

Winnipeg Public Library Board Meeting
Monday, October 5, 2015 at 5:00 p.m.
Millennium Library – 251 Donald Street (Buchwald Room)

Minutes

In Attendance: Jeff Kovalik-Plouffe; Bill Zuk; Bob Foster; Bonni Book; Alison McCullough-Butchart; Aengus Bridgman; Pamela Zorn; Diana Szymanski; Councillor Dobson and Trevor Surgenor

Regrets: Joan Blakley; Gordon Crook; Orest Kinasevych; Councillor Allard; David Chung and Rick Walker

Guests: Alexis Gaston, Section Head of Circulation Services

1. Call to order, welcome, housekeeping

- The meeting was called to order at 5:06 p.m.

2. Guest

- See Appendix A

3. Approval of September 4, 2015 Meeting Minutes

Motion

That the minutes from the September 4, 2015 meeting be approved as distributed

Carried

1st: Bill Zuk

2nd: Bonni Book

4. Approval of Agenda

Motion

That the agenda be approved as distributed with the following changes:

Carried

- Joan Blakley (Approval of Agenda) **changed to** Jeff Kovalik-Plouffe (Approval of Agenda)
- Conference reports **changed to** one (1) verbal report and two (2) written report
- **Add on:** WPL Annual Report & quarterly Attendance Report

1st: Diana Szymanski

2nd: Alison McCullough-Butchart

5. Manager's Report

- See Appendix B

6. Reports

Item	Description	Action
Vice-Chair <i>Jeff Kovalik- Plouffe</i>	<i>Review & Approval of Chancellor's Report</i> <ul style="list-style-type: none"> - Report circulated prior to meeting - Feedback and discussion received - It was suggested that future funding to 3rd party organizations be reviewed as it consists of 2/3 of Board budget 	
MOTION	<p>That the Language & Literacy Report from Chancellor School be accepted as information</p> <p>1st: Pamela Zorn 2nd: Alison McCullough-Butchart</p> <p><i>Committee Updates</i></p> <ul style="list-style-type: none"> - Vice Chair's meeting yet to meet - No other updates from committees <p><i>OLA 2016 Super Conference</i></p> <ul style="list-style-type: none"> - Any Library Board member interested in attending the OLA 2016 Super Conference submit name to Administrative Assistant for Executive Board's consideration <p><i>LAC receipt reminder</i></p> <ul style="list-style-type: none"> - Reminder that any receipts from the LACs need to be forwarded to Administrative Assistant for reimbursement prior to mid-December 2015 	CARRIED
Treasurer's Report <i>Bob Foster</i>	<ul style="list-style-type: none"> - Q3 report was distributed prior to meeting 	
MOTION	<p>That the Q3 report be accepted as received</p> <p>1st: Bill Zuk 2nd: Aengus Bridgman</p>	CARRIED
Library History Book Project	<ul style="list-style-type: none"> - Successful candidate has been selected - Aengus will be setting up a meeting with author, vendor and committee - Aengus will continue to lead committee for project 	
Public Library Services Branch <i>Trevor Surgenor</i>	<ul style="list-style-type: none"> - September is busy with financial estimates - Community Library Consultant has vacated the position to pursue another career - October is Canadian Library Month - 2015 Manitoba Writers' Guilds Book Award Winners have been announced: http://www.mbwriter.mb.ca/wp/congratulations-to-the-recipients-of-the-2015-manitoba-book-awards/#more-3464 - NNELS is available to WPL users through authentication with library card: http://wpl.winnipeg.ca/library/libraryservices/specialneeds/speciaNeeds.asp 	

Item	Description	Action
Library Advisory Committees <i>LAC Reps</i>	<p>Assiniboia – no report</p> <p>City Centre – no report</p> <p>East Kildonan-Transcona – no report</p> <p>Lord-Selkirk-West Kildonan</p> <ul style="list-style-type: none"> - Planning a Books2Eat teaser <p>Riel</p> <ul style="list-style-type: none"> - Held meeting on September 21, 2015 - Planning 2 events in 2016 <ul style="list-style-type: none"> o Meeting & Greet at St. Vital Shopping Centre o Books2Eat Teaser at a branch 	

Vacancy Report <i>Annabel Perez</i>	<ul style="list-style-type: none"> - WPLB & LAC 2016 vacancy report circulated prior to meeting - Report discussed 	
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WPL Annual Report & Quarterly Attendance	<ul style="list-style-type: none"> - WPL Annual Report was distributed at the meeting - Quarterly Attendance Report was distributed prior to meeting <ul style="list-style-type: none"> o If there any discrepancies, please report them to the Administrative Assistance 	
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Conference Reports	<p><i>Canadian Library Association (CLA)</i></p> <ul style="list-style-type: none"> - Diana and Orest were selected to attend the CLA Association Conference (Ottawa, ON June 3 to 5, 2015) - Verbal report received by Diana - Written report received by Orest <p><i>International Indigenous Librarians Forum (ILLF)</i></p> <ul style="list-style-type: none"> - Bill and David were selected to attend the IILF (Winnipeg. MB August 4-7, 2015) - Written report received by Bill & David 	
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7. Other Business

Item	Description	Action
2016 WPL Project Proposals <i>Jeff Kovalik-Plouffe</i>	<ul style="list-style-type: none"> - The two (2) proposals for project consultants studies that was first discussed at the September 4, 2015 meeting was re-distributed and circulated - Concerns and questions were raised and discussed 	<ul style="list-style-type: none"> - Annabel to talk to Rick about concerns/questions raised
December Dinner <i>Jeff Kovalik-Plouffe</i>	<ul style="list-style-type: none"> - A suggestion was received that the December meeting be moved to a different location 	<ul style="list-style-type: none"> - Annabel to circulation information and ask members to vote

8. Date and Location of Next meeting

Monday, November 2, 2015 at 5:00 p.m.
Osborne Library – 625 Osborne Street (Fort Rouge/Leisure Centre)

Guests: Carole Reeve, Branch Head

9. Adjournment

Motion

That the meeting be adjourned at 6:55 p.m.

1st: *Bonni Book*

2nd: *Bob Foster*

Appendix A Winnipeg Public Library Board Meeting

Guest Speaker Highlights October 5, 2015

- The Winnipeg Public Library Board (WPLB) welcomed Alexis Gaston, Section Head of Circulation Services
- Education & Career
 - o Received Master of Library & Information Studies at the University of Alberta in Edmonton, AB
 - o Worked as a Library Assistant in the Louis Riel school division system and as a Librarian in a local law firm
 - o In the fall of 2007, Alexis joined Winnipeg Public Library (WPL) first as an Information and Reference Librarian
 - o She has also worked as a WPL Virtual and Information Librarian, Head of Special Services prior to becoming Head of Circulation
- Circulation Services
 - o Largest section in WPL with 57 staff
 - o One of the busiest sections in the Millennium Library as they are located at the entrance
 - o Statistics for September 2015
 - Answered nearly 4,000 questions
 - Signed up 980 new borrowers for memberships
 - Circulated approximately 73,914 items
 - o Duties and responsibilities of staff
 - Greet customers
 - Handle checkouts & returns
 - Take fee/fine payments
 - Sign the public up for memberships
 - Pull items on hold for Millennium
 - Pull the most holds in the system – average of 300 per day
 - Route/ Delivery system for items and materials
 - 3 deliveries / 5 days a week
 - Re-shelve all of the returned materials in Millennium
- Section Head duties & responsibilities
 - o Oversee work of Circulation Services (1st floor of Millennium) and Micromedia (3rd floor of Millennium)
 - o Ensure there are circulation based training opportunities for staff in the system (approx. 6/year)
 - o Assist in coordinating Library Shelves Job Fair (in 2015, 585 applicants applied)
 - o Host Aboriginal Internals through the City of Winnipeg Aboriginal Youth Strategy
 - o Hosted student placements from such facilities as Red River College
 - o Reviewing and update circulation policy
 - o Participate in various committees such as Tech Training and Customer Service Improvement based committees

For more information about Circulation Services & Millennium Library please visit:

<http://wpl.winnipeg.ca/library/contact/branches/millennium/main.asp>

Appendix B Winnipeg Public Library Board Meeting

Manager's Report
October 5, 2015

Facility Update

Cornish/St. John's

Work continues on the architectural plans for the Cornish & St. John's Libraries. PSA Architects have been meeting with the City of Winnipeg Historical Buildings Committee to final some details and are nearing completion of this work. Plans should be completed later this year with construction scheduled to start in the spring of 2016.

The Library Foundation continues to work of securing funding support from the Province of Manitoba for two projects; and seeking other appropriate grants and individual donations.

Transcona

Work continues on the architectural plans for the Transcona Library. We are now at a stage (similar to Windsor Park) where we are planning an Open House. We are planning two date. The second time at the Transcona Library, but details are still being firmed up.

If LAC and Board reps. are available to attend and assist please let Annabel know and we will provide more details as we get closer to the event.

Windsor Park

David Penner Architects continue to finalize the plans for the new library. Plans should be completed later this year with construction scheduled to start in the spring of 2016.

An exciting element of this library will be the installation of public art through the Winnipeg Arts Council. A national call for artists went out on October 1, 2015.

St. Vital

Work on the elevator nears completion. Some final exterior work is to be done in the next couple week. This will allow Manitoba Hydro to be able to complete their upgrades and tie in with the building. Once this is completed, the project will be certified by the province of Manitoba and permits will be approved for the use of the elevator. We are hoping the elevator will be operational by mid-November and an event will be held at that time. **We will ensure that all Board and LAC members are invited to the event.**

River Heights

Work is being finalized on a RFP for a consultant to look at a possible Gran Park Area Master Plan that could incorporate a new River Heights Library. The Department has spoken about this project at the recent Standing Policy Committee.

Once the consultant has been awarded, there will be public stakeholder meetings and I have listed the Board and the City Centre/Fort Rouge LAC as community groups to be invited. I hope Board and LAC members will attend and provide their input on the needs of the library.

Fort Garry

The tender has closed for the second phase of work to be done at the Fort Garry Library. The work involves replacing the ramp at the front of the library to meet today's accessibility standards. There will also be some additional landscaping done at the front of the library. As this tender is late in being approved we are not certain the work will occur this fall.

Millennium Library 10th Anniversary

On Saturday November 7th the Millennium Library will be celebrating its 10th anniversary. We will be running a public "show and tell" Maker Fairer to highlight all the makerspace programming that we do. There will be drop in stations throughout the library for the public to see and try the different programs we use.

I encourage Board members to drop by and see/try the various makerspace programs that day.

Also, on November 7th at 11:00 a.m. the library is hoping to hold a special ceremony with Elders Clarence and Barbara Nepinak to re-dedicate our two Indigenous areas in the library. Both spaces will be given Indigenous names chosen by the elders.

The event will be on the second floor in the Indigenous area and I encourage all Board members to attend the event.

Dakota Community Centre Upgrade

The Dakota Community Centre will be undergoing an expansion in the next two years and they are holding an Open House on October 15 to review proposed plans for the project. The Library recently met with the Community Centre and the design consultants to look at how the development might impact the Louis Riel Library. The plans call for the addition of a field house and the expansion of parking and changes to the traffic routing on the site.

Board and Riel LAC members are encouraged to attend the Open House to see the plans and provide feedback in relationship to the library.

Take your Child to the Library Day

February 6th annually is Take Your Child to the Library Day. This February, WPL will be celebrating this for the first time. As part of the event we are exploring holding special story time sessions in strategic locations throughout the system.

If members of the Board are interested in being one of our guest readers, please give your name to Annabel and as details are firmed up we will be in touch.

Local History Room

The Millennium Library Local History Room was recently relocated to the 4th Floor. This room was sponsored by the Rotary Clubs of Winnipeg in 2005 as a result of their fundraising efforts. A soft opening of the room occurred on September 24. Plans are underway to celebrate the opening with local Rotary Club members sometime in late October or early November.

We will let the Board know when a date is selected. I encourage Board members to visit the room after tonight's meeting.