go online at www.OnTheSamePage.ca and submit the title of a book by a Manitoba writer they think should be selected for On the Same Page 2013. These suggestions will form the long list from which the steering committee will compile a short list for public vote.

6. Media Screens in Libraries

The library has purchased the first of a large number of media screens that will be set up in libraries to broadcast information on library services to the public. Using a new software product called Screenscape, the library will be able to offer multi-media access to information on library programming, local events, the weather and other information. The first three signs will be at Fort Garry, Henderson and Louis Riel.

7. Library Science Interns

The Library will have two library school students working for us this summer. Both are currently enrolled at Dalhousie University. One is a part-time library staff member and the other works in Aquatics. This is a great opportunity for the library to provide them with practical work experience, and gain insights from them on new trends in public library service.

8. Consumer Health Database

The Library is working with the University of Manitoba, Health Libraries on a Consumer Health website where the general public, medical professional and others can get access to reputable information on latest consumer health topics.

The site will be shown at the upcoming MLC conference. A date for a formal public launch is to be determined.

11. Community News Commons

The Library is also working in partnership with the Winnipeg Foundation on the development of a Community News Commons- a web based newspaper for citizen journalists. This is a partnership between Red River College, the Winnipeg Free Press, Winnipeg Public Library and the Winnipeg Foundation. The library is playing a role in providing training space, staff expertise in information access through online resources, and public computer access for citizen journalists to file stories.