

# Winnipeg Public Library Board Meeting

*Tuesday, January 10, 2017 at 5:00 p.m.*

Pembina Trail Library – 2424 Pembina Highway

## Minutes

	Present	Regret	Absent		Present	Regret	Absent
Joan Blakley ( <i>Chair</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bonni Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Zorn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David Kemp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alison McCullough-Butchart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diana Szymanski	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monique Ireland	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gordon Crook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Cuddy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gurdeep Chahal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trevor Surgenor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Morley Walker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Allard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

### 1. Call to order, welcome, housekeeping

The meeting was called to order at 5:05 p.m.

### 2. Guest

*See Appendix A for presentation highlights*

### 3. Approval of agenda and of the December 5, 2016 meeting minutes

*See Appendix C for motions*

### 4. Manager's Report

*See Appendix B for report*

### 5. Reports

Item	Description	Action
<b>Chair's Report</b> <i>Joan Blakley</i>	<i>2016 Annual Report</i> - Registered as a delegate for the March 6, 2017 Standing Policy Committee on Protection, Community Services and Parks to present annual report and financial statements  <i>Communications</i> - A letter was received from a library customer outlining concerns with a Winnipeg Public Library (WPL) policy - Sent an acknowledgment letter and noted that the concern has been forwarded to the Manager of Library Services - The Library Board members were reminded that any concerns about WPL policy is to be directed to the Manager of Library Services for response  <i>Winnipeg Library Foundation</i> - Received Q4 report	

Item	Description	Action
	<p><i>River Heights Library Consultation</i></p> <ul style="list-style-type: none"> <li>- Attended library stakeholder meeting on January 11, 2017</li> <li>- Well attended</li> <li>- Had the opportunity to interact with some new LAC members</li> </ul>	
<p><b>Treasurer's Report</b> <i>Pamela Zorn</i></p>	<ul style="list-style-type: none"> <li>- Received year-end financial report as information</li> </ul>	
<p><b>Library History Book Project</b> <i>Joan Blakley</i></p>	<ul style="list-style-type: none"> <li>- Thanks to Morley walker and Kathleen Williams for additional work on locating pictures for project</li> <li>- Will be publishing a hardcopy and e-Book</li> <li>- May be able to go to print in March 2017</li> </ul>	
<p><b>By-law Review Committee</b> <i>Pamela Zorn</i></p>	<ul style="list-style-type: none"> <li>- Will need to meet with Councillor Wyatt to discuss</li> <li>- It was suggested that other Councillors should be consulted as well <ul style="list-style-type: none"> <li>o It is possible to send a letter to Councillors requesting a meeting to discuss the matter</li> </ul> </li> </ul>	
<p><b>Outreach Projects</b> <i>Joan Blakley</i></p>	<ul style="list-style-type: none"> <li>- Ed will work on Multilingual document for a study to be done</li> <li>- Unspent 2016 outreach projects funds will be carried over and executed in 2017</li> <li>- Part of funds towards Daisy Readers has been expensed in 2016</li> <li>- One suggestion received is to fund possible promotional materials for Social Worker</li> </ul>	
<p><b>Library Advisory Committee Updates</b></p>	<p><i>Assiniboia LAC</i></p> <ul style="list-style-type: none"> <li>- All funds for 2016 has been expended</li> <li>- Received 3 newly appointed members</li> </ul>	
<p><i>LAC reps</i></p>	<p><i>City Centre LAC</i></p> <ul style="list-style-type: none"> <li>- No report</li> </ul> <p><i>East Kildonan-Transcona</i></p> <ul style="list-style-type: none"> <li>- No report</li> </ul> <p><i>Lord Selkirk – West Kildonan LAC</i></p> <ul style="list-style-type: none"> <li>- No report</li> </ul> <p><i>Riel LAC</i></p> <ul style="list-style-type: none"> <li>- No report</li> </ul>	
	<ul style="list-style-type: none"> <li>- Concerns were raised about the guidelines in how the LACs should spend their allotted yearly budget</li> <li>- It was suggested that it is possible to formalize reimbursement and purchasing rules but the Library Board would need to clearly define their expectations before a document can be written</li> </ul>	

## 6. Other Business

Item	Description	Action
<b>Orientation</b> <i>Joan Blakley</i>	<ul style="list-style-type: none"><li>- Library Board and LAC orientation has been called</li><li>- Members will be contacted with the details</li></ul> <p>Saturday, March 4, 2017 10:00 a.m. St. James-Assiniboia Library</p>	

## 7. New Business

Item	Description	Action
<b>Book Prizes</b> <i>Joan Blakley</i>	<ul style="list-style-type: none"><li>- If LAC members are unable to plan an event, they have an option to work with their respective Library Administration Liaison to create a prize pack to be used by a branch to assist with a program or promotion</li></ul>	
MLTA Newsletter Pam Zorn	<ul style="list-style-type: none"><li>- MLTA has a newsletter</li><li>- Any member who has an article idea related to WPLB activities please submit to Pam directly</li></ul>	

## 8. Date and Location of Next meeting

Tuesday, February 7, 2017 at 5:00 p.m.  
Millennium Library (Dr. Anne Smigel Room)  
2<sup>nd</sup> floor – 251 Donald Street

## 9. Adjournment

The meeting adjourned at 7:00 p.m.

1<sup>st</sup>: David Kemp

2<sup>nd</sup>: Morley Walker

## Appendix A

### Guest Speaker Highlights January 10, 2017

- The Winnipeg Public Library Board welcomes Kamini Madansingh, Branch Head of Pembina Trail Library
- Career Highlights
  - o First hired at WPL as a librarian in 1990 at the former Centennial Library (currently Millennium Library)
  - o After one year, Kamini moved to Pembina Trail Library
  - o Over the years she had been involved branch collection development and staff training
  - o Currently a member of the Health & Safety Committee and has been since 1998
  - o Previously employed by University of Manitoba, University of Winnipeg, Legislative Library and the Department of Education for the provincial government.
- Branch Information
  - o Facility opened in September 1987
  - o Prior to the branch opening, the area was serviced by a bookmobile which was located 1 block south of the current location
  - o The branch name was chosen through a community contest to submit possible names
  - o The name Pembina Trail was chosen to commemorate the trail's historic role in the development and expansion of Canada's western settlements
  - o The branch is the 4<sup>th</sup> busiest branch in the system
  - o Branch services numerous neighbourhoods in the surrounding area, including students from the University of Manitoba and rural communities
  - o The staff work very hard to service its customers, provide programming and resources
- Collections
  - o The community is evolving and so is the branch
  - o There are increasing demands for English learning resources and resources for improving reading skills in children
  - o The area serves a diverse population which allows the branch to have a multilingual collection with includes French, Arabic, Bengali, Farsi, Hindi, Korean, Gujarti, Punjabi, Spanish, Tamil, Urdu and Chinese
- Programming
  - o Children's programming that is offered is popular with the customers and yields high attendance rates
  - o There is also high number of sign-ups for the branches Youth Advisory Council (YAC) which participate in discussions and activities related to the library
  - o Adult programming is a challenge as customers tend to favour programs that may have a direct benefit to them such as computer/eBook workshops or immigration law
    - Leisure adult programs are not very popular
    - However, the branch is hopefully that this may change with time
- The branch is undergoing a renovation in 2017 – Administration is working on a timeline for a temporary closure

For more information about Pembina Trail Library please visit  
<http://wpl.winnipeg.ca/library/branchpages/branch.aspx?pemb>

## Appendix B

### Manager's Report January 10, 2017

#### 1. Facilities Update

##### a. St. Vital Library

St. Vital Library will close on January 16<sup>th</sup> for the start of the second phase of renovations. The library is expected to re-open in fall 2017. Plans to provide library service during the closure include:

- Additional family programs will be offered at Osborne Library and Louis Riel Library during the St. Vital closure. Holds will be sent to Osborne Library unless customers have directed their holds to a different branch.
- The St. Vital Library book return will be closed. Items can be returned to any other branch of Winnipeg Public Library.
- Louis Riel Library and Osborne Library will open Wednesdays starting January 18 to expand services during St. Vital Library's closure.

For more information about the project please visit: <http://wpl.winnipeg.ca/library/stvital/default.asp>

##### b. River Heights Library

The Grant Park Campus Plan library stakeholder meeting is rescheduled for January 11<sup>th</sup> at River Heights Library (1520 Corydon Avenue) from 7 – 8:30 p.m.

##### c. Windsor Park Library

Construction of interior and exterior walls is under way. The opening date is still estimated at August/September 2017.

##### d. Transcona Library

The consultant architects are on track to have the construction bid opportunity ready for January 2017. We estimate that construction of the new library will start in spring 2017.

##### e. Cornish & St. John's Library

We anticipate issuing the construction tenders for Cornish and St. John's in the next 2-3 months with renovations starting in Spring/Summer 2017.

#### 2. Literacy for Life Fund

Winnipeg Public Library will be donating all fines collected on Friday, January 27 to The Winnipeg Foundation's Literacy for Life Fund. This will be the fifth year the Winnipeg Public Library has provided a donation to the Literacy for Life Fund in recognition of National Family Literacy Day. Over the past four years, Winnipeg Public Library has donated \$13,800 towards the Literacy for Life Fund.

The Literacy for Life Fund was established in 2003 by Literacy Partners of Manitoba, Winnipeg Public Library and The Winnipeg Foundation. You can learn more about the Literacy for Life Fund by visiting their website at: [www.wpgfdn.org](http://www.wpgfdn.org).

#### 3. Take Your Child to the Library Day!

On Saturday, February 4, Winnipeg Public Library will celebrate Take Your Child to the Library Day with craft and story stations, literacy-based games, and special events including puppet shows and family concerts.

Library customers can swap their current library card for the special children's card (in English or French) with messaging of talk, sing, read, write, and play – the foundational activities to develop early literacy. There is no charge for this replacement card on February 4.

The full schedule of performers and locations is online at [Winnipeg.ca/library](http://Winnipeg.ca/library) or contact your local branch. All events are free.

**Thanks to the Winnipeg Public Library Board for their support of this event via the Literacy Fund.**

#### 4. Incident at Millennium Library

On January 5, 2017, there was a serious incident at Millennium Library. A 25-year old man was using the public computers on the fourth floor when he suddenly became very upset and after customers tried to stop him, jumped over the railing and fell to the main floor. As reported in various media sources, the individual died as a result of his injuries.

Library staff responded to this tragic and unexpected event with compassion and composure. They worked with Winnipeg Police Services officers and members of the Victim Services unit to guide customers out of the library after WPS asked us to close the building for the day. Library staff, contract employees (including security & cleaners) and customers have received critical incident counselling and we will continue to offer support and follow up on this incident in the days ahead.

## Appendix C

### Motions January 10, 2017

#### Meeting motions

<b>MOTION</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>DISPOSITION</b>
That the agenda be approved as distributed with the following changes: <ul style="list-style-type: none"><li>• Add: Chair's Report – Winnipeg Library Foundation Q4 report</li><li>• Add: New Business – MLTA Newsletter</li></ul>	David Kemp	Alison McCullough-Butchart	<b>Carried</b>
That the minutes of December 5, 2016 be approved as distributed	Morley Walker	David Kemp	<b>Carried</b>
That the fourth quarter report from the Winnipeg Library Foundation be accepted and approved as distributed	Joan Blakley	Pamela Zorn	<b>Carried</b>
That the fourth quarter payment in the amount of \$5,000 be released to the Winnipeg Library Foundation	Pamela Zorn	Alison McCullough-Butchart	<b>Carried</b>
That the Winnipeg Public Library Board year-end financial report be accepted as distributed	Pamela Zorn	Joan Blakely	<b>Carried</b>