

Winnipeg Public Library Board (WPLB)
February 8, 2010 5:00 p.m.
Millennium Library, Buchwald Room

Final approved minutes

Present: Chair R. Burgess; V. DePape; A. Hoeft, D. Hultin, C. Kolybabi-Labossière, D. MacEwan, J. Mabee, B. McDonald, Councillor M. Pagtakhan, J. St. Hill, S. Singh, T. Surgenor, R. Walker, A. Wallace, J. Watt and H. Graham

Regrets: Councillor H. Smith

Guest: M. Woroniak

1. Call to order

R. Burgess called the meeting to order at 5:07 p.m.

2. Approval of the agenda

The agenda was approved on a motion by J. Mabee and seconded by V. DePape.

3. Approval of Minutes

The draft minutes of the January 11, 2010 meeting of Winnipeg Public Library Board were approved on a motion by A. Hoeft and B. McDonald.

4. Guest speaker

R. Walker introduced Outreach Services Librarian Monique Woroniak, whom the Board had sponsored to attend the First Nations Language Keepers conference in Saskatoon in December.

Ms Woroniak first explained to Board members the role of the Library's Outreach Services, in which she is one of two Outreach Librarians. The division manages homebound services, mobile library service, institutional deposits, adult literacy services, services for newcomers, and more.

Planning for Winnipeg Public Library's involvement in the City's Aboriginal Youth Services initiatives began 18 months ago. WPL is involved in a number of streams; Ms Woroniak is the point person. Funding is in place until the end of 2011 for various projects. Some of the projects include: the addition of an Elder- in-Residence; part time staffer in the Princess White Dove Library*; increase in the number of orientations for Aboriginal youth and tours of the library; addition of Aboriginal youth to the Library's Teen Advisory Council; addition of an art piece by Aboriginal youth; and increase in the number of materials in Aboriginal languages. (*WPL supports the community-led Princess White Dove Library.)

The Saskatoon conference, sponsored mainly by the Saskatchewan Indian Cultural Centre, focused on the language piece, which is very relevant in building a WPL collection of materials for First Nations. In her goal to find publishing sources, Ms Woroniak located five or six vendors from across the country, which will be a major time-saver in sourcing relevant materials.

There were 500 attendees, who were mostly indigenous people. Mr. Walker said that Ms Woroniak's attendance also created the opportunity to develop networks. He said that, the Library's website has an "Aboriginal Peoples Links" page at <http://wpl.winnipeg.ca/library/onlineresources/internet/firstnations.asp>.

Ms Burgess thanked Ms Woroniak.

The meeting was suspended while Ms Woroniak took a photo of the 2010 Board.

5. Matters Arising from the Minutes

a. Vacancies: Library Advisory Committees

H. Graham listed the remaining vacancies and their status: Assiniboia LAC has two vacancies; East Kildonan-Transcona has one.

The Board member who was appointed to both the Board and the City Centre LAC had not expected to be appointed to both groups, and wishes to resign from the LAC, thus creating a vacancy. Board members discussed the dual-appointment situation, which occurs occasionally because appointments to the Board and LACs are made by two different Council committees. The Board's Executive Committee will review the Board's City By-law for possible revision. (The Board could submit a report, to City Council's Standing Policy Committee on Protection and Community Services, to recommend changes.)

b. Orientation

Members reviewed the draft agenda for the February 20 orientation and meeting for new and returning Board and LAC members.

6. Reports

a. Chair

Advocacy: City Budget

Ms Burgess described the City's public consultation round table discussion that she attended on January 27. City CFO Mike Ruta and Councillor Scott Fielding opened with a presentation on the City's budget, and spoke about the online survey, available to all citizens at <http://www.winnipeg.ca>. Then participants met in table groups. Both Mr. Ruta and Councillor Fielding circulated to hear the feedback. Libraries were seen very favourably. The Board will forward the survey link to LAC members.

Ms Burgess will attend March 8 meeting of the Standing Policy Committee on Protection and Community Services to speak about the sections of the 2010 Preliminary Operating Budget Estimates that relate to Winnipeg Public Library and the Library Board. The Board has requested that an increase of \$75,000 be added to the Library's 2010 base materials' budget. The Board has also asked for an increase in the City's grant to the Board. The increase would be allocated to our research studies, and to the Library Foundation to support their hiring of a grant proposal writer.

b. Treasurer

Ms Graham explained that Executive Committee had reviewed a draft of the audit statements, but that the final audit document was pending. The deadline for submission of the completed audited financial statements to the City's Corporate Finance Department is February 15, 2010.

MOTION: V. DePape / B. McDonald

That the Library Board review the 2009 audited financial documents electronically and report back to the Administrative Assistant.

Carried

MOTION: V. DePape / B. McDonald

That auditor Gail Friesen, CGA, Professional Corporation, be re-appointed as the Board's auditor for 2010.

Carried

c. Executive Committee

Ms Burgess said that the Ontario Library Association SuperConference will take place February 24 – 27, 2010 in Toronto. The Canadian Library Association conference will be in Edmonton, June 2-5. Executive Committee approved that the Vice-Chair, C. Kolybabi-Labossière, would be the Board's delegate to the OLA conference, and R. Burgess would be the delegate to the CLA conference.

Board members discussed whether expenses should be per diem, or if receipts would be expected for meals and similar contingencies.

MOTION: M. Pagtakhan / A. Hoeft

That the Board's conference delegates receive a per diem of \$45.00.

Carried

d. Community Outreach

J. Mabee reported that the committee would be meeting on February 11. Three guests are anticipated: the Library's Administrative Coordinator of Outreach and Marketing, Kathleen Williams; and from Literacy Partners of Manitoba, Jan Graham, Learner Outreach Coordinator, and a speaker-learner.

Language and Literacy grants' information has been distributed. The deadline for the 2010 Language and Literacy grant applications is March 26. At this point the Board asked that a representative of the Elizabeth Fry Society, one of last year's grant winners, be invited to a Board meeting to speak about their project, funded by one of the Board's Language and Literacy grants.

The CO Committee will probably be applying for the Canadian Library Trustees' Association Stan Heath Achievement in Literacy award on behalf of WPL. The deadline is February 28. Ms Williams and staff are preparing a submission on their EAL plain language photo brochures and related teaching materials.

The list of 2010 Library Board members appeared in the Manitoba Movers column of the Winnipeg Free Press on February 1.

e. Manager of Library Services

Mr. Walker's report follows in Appendix A. He added that the Library reorganization came out of the 2009 budget process. The fairest and most equitable process involved a sign-up, which is sometimes called a job canvass.

With reference to item 2 of his report, Mr. Walker said that the late Dr. Allan Patterson had been a member of both the Library Board and Riel Library Advisory Committee, and was the MLA for Radisson from 1988-1990, in addition to many other accomplishments.

No jobs were lost in the Support Services project. Savings were obtained through attrition. Sufficient positions remained for those staff who wished to stay in the Support Services unit.

To his report Mr. Walker added that Freedom to Read Week would be taking place in late February. On February 27, a Freedom to Read Marathon will be held at

Millennium Library. Members of the public are invited to join the Winnipeg Public Library and the Manitoba Writers Guild for seven hours of challenged and challenging literature, during which participants will read from their favourite banned or challenged book.

Mr. Walker was asked to comment on recent media coverage about library hours. He said that in the recent reorganization, and in response to public demand, Sunday hours are being added at Pembina Trail and Henderson Libraries. That will accommodate Sunday hours at the centre of the city and in three of the four city quadrants. In response to an online citizen comment, he also noted that Millennium Library has about 5,000 visitors daily.

Board members commented that Mr. Walker and staff are to be commended for doing more with less.

f. Board Reps. to Library Advisory Committees

Board representatives to LACs were asked to encourage their LAC members to take their questions and concerns to their LAC meetings, so that these matters could be conveyed to the Board for feedback and/or resolution.

City Centre LAC

Ms Mabee said the LAC met with staff on February 1 to finalize planning for the Fort Garry Library 50th anniversary celebration to take place on February 12. She described the program, refreshments, donations and special parking opportunities for the event. LAC members will be serving refreshments.

In response to a City Centre LAC question about heritage status of the two Carnegie libraries, Board members said that there can be pros and cons to obtaining heritage status; a challenge is to make such facilities accessible while maintaining their historical value. Cornish Library has a municipal heritage designation. Mr. Walker will find out about getting a municipal heritage designation for St. John's Library.

Ms Burgess asked Ms Mabee to thank City Centre LAC members for their interest. Should there be a need for further information from a heritage facility specialist, the Board will look after that. Board members also discussed the very large painting at Fort Garry Library, and who the artist might be.

Riel LAC

Ms St. Hill said that the LAC met on January 18 at Louis Riel Library. The remaining LAC members were thrilled to welcome three new members, she said. The new Chair is Andrea Geary. Guest Trevor Lockhart, Branch Head / Librarian at Louis Riel Library, gave an update on the planned renovation, will make better use of space, and will have more accessible shelving and a new self check-out machine. Mr. Walker added that it will be a dramatic makeover, with new furniture, shelves and flooring. The renovations may take place in May. He will bring the renovation plans to the next Board meeting, which will be at Louis Riel Library.

Two Riel LAC members have volunteered to join the planning committee for the Windsor Park Library room dedication in memory of Dr. Patterson.

The LAC is planning several Meet-and-Greet events, perhaps two for the year. The next LAC meeting will be on April 19 at Windsor Park Library.

Assiniboia

Dr. MacEwan said that he had received a phone call from the seniors' centre beside the Charleswood Library. The folks from the seniors' centre would like to partner

more with the Library. Dr. MacEwan will bring this to the next LAC meeting, on March 2 at Westwood Library.

Mr. Walker was asked if library cards could be renewed online. He said that the process is not in place yet. Currently library cards must be renewed in person after three years, and every year an in-person address check is done.

Upcoming LAC meetings, in addition to those mentioned: East Kildonan-Transcona, February 16; and Lord Selkirk-W.K, March 3.

g. Speakers' Bureau

Ms Burgess explained that the Speakers' Bureau was established to encourage more applications for the Board and to increase diversity on the Board and LACs. A script was developed, and two members have addressed groups. Ms Kolybabi-Labossière spoke at a meeting of the Aboriginal Council of Winnipeg and Mr. Hoeft has addressed his fellow Downtown Rotarians.

Mr. Hultin, who is taking over the Speakers' Bureau, said he is seeking more opportunities for speakers. His goal is to arrange for six presentations to take place by December. He asked Board members to think about the groups to which they belong – and their networks. The Board would provide the handouts. The presentation length can be flexible to accommodate the needs of the audience, to take from 30 minutes to whatever is appropriate. Board members were asked to give contact information for potential audiences to either Mr. Hultin or Ms Graham.

Over the next few weeks, Mr. Hultin will develop a public service announcement for distribution to media outlets for free publicity. As this is a civic election year, we have an opportunity to keep people engaged about libraries.

Councillor Pagtakhan had indicated that he would arrange a speaking opportunity at the Philippine Canadian Centre of Manitoba.

A Board member wondered if other city libraries have a similar entity.

Executive Committee discussed the renaming of the Speakers' Bureau to be more descriptive, and encouraged Board members to provide suggestions.

h. Books2Eat

Ms Kolybabi-Labossiere said that the April 2010 event has been postponed until next year, due to a staff member's leave.

i. Winnipeg Library Foundation

The WLF's annual meeting is scheduled for March 2 in the Anhang Room of Millennium Library. Details will be forwarded when available.

j. Manitoba Public Library Services

T. Surgenor, the Director of Manitoba Public Library Services, welcomed new Board members, and recalled that Ms Wallace used to work at Public Library Services. He explained that the PLS office is in Brandon, and is a division of the Manitoba Department of Culture, Heritage, and Tourism. PLS is responsible for administering provincial legislation, policy, and targeted support programs. Twenty staff members, including consultants, work with rural and northern libraries in Manitoba.

The new Assistant Deputy Minister of the Programs Division, Veronica Dyck, who is also a Winnipeg Public Library customer, met last year with former Board Chair Mr.

DePape and later with Mr. Walker. Mr. Surgenor said that WPL does a great job in serving 70% of the province's population.

The new Minister of Culture, Heritage and Tourism, who took over from the Honourable Eric Robinson, is the Honourable Flor Marcelino, who attended the Brandon Winter Fair and visited the Brandon Public Library.

Ms Burgess thanked Mr. Surgenor for driving for several hours to attend our Board meetings.

A Board member asked about the impact of the huge Provincial debt, and expressed concern for the impact on libraries. Mr. Surgenor indicated that all levels of government are under pressure considering the economic climate. Budget consultations have just been completed across the province, and from that a Provincial budget will be drafted; impact on any government program at this point is undefined. At this point discussions and speculation of impacts are premature until a budget is released.

7. Other Business

a. Business cards

Ms Graham will get business cards printed for Dr. Satyendra, Ms St. Hill, Ms Mabee and Dr. MacEwan. Ms Graham said she would provide WPLB badges to new Board members, and encouraged those attending the Fort Garry Library anniversary and other events to wear their Board identification.

8. Other Business

a. Board's Annual Report

Ms Graham described the preparation timeline for submission and presentation of the Board's annual report to the April 8 meeting of the Standing Policy Committee on Protection and Community Services. A draft will be prepared for the Board's review and approval, after consultation with the Board's Executive Committee.

b. Committees: appointments

Members had received a list of committee opportunities on the Board. Executive Committee appointments have been made. The Community Outreach Committee is seeking new members. Advocacy, Budget and Strategic Planning will be seeking members later in the year.

Dr. Singh is interested in the Strategic Planning committee, Mr. McDonald in Advocacy, and Ms Wallace in Community Outreach.

It was noted that the Manitoba Library Trustees Association's Executive holds meetings six times annually, by teleconference or in person. Dr. MacEwan will continue as the Board's liaison to MLTA.

c. Nomination of Board reps. to LACs

Ms Burgess explained the role of Board reps who sit on LACs. Community Committees make the appointments, typically for two-year terms.

MOTION: V. DePape / B. McDonald

That the WPLB nominate the following members as its representatives to Library Advisory Committees:

City Centre:	J. Mabee and S. Singh
E.K.-Transcona:	A. Hoeft and B. McDonald
Riel:	C. Ms Kolybabi-Labossière

Carried

- 9. Date and Location of Next Meeting**
Monday, March 8, 2010, 5:00 p.m.
Louis Riel Library, 1168 Dakota Street

- 10. Adjournment**
The meeting was adjourned on a motion by J. Mabee.

Appendix A

Manager's Report February 8, 2010

1. Library Reorganization

The Library reorganization will be completed shortly. Staff will be moving into their new positions effective Sunday February 14, 2010.

2. Allan Patterson Room Naming Event

I have scheduled a meeting for February 11, 2010 at the Windsor Park Library at 3:30 p.m. to discuss what we would like to do for this event. Two LAC members have been invited to attend and Christine Kolybabi-Labossière is the Board representative.

3. Support Services Project

The RFP for outsourcing part of the cataloguing and processing operations of the library is now posted on the City's Materials Management website for the next three weeks. This will give vendors from across the country the opportunity to bid on service contracts to sell the library materials in various formats as well as provide the cataloguing records and processing with the material. This should help to get some materials out to the public in a more timely manner.

4. Public Computer Upgrades

We will be putting out new keyboards in each branch on certain public computers that have large type keypads. This will help to address some accessibility issues for the public. In addition we are looking at a new networked version of the Zoomtext software that will make all public computers more accessible for the public. Currently we purchase individual licenses for specific computers. This will make all public computers accessible.

5. E-Commerce Application

We are working on an e-commerce application that will allow the public to pay their fines via credit card, remotely and in person, doing full or partial payment.