

## Winnipeg Public Library Board Meeting

*Tuesday, October 3, 2017 at 5:00 p.m.*

Millennium Library – 251 Donald Street (2<sup>nd</sup> floor – Anhang Room)

### 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Wyatt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**Guests:** Ian Keenan (Lord Selkirk-West Kildonan LAC Chair) and Jaideep Johar (Riel LAC Chair)

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

The meeting was called to order at 5:01 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

- Thanked LAC members for volunteering at WPL events; volunteers are always appreciated

*See Appendix B for report*

#### 5. Reports

Item	Description	Action
<b>Chair's Report</b> Alison McCullough- Butchart	<i>Books2Eat Board Representative</i> - 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; anyone interested is to contact Alison  <i>2018 Draft Schedule</i> - Draft document circulated prior to meeting - See appendix C for motions	

Item	Description	Action
	<p><i>Library Foundation Q2 &amp; Q3 report</i></p> <ul style="list-style-type: none"> <li>- Report distributed prior to meeting</li> <li>- The Library Foundation is requesting for fundraising break and that the Library Board continue to provide funding</li> <li>- The Executive committee will discuss their request at the next Executive meeting</li> </ul>	
	<p><i>LAC Update</i></p> <ul style="list-style-type: none"> <li>- E-mail distributed prior to meeting</li> <li>- Concerns were raised by a LAC member about the lack of communication and feel discouraged regarding ideas</li> <li>- Clarified that at the last meeting ideas were discussed</li> <li>- Both Chairs at last meeting had a discussion after meeting to discuss ideas</li> <li>- Reminder given that LAC members are encouraged to share their ideas but to work with their Library Liaison when coming up with a proposal</li> <li>- Reminder given that Library Board and LAC members are encouraged to share their ideas regarding programming but to ensure they follow the appropriate guidelines that were previously provided</li> </ul>	
<p><b>Treasurer's Report</b> <i>Pamela Zorn</i></p>	<ul style="list-style-type: none"> <li>- Q2 report was distributed prior to the meeting</li> <li>- Question arose regarding status of multilingual study <ul style="list-style-type: none"> <li>• WPL continues to work on scope <ul style="list-style-type: none"> <li>○ Currently, the scope is too broad</li> <li>○ Working to narrow down</li> </ul> </li> <li>• VPL is also doing a study and asked WPL to participate; awaiting results</li> <li>• Challenge for all libraries</li> <li>• Unsure of a similar study has been carried out</li> <li>• The study would ask the consultant to do an environmental scan</li> </ul> </li> <li>- Question arose regarding elimination of fines <ul style="list-style-type: none"> <li>• Previously, WPL had worked to eliminate fines on children and young adult materials</li> <li>• It was acknowledged that Councillor Allard and the Library Board helped to advocate for the change</li> <li>• Other library systems in Canada and the USA are moving towards this trend to remove barriers</li> <li>• PLSB has indicated it is an ambitious undertaking and that it is a library trend to eliminate fines</li> <li>• Councillor Wyatt has suggested that the Library Board does not have to wait until budget process to make a presentation</li> <li>• Will try again in the future to obtain Council approval</li> <li>• Currently, there is a read-a-way your fines program to help children and young adults eliminate their fines</li> </ul> </li> <li>- Question arose regarding notification if due materials/collection agency process <ul style="list-style-type: none"> <li>• WPL indicated there are several notifications that are sent to customer before it goes to collection agency <ul style="list-style-type: none"> <li>○ Ed will investigate process and share with the Library Board</li> </ul> </li> </ul> </li> </ul>	
	<p><i>See appendix C for motions</i></p>	

Item	Description	Action
<b>BC Conference</b> <i>Councillor Wyatt</i>	<ul style="list-style-type: none"> <li>- Councillor Wyatt attended the British Columbia Library Association Conference in Vancouver, BC from April 19-21, 2017</li> <li>- Verbal report received</li> <li>- Session topics included: Children &amp; the library, public spaces, materials management, importance of staff and continued education; and marketing</li> </ul>	
<b>Library History Book Project</b> <i>Joan Blakley</i>	<ul style="list-style-type: none"> <li>- Latest draft has been sent to publisher</li> </ul>	
<b>MLTA</b> <b>Pamela Zorn</b>	<i>No update</i>	
<b>Public Library Service Branch Update</b> <i>Trevor Surgenor</i>	<ul style="list-style-type: none"> <li>- New Deputy Minister is Julie Frederickson</li> <li>- October is Canadian Library month <ul style="list-style-type: none"> <li>o CUPE had written an article about the challenges that the library system and staff face</li> <li>o Library board members are encouraged to read article <a href="https://cupe.ca/october-canadian-library-month">https://cupe.ca/october-canadian-library-month</a></li> </ul> </li> <li>- Reviewing and finalizing documents from public consultation processes</li> </ul>	
<b>Library Advisory Committee Updates</b>	<p><i>Assiniboia LAC</i></p> <ul style="list-style-type: none"> <li>- Chair will be attending next meeting</li> </ul> <p><i>City Centre LAC</i></p> <ul style="list-style-type: none"> <li>- Attended Sherbrook Street Festival</li> <li>- Next meeting is scheduled for October</li> </ul> <p><i>East Kildonan-Transcona</i></p> <ul style="list-style-type: none"> <li>- None</li> </ul>	

**6. Other Business**

*None*

**7. New Business**

Item	Description	Action
<b>LAC Funding Opportunities</b> <i>Ed Cuddy</i>	<ul style="list-style-type: none"> <li>- Document distributed prior to meeting</li> <li>- Process/policy needs to be clarified</li> <li>- Issue will be discussed at next Executive meeting</li> </ul>	

**8. Date and Location of Next meeting**

Tuesday, November 7, 2017 at 5:00 p.m.  
West End Library – 999 Sargent Avenue (large program room)

**9. Adjournment**

The meeting adjourned 6:30 p.m.

1<sup>st</sup>: Michael Wenez

2<sup>nd</sup>: Monique Ireland

## Appendix A

### Guest Speakers Highlights October 3, 2017

- The Winnipeg Public Library Board welcomes Ian Keenan (Lord Selkirk-West Kildonan LAC Chair) and Jaideep Johar (Riel LAC Chair)

#### *Lord Selkirk-West Kildonan LAC*

- Activities
  - o LAC is not in full complement of citizen members
  - o Ian has volunteered at several WPL events
  - o Members and Liaison work well
- Discussion

Q: Can WPL have reading logs?

A: WPL is testing a function to allow customers to track their checked out items. It would be similar to a reading log. LAC could further discuss with Library Liaison about developing a reading log

Q: When attended the Newcomer Fair, there were only children books available as giveaways. Could there be EAL books for adults?

A: The Library Board had provided funds to help support the giveaways at the fair. Will look into if vendors have EAL books that can be used as a giveaway for future fairs.

Q: Are there materials in other languages?

A: WPL has a multilingual collection however it is not catalogued which creates a challenge to locate materials. This is because information would need to be translated. The Library Board is funding a consultant report to address multilingual collections.

Q: Could the LAC reach out to the retired teachers association for recruitment?

A: Yes, the recruitment process is a public one and anyone can apply provided they are eligible.

- Ian thanked the Board for their invitation
- Proposal received as private citizen re: Winnipeg Film Group Ex Libris Screening
  - o Executive will discuss and if approved will make arrangements

#### *Riel LAC*

- Activities
  - o Jaideep had volunteered at the Newcomer Fair
  - o LAC tried to book a mall table but had to cancel
- Challenges
  - o LAC is not in full complement of citizen members
    - The assistant had previously provided the Chair with application and information regarding offsite appointments
    - Filling LAC vacancies can be done during regular and off-cycle recruitment periods; LAC members can contact assistant
  - o Need members to improve their commitment and energy
  - o Need to find a reason to meet with members
  - o Members expressed uncertainty of role and responsibilities
    - Suggested to review guideline document or talk to Library Liaison
    - Library Board will consider having a best practices section during orientation so that LAC members can share information

## Appendix B

### Manager's Report October 3, 2017

#### 1. Facilities Update

##### a) St. Vital Library

- Construction is underway: asbestos remediation & demolition is finished; roof replacement & concrete work nearing completion. Final completion timeline estimated at March 2018

##### b) Transcona Library

- Foundation piling and grade beams were installed recently. Next step is arrival of structural steel to erect the building superstructure. Project is on schedule despite some initial delays and slightly under budget.

##### c) Windsor Park Library

- We are awaiting the arrival of furniture and shelving in anticipation of a November/December opening for the new Windsor Park Library. A target opening date will be determined closer to the completion of the remaining work.

##### d) River Heights Library (Grant Park Campus Plan)

- Hilderman Thomas Frank Cran's (HTFC) Grant Park Master Plan final report will be released later this month. We expect the report to show community support for the new River Heights Library to the immediate northwest of the Pan Am Pool, as discussed in public engagement sessions.

##### e) Carnegie Library renovations

###### St. John's:

- Foundation work on the new addition to the library will begin soon. The St. John's Library closed to the public on Friday, August 25<sup>th</sup>. The project timeline is estimated as 11 – 12 months. This timeline will be updated when construction starts this month.

###### Cornish:

- The site at 20 Westgate is undergoing a hydraulic study due to riverbank erosion issues – we are awaiting the award of this work. The riverbank stabilization work will be scheduled for winter 2018.
- The project team is working with the Winnipeg Arts Council on a public art installation for the new Cornish Library.

##### f) Millennium Library ideaMILL

- Virtual Services staff continue to receive and install furniture and equipment for the new space. Expected opening date is early 2018 due to delays in getting staffing in place.

## 2. Library Staff Update

- Sophie Firby, our Administrative Coordinator of Virtual & Information Services, is currently on maternity leave.
- Barbara Bourrier-LaCroix is the Acting Admin Coordinator for Virtual Services, as of October 2, 2017. Barbara started at WPL as a Librarian 1 at St. Boniface Library in 2006. Most recently, she worked as a Librarian 2 Collections Librarian at Millennium Library.
- Arryn Seburn is the new Librarian 1 Section Head of the Millennium Library ideaMILL maker space, also effective October 2, 2017. Arryn started working for WPL at St. John's Library as a shelver in 2002.
- Due to the City of Winnipeg hiring freeze (formally announced via City news release March 9, 2017), we must submit vacancies we wish to fill to a corporate review committee. To date, we have received approval to bulletin 2 positions through this process. Library Services has many more vacancies and we are relying on temporary staff to fill gaps in our schedules. This has stretched our resources and our ability to deliver the programs and services our customers want and expect.

## 3. Borrower History

The Enterprise system was upgraded on August 23, 2017 which included the Checkout History feature. Library staff and IT are still working with the vendor on configuration options. Rollout date of this feature is still to be determined.

## 4. Human Library Event

The Human Library event was a success. 104 readers came to check out one of the 23 human books available. Saturday was the busiest out of the three days and some readers had to be turned away. Feedback sheets were received from the readers and human books; all were positive.

Thanks again to the WPL Board for funding this program.

## 5. Nuit Blanche

Winnipeg Public Library participated in Nuit Blanche on September 30, 2017. The event is a "free all-night exploration and celebration of contemporary art" throughout the downtown, The Exchange and St. Boniface areas.

Millennium Library was the site for giant board games, lantern making and star stories with Jennifer Stills (WIR 2017/2018). In partnership with the University of Manitoba's Astronomy department, a lounge was available for attendees to star gaze and be introduced to the night sky through downloadable apps. "Marty the bass player" was there who added special ambiance to Millennium Library Park as visitors stopped by activity stations and when the approximately 60 person "Movable Feast" (Downtown Biz bike rider group) stopped by. Thanks to Joan Blakley and Ian Keenan for volunteering and helping with the event.

St. Boniface Library's Métis stories and shadow puppet shows told in English and French was a huge success. Space was packed with attendees for every scheduled show time.

The Friends of the WPL were also in the park with a pop-shop to offer merchandise and items for sale to attendees.

Check out the WPL's Instagram and Twitter pages for pictures:

- Instagram: <https://www.instagram.com/winnipegpubliclibrary/>
- Twitter: <https://twitter.com/wpqlibrary>

## 6. Book Fest (Author Publisher fair)

Thanks to the Library Board for providing funding to support the Book Fest (author-publisher fair). The event will take place on November 25, 2017 at Millennium Library on the 2<sup>nd</sup> floor. Book Fest is in partnership with the Association of Manitoba Book Publishers and will promote local publishers and authors to readers. Event will include book tables, panel discussions and publisher exhibits.

## 7. Friends of the Library Book Sale

Everyone is invited to the Friends of the Winnipeg Public Library book sale on October 28-29, 2017. There will be 50 categories and 60 tables of great used books, art prints, posters, DVDs, CDs and more. There are many things to discover at this event so there will be something for everyone. Proceeds from the book sale will support special projects of the Winnipeg Public Library. Details are below:

October 28-29, 2017

Saturday – 10 a.m. to 5 p.m.

Sunday – 11 a.m. to 3 p.m.

Grant Park School Gym (450 Nathaniel Street)

## Appendix C

### Motions October 3, 2017

#### Meeting motions

MOTION	1 <sup>ST</sup>	2 <sup>ND</sup>	DISPOSITION
That the agenda be approved as distributed with the following changes: • <b>Delete:</b> Brochure Update	Monique Ireland	Laila Yesmin	<b>Carried</b>
That the minutes of September 5, 2017 be approved as distributed	Joan Blakley	David Kemp	<b>Carried</b>
That the dates and times for the 2018 Executive and Library board meetings; and orientation be approved as distributed	David Kemp	Michael Wenezs	<b>Carried</b>
That the Library Foundation Q2 & Q3 report approved as distributed and that the Q2 and Q3 payments in the amount of \$10 K be released	Joan Blakley	Pamela Zorn	<b>Carried</b>
That the Q3 Treasurer's report be approved as distributed	Councillor Wyatt	David Kemp	<b>Carried</b>