

Winnipeg Public Library Board Meeting

Tuesday, August 1, 2017 at 5:00 p.m.

St. Boniface Library – 100-131 Provencher Boulevard (2nd floor)

Minutes

	Present	Regret	Absent		Present	Regret	Absent
Alison McCullough-Butchart <i>(Chair)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Morley Walker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kemp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gordon Crook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pamela Zorn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brenda Dyck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joan Blakley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wesley Takeo Konrad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Cuddy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laila Yesmin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trevor Surgenor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Michael Wenezs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Allard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monique Ireland	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Wyatt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Guests: Lise Bottomley, Customer Service Supervisor (St. Boniface)

1. Call to order, welcome, housekeeping

The meeting was called to order at 5:02 p.m.

2. Guests

See Appendix A for presentation highlights

3. Approval of agenda and of the previous meeting minutes

See Appendix C for motions

4. Manager's Report

See Appendix B for report

5. Reports

Item	Description	Action
Chair's Report <i>Alison McCullough-Butchart</i>	<p><i>2018 Operating Grant Request and Draft Budget</i></p> <ul style="list-style-type: none"> - Documents circulated prior to meeting - Discussed draft budget - See appendix C motion 	
	<p><i>Books2Eat Board Representative</i></p> <ul style="list-style-type: none"> - Thanks to Michael Wenezs and Brenda Dyck for signing up for the 2018 committee - Thanks given to Tami Romaniuk (Assiniboia LAC) for signing up as the LAC rep - There is still one more vacancy to be filled by a Library Board member to sit on the committee, assist with planning and execution of the event 	

Item	Description	Action
	<p><i>Program Suggestions to Winnipeg Public Library</i></p> <ul style="list-style-type: none"> - Program suggestions/proposals have been received from some of the LACs - WPL and Library Board encourages feedback and suggestions from the LACs but it is important that proper processes are followed - WPL receives a high volume of program proposal submissions throughout the year (both from staff and the public) - LAC members are to work with their respective Library Liaison and fill out a program proposal form located on the website - A reminder was given that WPL does a lot of programming and the Library Board/LAC should not directly be involved with program planning due to potentially having a conflict of interest - It was suggested that if the Library Board and LACs want to help with programming that they should look to enhance or sponsor an existing WPL program - Only proposals that are accepted will be contacted - http://wpl.winnipeg.ca/library/contactus/programproposal.asp 	<ul style="list-style-type: none"> - Chair to draft to e-mail communications re: program proposals - Assistant to send out to Library Board and LAC members
	<p><i>LAC Engagement Update</i></p> <ul style="list-style-type: none"> - E-mail has been sent to all LAC Chairs to request them to sign-up to attend a future Library Board meeting to discuss activities and their thoughts on improving the LAC role and relationship with the Library Board - City Centre and Assiniboia have signed up - A question was asked if the LAC Chairs coming to the meeting duplicates Library Board member LAC reports <ul style="list-style-type: none"> • It was clarified that the LAC Chairs were asked to come to one meeting for now to give them an opportunity to report to the Library Board directly and engage in a discussion on how to improve the relationship between the two groups • When a LAC Chair is not in attendance, the Library Board reps to their respective LAC would be responsible to report back to the Library Board • A reminder was given that this suggestion was received under the advisement of Councillor Wyatt to improve relationships and that the Executive Committee agreed that this may be beneficial to the Library Board in coming up with a solution to improve engagement and function of the LACs - It was acknowledged that the Library Board has on numerous occasions throughout the years have tried to address the issue of the LACs of better engaging them and to define their roles and responsibilities - It was also acknowledged that the Library Board should be commended on their efforts for not giving up on the issue of the LACs and continuing to find ways to support them and to improve relationships 	
<p>Treasurer's Report <i>Pamela Zorn</i></p>	<ul style="list-style-type: none"> - Q2 report was distributed prior to the meeting <p><i>See appendix C for motions</i></p>	

Item	Description	Action
Library History Book Project <i>Joan Blakley</i>	<ul style="list-style-type: none"> - Waiting for proof - Library Board will need to be confident of draft before it goes to printing 	
Books2Eat Budget Reconciliation <i>Joan Blakley</i>	<ul style="list-style-type: none"> - Reconciliation document was distributed prior to the meeting - Reviewed document 	
Brochure Update <i>Michael Wenez</i>	<ul style="list-style-type: none"> - Draft brochure was circulated at meeting - Previous feedback was received - Currently the brochure is reviewed on an annual basis - Discussed online and print options - It was discussed that the Library Board could keep revising the document and discussing over multiple meetings; it was suggested that the Library Board should only spend 1 or 2 meetings reviewing/providing feedback and then approve or reject proposed changes - Brochures are located at every branch - Given away at LAC outreach activities - Major print run may be done every 2 years <i>Example: if the Library Board sponsors the MLA conference then the Library Board is asked to give brochures to be placed in give-a-way bags</i> 	<ul style="list-style-type: none"> - Michael send document to Assistant to distribute to members for further feedback
Public Library Service Branch Update <i>Trevor Surgenor</i>	<ul style="list-style-type: none"> - The Province of Manitoba Accessibility Committee is looking into Information and Communication standards <ul style="list-style-type: none"> o Previously the committee looked at Customer Service standards - Standards will affect government, public and private sectors - Libraries continue to be leaders in accessibility and removing barriers - PLSB will continue to engage and work with rural libraries and WPL - Public Library Review Update <ul style="list-style-type: none"> o Engaged stakeholders o Snap shot in time of what libraries thought the issues are and what the province should consider in resolving o The Library Board indicated that they found the survey challenging to answer and that it was more directed towards rural libraries <ul style="list-style-type: none"> ▪ PLSB indicated that similar feedback was received and that WPL was contacted separate to discuss issues - Cultural Industries review deals with a broader context and is in progress 	
Library Advisory Committee Updates <i>LAC reps</i>	<ul style="list-style-type: none"> <i>Assiniboia LAC</i> - Next meeting September 11, 2017 - Chair has signed up to attend the November Library Board meeting 	

Item	Description	Action
	<p><i>City Centre LAC</i></p> <ul style="list-style-type: none"> - Members have been participating in WPL volunteer opportunities - Will be attending the Sherbrook Street Festival on September 9 - LAC inquired if an after-hours program can be planned <ul style="list-style-type: none"> o WPL and Chair has stated that due to safety and logistic reasons, after-hours programming cannot be pursued - LAC stated that a trip to Selkirk Public Library was being planned <ul style="list-style-type: none"> o The following was advised: <ul style="list-style-type: none"> ▪ Since trip would be considered Library Board/LAC business proper approvals from the Library Board and several City departments must be obtained ▪ There would need to be reason and benefit to the Library Board before outside of City travel is taken ▪ If members want to take a trip as a group as private citizens they can but travel expenses cannot be claimed and members cannot identify or act as representative of the LAC 	
	<p><i>East Kildonan-Transcona</i></p> <ul style="list-style-type: none"> - Next meeting is scheduled for September 18, 2017 - 2 members attended the Transcona sod turning ceremony on June 26, 2017 	
	<p><i>Lord Selkirk – West Kildonan LAC</i></p> <ul style="list-style-type: none"> - Meeting was held on June 29, 2017 - 1 member has been actively volunteering with WPL when asked - Next meeting is September 19, 2017 	
	<p><i>Riel LAC</i></p> <ul style="list-style-type: none"> - Next meeting on October 16, 2017 	

6. Other Business

None

7. New Business

Item	Description	Action
<p>Recruitment Update <i>Annabel Perez</i></p>	<ul style="list-style-type: none"> - City Clerk's department has started the annual recruitment process for City of Winnipeg Boards and Commissions - Applications are due on October 20, 2017 - Assistant will contact Library Board and LAC members whose terms will expire - Executive will decide if ads will go in the community newspapers and/or the Winnipeg Free Press - Councillor Allard suggested that the Library Board purchase ads on social media to increase audience and promote Library Board and LAC applications - David is chairing Selection Committee with Brenda and Morley 	

Item	Description	Action
Community Centres <i>Laila Yesmin</i>	<ul style="list-style-type: none"> - List of community centres was distributed at the meeting - Asking Library Board members to consider contacting their local community centre re: newsletters and see if it is possible to advertise for the Library Board and WPL activities when necessary 	

8. Date and Location of Next meeting

Tuesday, September 5, 2017 at 5:00 p.m.
 Millennium Library(Buchwald Room)
 2nd floor – 251 Donald Street

9. Adjournment

The meeting adjourned 6:47p.m.

1st: Joan Blakley

2nd: Councillor Allard

Appendix A

Guest Speakers Highlights August 1, 2017

- The Winnipeg Public Library Board welcomes Lise Bottomley, Customer Services Supervisor for St. Boniface Library
- Career Highlights
 - o Has been with Winnipeg Public Library for 32 years
 - o Started as a shelver at St. Boniface Library
 - o Worked briefly at Millennium Library and worked as Assistant Branch Head for Osborne Library from 2006-2008
 - o Returned to St. Boniface Library in 2008 and became the Customer Service Supervisor in 2009
 - o Was part of helping to relocate branch to its current location from its previous location on de la Cathédral Avenue and Langevin Street
- Saint-Boniface Library operates as the French Central Service for the system and requires that all of its employees be fully bilingual
- The Saint-Boniface Library maintains the French collection for the entire Winnipeg Public Library system
 - o The branch is responsible to circulate French deposits to other branches on a yearly basis to ensure that customers have access to French materials outside of St. Boniface Library
 - o Currently 8 branches receive French adult materials (Fiction) on a 6 month basis
 - o All 20 branches currently have French Juvenile materials on their shelves.
 - o As of 2016, branch staff and collections librarians have developed permanent French juvenile and young adult collections in 10 branches
 - Millennium Library
 - Charleswood Library
 - Henderson Library
 - Louis Riel Library
 - Pembina Trail Library
 - River Heights Library
 - St. Vital Library
 - Transcona Library
 - West Kildonan Library Windsor Park Library
 - o The remaining 8 branches receive a variety of materials that are refreshed once per year
- Originally located at ave de la Cathédrale and Langevin Street
- In 1978, moved to its current location at 100-131 Provencher Boulevard
- Open 7 days a week
 - o Except for summer hours – not open on Sundays
- Collections
 - o 70% French and 30% English
 - o Currently there are approximately 70,000 items
 - o In 2016 there were 145,000 check outs, 52% (approx. 75,500 items) were French materials
 - o French children's collection is very popular
 - o French children's materials check outs account for about 33% of the total check outs for the branch and 63% of French materials check outs
- Computer stations at the branch are well used ranking 4th out of the 19 branches
 - o In 2016, there were 19,000 computer bookings
- In 2016, over 10,000 questions were answered
- Study tables and room bookings are also very popular with customers, especially on the weekends
- There are 2 meeting rooms that are available for the public to rent
 - o When rooms are not rented customers can use the smaller meeting room as a quiet study space free of charge
- Only branch that provides French programs and services
 - o Welcome many schools for class visits/library tours
 - o Have previously hosted tours for French and French-immersion schools, French Immersion teacher groups, groups from the Saint-Boniface and new immigrant organizations
 - o Recently the branch was contacted by the Canadian Armed Forces to provide tours and presentations to Francophone military families.

- The branch makes regular contact with French and French Immersion schools to make community aware of the types of programs that help promote literacy, specifically French literacy.
- Branch staff also participate in community events outside the branch
 - Participated in a senior's event named "Grouille ou rouille" (which means "Move or Rust") - an annual event that promotes healthy living amongst the population aged 55+
 - Will be borrowing the book bike to take out into the community
 - Invited to set up a table in the atrium of the Saint-Boniface Hospital
 - Participated in a student event at the Saint-Boniface University and have been invited to participate in a community street party being organized by the University and the Festival du Voyageur
 - The branch will host a Nuit Blanche event for the second time
 - In 2016, event saw over 230 people
 - The event will feature a bilingual story time and a shadow puppet
- Programming is key to bringing customers into our library and staff have working to create and offering interesting and relevant programs for all ages
 - Adult programs offered include
 - Métis genealogy
 - A panel discussion titled Western Canada at War, a program that was hosted in partnership with Heritage Canada, computer training, and a French book club.
 - Children's programming offered include
 - Pre-school story time
 - Baby rhyme time (French and bilingual)
 - Programs for tweens and families are offered and very popular with customers
- In 2016, the branch hosted 175 programs with an attendance of 3,373 people
 - As of January 2017, the branch has hosted 110 programs with an attendance 1800 people.

For more information about the St. Boniface Library please visit
<http://wpl.winnipeg.ca/library/branchpages/branch.aspx?sbon>

Appendix B

Manager's Report August 1, 2017

1. Facilities Update

a) St. Vital Library

- Asbestos work has been completed
- Construction work is in progress
- Roof will be replaced during project

b) Transcona Library

- Contractor has received permits to start work
- Foundation piling on site has started
- Contractor is targeting to have all cement poured before cold weather starts

c) Windsor Park Library

- Backyard should be sodded in the next couple of weeks
- Furniture bid opp closed July 27
- Will be installing front doors soon

d) River Heights Library (Grant Park Campus Plan)

- Final consultant report (HTFC) to be received/released in September

e) Carnegie Library renovations

St. John's:

- Construction bid opp has closed - awaiting award report approval
- Closure date TBD

Cornish:

- Construction bid opp is being reviewed
- Closure date TBD

f) Millennium Library ideaMILL

- Furniture and equipment for space arriving
- Virtual Services and IT are testing products
- Virtual Services is creating training for staff

2. Project Pages

- Library Renovation & Renewal page on WPL website has project update information:
<http://wpl.winnipeg.ca/library/whats happening/renorenewal/sectionmap.asp>
- Project pages for St John's and Cornish are currently being developed

3. SmartLockers at Millennium Library

- Will be installed in skywalk this September
- 124 lockers in unit
- West End and Osborne currently have SmartLockers

4. Multilingual Study – Update

- Library Services still reviewing
- VPL is also looking at multilingual collections and has asked WPL to participate in survey – may help with WPL multilingual study (VPL will share results)

5. Borrower History

- WPL is testing the Borrower history feature for roll out later this year, along with other features
- Some of the new features require additional thought and consideration before implementation
- Various WPL staff are involved with the testing phase
- Upgrade should be complete prior to the end of the year

6. New Public Computer Time Limits

- As of July 3, 2017 computer time has been increased from 90 minutes to 120 minutes.
- Customers may also book for 60 minutes and then can add another 60 minutes
- Customers are allowed 1 extension during non-peak hours
- WPL continues to provide 30-minute express computer stations

7. Adult Story-time Programs

- Our popular adult story time “Library Happy Hour” returns to the Good Will Social Club, 625 Portage Avenue (7:30 p.m. – 9:00 p.m.) Readers will entertain you with stories perfect for a hot summer's evening – for adults only.
- WPL is also piloting a Tuesday lunch time series: “Out in the Open” in Millennium Park

8. WPL Board-funded Projects Update:

Give-away Materials

- Outreach have been giving away books - first time was at the Newcomer Fair (July 8-4 pm)
- Also been giving books away at a Winnipeg Harvest and Kids & Care event
- The remaining books will be given away at other outreach events but staff will also be taking the Book Bike into Central Park to interact with the community and hand out books

READ Collection

- Many thanks to the Winnipeg Public Library Board for their generous donation to the REsidents for ReADing (“READ”) program. The donation was used to purchase children’s books given away free to families referred through the READ program at Children’s Hospital.
- Families attending the clinic receive a voucher from their physician for the free book along with literacy and library information.
- For more information on the READ program visit:
<http://guides.wpl.winnipeg.ca/earlyliteracy/readprogram>

9. Events & Volunteers

WPL thanks members of the Board and LAC for volunteering at outreach events & festivals
Volunteers are still needed for Manyfest and Nuit Blanche

DATE (2017)	EVENT NAME	VOLUNTEERS
Apr 8	Books2Eat	Brenda Dyck (Board) Carolyn Szuminsky (Riel LAC) Christiana Gheorghe (Assiniboia LAC) David Robinson (City Centre LAC) Ian Keenan (LS/WK LAC) Kelly Johnston (City Centre LAC) Michael Wenezs (Board) Pam Zorn (Board) Joan Blakley (Board)* Wesley Takeo Konrad (Board)
Jun 4	Pride Parade	David Robinson (City Centre LAC) Jaideep Singh Johar (Riel LAC) Karen MacIntosh (City Centre LAC) Pam Zorn (Board)
Jun 11	Kidsfest	Ian Keenan (LS/WK LAC) Carol Szuminsky (Riel LAC)
Jul 8	Newcomer Fair (Freight House)	Ian Keenan (LS/WK LAC)
Jul 28/29	Kids Fringe (Exchange)	Joan Blakley (Board) Wesley Takeo Konrad (Board) Ian Keenan (LS/WK LAC)
Sep 30	Nuit Blanche (MILL & tba)	Joan Blakley (Board)* Tami Romaniuk (Assiniboia LAC)* Ian Keenan (LS/WK LAC)*

* = Post meeting update / amendment

Appendix C

Motions August 1, 2017

Meeting motions

MOTION	1 ST	2 ND	DISPOSITION
That the agenda be approved as distributed with the following changes: <ul style="list-style-type: none">• Add:(New Business) Annual Recruitment• Amend: (Next Meeting Info) Tuesday, September 5, 2017 Millennium Library – Buchwald Room 2nd floor – 251 Donald Street 5:00 p.m.	Pamela Zorn	Brenda Dyck	Carried
That the minutes of June 6, 2017 be approved as distributed	Joan Blakley	David Kemp	Carried
That the proposed 2018 operating grant application and draft 2018 budget be approved as distributed	Councillor Allard	David Kemp	Carried
That the Q2 Treasurer's report be accepted and approved as distributed	Wesley Takeo Konrad	David Kemp	Carried