

Winnipeg Public Library Board (WPLB)
November 8, 2010 5:00 p.m.
Henderson Library, 1050 Henderson Hwy.

Final approved minutes

Present: R. Burgess, Chair; A. Hoeft, D. Hultin, C. Kolybabi-Labossière, D. MacEwan, J. Mabee, J. St. Hill, T. Surgenor, R. Walker, A. Wallace, J. Watt and H. Graham

Regrets: V. DePape, B. McDonald, M. Pagtakhan, and S. Singh

Guests: M. Giesbrecht, from Hilderman Thomas Frank Cram Landscape Architecture & Planning; E. Cuddy, Branch Head / Librarian, Henderson Library

Observers: East Kildonan-Transcona Library Advisory Committee members K. Faber, R. Hargrave and C. LeBlanc

1. Call to order

Chair R. Burgess called the meeting to order at 5:05 p.m. and welcomed observers from the East Kildonan-Transcona Library Advisory Committee.

Ms. Burgess congratulated guest Monica Giesbrecht, and her colleagues at Hilderman Thomas Frank Cram, landscape architects, for winning the Manitoba Chambers of Commerce Small Business Award.

2. Approval of the agenda

The agenda was approved on a motion by A. Hoeft and seconded by D. Hultin.

3. Guest Monica Giesbrecht

R. Walker introduced Ms. Giesbrecht of Hilderman Thomas Frank Cram Landscape Architecture & Planning. Ms. Giesbrecht spoke about the process and master design for the Millennium Library Park, and answered questions.

She said that her firm was hired in 2006, and through the spring and summer of 2007, obtained input from stakeholders. A number of City departments and Downtown Winnipeg Biz are involved. Under the Park is the parkade's 30 year old membrane, which had started to leak. Also a Park safety analysis was conducted. The original park was very insular and use had declined. Planners had four goals: to make the Park a "Neverland" which would fuel imagination, stories and fables; a classroom; an urban oasis; and a community hub, with Downtown Biz taking a programming role.

The Millennium Library Park will be divided into five zones: Millennium Plaza; Crossroads Plaza and gateway to the Library (not in Phase 1); Learning Commons, to be calm, shady and quiet; an urban wetland; and the John Patterson Reading Terrace, directly outside the Library.

Millennium Plaza will have an events' kiosk, a built-in covered kiosk and in-ground lighting.

Crossroads Plaza would be fully accessible and have vendor terraces with kiosks as well as a Downtown Winnipeg Biz kiosk, walkways, and raised, accessible pedestrian crossings.

The Learning Commons would include a shady grove of elm trees, comfy seating and reclining, and a water and ice wall (insert MAC link). For the latter, five artists' designs have been short-listed. A long-term goal is to have a separate entrance to the Library from the Park. Also planners will be cutting down the concrete stairwell bunkers to make the stairwells fully visible.

The Urban Wetland and Prairie Garden will have a boardwalk, and prairie grassland garden, as well as a windmill-powered urban wetland.

Other features will include appropriate lighting, and another public art project, to produce a literary fence. In the long range plans, there will be sidewalks on both the east and west sides of the site (Donald and Hargrave Streets).

Construction has begun. (For information on the Park project, go to <http://wpl.winnipeg.ca/library/contact/branches/millennium/park.asp>.) All three levels of government have made major contributions.

Timing: phase 1 should be mostly completed by June 2011, and the art projects installed perhaps by September 2011.

Ms. Burgess thanked Ms. Giesbrecht and noted the role of the Winnipeg Library Foundation in this project.

4. Henderson Library update and tour

Mr. Walker introduced Henderson Library Branch Head E. Cuddy, who has been with Winnipeg Public Library for a number of years in a variety of positions. Mr. Cuddy took members on a tour of the expanded and completely renovated facility.

5. Approval of minutes

The reference to Cornish Library's anniversary on page 1 should say "95th" rather than "75th". The amended October 5, 2010 minutes were approved on a motion by D Hultin and seconded by A. Hoeft.

6. Matters arising from the minutes

To expedite the meeting, these items will be discussed during Reports or Other Business.

7. Reports

a. Chair

Ms. Burgess said that Administrative Assistant H. Graham has informed the Board that she will be retiring on August 31, 2011. Ms. Burgess thanked J. Watt, D. MacEwan, A. Wallace and J. St. Hill for sitting on the ad hoc committee established to review this "position for the future". The committee will determine position requirements, and recruitment strategy. Bookkeeping skills will be one of the criteria. In 2011, the position will be advertised in April, and will close in May. The committee will hire in June, for a planned start date of mid-July. Due to this timing, the usual July Board meeting will be held instead in August. The next meeting of the ad hoc committee will be in January. Ms. Burgess would like the Board's incoming Vice-Chair (to be elected in January) to head up this committee, and would like one of the new Board members to join.

Vacancies: recruitment

Ms. Burgess said that information seeking applicants for the Board and Library Advisory Committees has been distributed to a number of individuals, agencies and networks, and was advertised in the five community newspapers and the Library's newsletter. The deadline for applications is November 19.

2011 Board meeting schedule

Copies of the 2011 Board meeting schedule were distributed.

Community Economic Development session

A Board member had planned to attend, but at the last minute was unavailable.

b. Treasurer

J. Watt distributed copies of a revised financial statement to November 8, 2010. He added that the Board had asked RBC to place the GIC, which matured on November 1, in the current account.

Upgraded equipment

Mr. Watt distributed copies of quotations received for upgraded computer, printer and related software, and gave rationale and his recommendation on which package would be most appropriate. He was looking for laptop models that can be long-term investments. He said that on behalf of the Board he will be applying, at the end of the year, for a GST rebate, and may be able to do so retroactively for up to five years. Regarding software, Mr. Watt recommended that the Board wait for the new Administrative Assistant, who might have a preference for particular software.

MOTION: J. Watt / C. Kolybabi-Labossière

That Winnipeg Public Library Board authorize the purchase of quote #3, from Future Shop, and an additional gift card for the future software purchase, to a maximum of \$4,000.

Carried

c. Executive Committee

Ontario Library Association conference delegate

MOTION: C. Kolybabi-Labossière / A. Hoeft

That Winnipeg Public Library Board fund Rita Burgess to attend the Ontario Library Association SuperConference in Toronto, February 2-5, 2011.

Carried

Mr. Walker added that two WPL staff members have been invited to present at the conference: Teen Services Librarian S. Walker, winner of the Board's 2009 Jack Montgomery Community Outreach award for Teen-Programs-in-a-Box, will speak about that program; and Librarian L. Schluter, who works for Youth Services, will speak about Family Fun Days. Most of their costs will be covered by OLA.

Nomination Committee for Executive members

Ms. Burgess reported on behalf of V. DePape, who thanked those who contacted him regarding their interest in joining Executive Committee in 2011, and asked that, if any others are interested, they contact him as soon as possible.

Vacancies: nominees for Library Board, Committee

J. St. Hill has agreed to chair this committee, which will review applications and provide to the City's Executive Committee Clerk nominees for the Library Board. Following the November 19 application deadline, the Committee, comprising Ms. St. Hill and D. Hultin, J. Watt and A. Wallace will meet.

d. Community Outreach

J. Mabee reported on applications received for the Jack Montgomery Community Outreach award. The selection committee will meet on November 25 at noon at Millennium Library.

The Language and Literacy award information and form are being revised. Draft certificates, to be given to award winners, are being designed.

e. Manager of Library Services

Mr. Walker distributed copies of his report (see Appendix A). He also distributed attendance and other statistics for summer programs and the Read Away Your Fines program.

f. Board Reps. to Library Advisory Committees (LACs)

Assiniboia LAC event: D. MacEwan said that D. Hultin had attended the October 16 event at St. James-Assiniboia Library. The event was well organized and well publicized but not well attended, perhaps due to the fabulous weather. The LAC will debrief at their December meeting.

East Kildonan-Transcona: LAC member K. Faber was invited to share information on this LAC's plans. He said they are thinking about sessions on Smart Phone use and e-books. They will contact Assiniboia LAC members to share best practices. A. Hoeft added that the LAC is considering providing a commemorative gift for Henderson Library's official reopening.

g. Manitoba Library Trustees' Association

Dr. MacEwan had just participated in a teleconference with MLTA Executive members. He said that Public Library Services is funding the quarterly conference calls. The date of MLTA's annual meeting is pending.

In response to a question, Dr. MacEwan said that MLTA Executive is reviewing nominations for its Trustee of Distinction award. Presentation details are not yet available.

h. Manitoba Public Library Services

T. Surgenor said that MPLS is working with MLTA on developing a short survey for Manitoba public libraries, to assist the association in determining its priorities and efforts.

The Taskforce on Library Accessibility is the result of recommendations 8 and 9 of public library review report Reaching Our Vision: Providing High Quality, Sustainable Public Library Services For all Manitobans. A consumer survey, conducted by the Taskforce on Library Accessibility, reveals that for some persons with disabilities, the ability to participate in the library's community is reduced by transportation issues. Public libraries can address some of these needs by providing home delivery and facility loan services. An article outlining these services was in the MLTA Fall 2010 newsletter.

8. New Business

No new business was raised.

9. Other Business

a. *In camera*

The Chair declared the beginning of *in camera* discussion.

The Chair declared that the Board had returned to the meeting of the whole.

10. Date and Location of Next Meeting

December 6, 2010, 4:30 p.m. – 6:30 p.m.

Best Western Charterhouse, 330 York Avenue

Dinner: 7:00 p.m.

11. Adjournment

The meeting was adjourned at 7:30 p.m. on a motion by C. Kolybabi-Labossière.

Appendix A

Manager's Update

November 9, 2010

1. Branch Renovations

With the completion of the Henderson Library renovations we have completed three branch renovations this summer. Depending on approval of capital budgets we will be reviewing the list of branches where renovations are needed and will be making some decisions in the coming months about 2011/2012 choices.

2. Databases

The Library has recently added several new databases including

- a. NFB.ca
- b. Tell Me More (Upgraded version)
- c. Career Cruising
- d. Ancestry Plus - Henderson Library

3. Customer Service Survey

The Library has purchased a software package call Survey Monkey to be able to survey staff and public about various aspects of library service. We will be coming out soon with a survey for the public to ask about what they are using the library for and if they found what they were looking for on their last visit.

4. On the Same Page

Wednesday November 3, 2010, a media launch occurred at Fort Whyte Interpretive Centre to announce that Jake MacDonald's Juliana and the Medicine Fish had been selected as this year's On the Same Page winner. A series of programs and events are being planned for January and February 2011 on the themes and story in the book.

5. Bed Bugs in Libraries

We want the Board to know that we do not have an infestation of bedbugs in our libraries. Our libraries remain safe, accessible and welcoming places in our communities. The bedbugs that have been discovered at Millennium and Sir William Stephenson libraries have all been isolated cases. When a bug is found we call upon the City Entomologist to first determine if it is in fact a bed bug. Then sticky strips are placed in the area where the bed bug was found to determine if there are any more bugs. The strips are monitored by the City Entomologist. To date, where we have placed sticky strips, no more bed bugs have been found.

The Library has also found no bedbugs in books on our shelves. We have had two patrons report that they found a bedbug in a book they had at home. In each case, the book was returned to the library and inspected by the City Entomologist. As a cautionary step, we have withdrawn the books from the collection.

We continue to monitor the bed bug situation closely and work closely with the City Entomologist to determine if other action should be taken.

6. Northern Exposure to Leadership Program

Two WPL staff members have been selected to attend upcoming Northern Exposure to Leadership Institute programs in 2010 and 2011. Monique Woroniak has been selected in 2010 and Phil Bravo has been selected in 2011. This is the premier leadership training program for librarians in Canada and we are very pleased that Monique and Phil have been accepted. This training is part of our long term succession planning efforts.

7. Youth Services Statistics (separate handouts)

We have now received the final statistics from this year's Summer Reading program and the Read Away Your Fines program.

- a. Summer Reading Stats
- b. Read Away Your Fines