

Winnipeg Public Library Board (WPLB)
January 10, 2011 at 5:00 p.m.
Millennium Library, Anhang Room

Final approved minutes

Present: R. Burgess, Chair; Councillor J. Browaty, V. DePape, Councillor R. Eadie, A. Hoeft, D. Hultin, D. MacEwan, J. Mabee, B. MacDonald, J. St. Hill, S. Singh, R. Walker, J. Watt and H. Graham

Regrets: C. Kolybabi-Labossière, T. Surgenor, and A. Wallace

1. Call to order

Chair R. Burgess called the meeting to order at 5:00 p.m. and shared regrets from those unable to attend.

2. Approval of the agenda

An item was added to the agenda, after Approval of Minutes: Presentation to Manager of Library Services. The amended agenda was approved on a motion by J. Mabee and V. DePape.

3. Approval of December 6, 2010 minutes

The minutes were approved as distributed, on a motion by J. Mabee and seconded by V. DePape.

Presentation to Manager of Library Services

Dr. MacEwan donated to Winnipeg Public Library a copy of a recently published biography, *Behind the Scenes: the Life and Work of William Clifford Clark*, written by Robert A. Wardhaugh, with Douglas MacEwan and William Johnston.

4. Business Arising from the Minutes

These items will be covered during Reports.

5. Reports

a. Chair

Contributions of departing Board members

Ms. Burgess described the contributions of the three departing Board members, C. Kolybabi-Labossière, D. Hultin and J. Watt. The Board, in honour of these members, had asked each to select a book that the Board would purchase and donate to the Library in their honour. Ms. Kolybabi-Labossiere chose two books of interest to teens, by F. Paul Wilson. They are *Jack: Secret Histories*, and *Jack: Secret Circles*, to be donated to Millennium Library. Mr. Hultin chose *The War for Late Night* by Bill Carter (of the NY Times) for donation to Charleswood Library. R. Walker will bring the books to the next Board meeting. Mr. Watt chose instead to donate an art piece, *The Literary St. Petersburg*. Ms. Burgess noted how much these members will be missed. Also through his employer, Mr. Watt made an additional personal donation to the Library.

CLA forum

Ms. Burgess said that on January 6 in Winnipeg, the Canadian Library Association's Vice-President, Karen Adams, chaired a forum to gather feedback on draft 2 of CLA's plan for the future. The session was well-attended by librarians, other library staff, and trustees, from public, school, academic and special libraries as well as from Manitoba library associations. The consensus was that the Canadian Library Association must continue, maintain its national advocacy role, and be more relevant to sustain membership. The Canadian Library Trustees' Association, a division of CLA, will evolve

into one of many networks. Ms. Burgess thanked Councillor Eadie, D. MacEwan, and H. Graham for attending. She also noted that WPL also participated.

Board policy on the use of electronic equipment and software

V. DePape has agreed to look at policies from the Province and the City, and then to develop a Board policy that he will first bring to Executive Committee.

Speakers' Bureau

D. Hultin will meet with whoever takes over the Speakers' Bureau.

Meetings and events

H. Graham distributed a schedule of 2011 Board meetings and events.

Succession planning

An ad hoc committee, to plan for the recruitment and selection of the next Board assistant, has been established. Members are R. Burgess, D. MacEwan, J. St. Hill, R. Walker and A. Wallace. This committee will meet on January 18 at Millennium Library. Ms. Graham will book a meeting room.

Annual report

Ms. Burgess cited the significant dates for preparation and submission of the Board's 2010 annual report to Council's Standing Policy Committee on Protection and Community Services (PCS). Along with the Board's audited financial statements, the report must be submitted to the PCS Clerk by February 18, to be placed on the agenda of the February 28 PCS meeting. Therefore the report should first be approved by the Board on February 7.

Seasonal cards

Ms. Burgess thanked Mr. Walker and staff for preparing an e-greeting card that was sent on behalf of the Board and Library.

On the Same Page

Copies of *Juliana and the Medicine Fish*, by Jake MacDonald, were given to Board members in December. Copies of the accompanying Reader's Guide were also distributed. Ms. Burgess reminded members to (a) read the book, (b) vote, on the Reader's Tally section of On the Same Page (<http://wpl.winnipeg.ca/library/onthesamepage.asp>), and (c) as a pay-it-forward concept, pass the book on to another reader, such as a Library Advisory Committee member.

b. Treasurer

Outgoing Treasurer J. Watt said that the financial documents had been submitted to the auditor. To Board members he distributed two documents: the revised draft 2011 budget; and a financial statement for 2010, prepared on January 10, 2011, showing 2009 and 2010 comparative totals, and 2010 monthly expenditures and revenue. He explained both documents. In the draft 2011 budget, the figures are contingent on the Board receiving its requested grant for 2011.

**MOTION: J. Watt / D. Hultin
That the Revised 2011 Draft Budget, be approved.
Carried**

Mr. Watt then explained that, after the auditor returns the 2010 financial documents, he will apply for GST for 2010, which will be the first time the Board has submitted such a claim.

He said that there is one discrepancy in the financial documents, of about \$90, between the bank statements and his total. He hoped the auditor would resolve this.

c. Executive Committee

Ms. Burgess reported.

Advocacy

Ms. Burgess had met Police Chief McCaskill at an event, and followed up with emails, seeking a meeting to talk about the impact of illiteracy on crime, about which she has been gathering related data. She has received an interim reply.

Board and Library Advisory Committee vacancies

Ms. Burgess said that, at the next meeting, the Board will be nominating its representatives to Library Advisory Committees. The nominations would then be forwarded to the relevant Community Committees. The terms for the two Board reps to the City Centre do not expire till December 2011. The other LACs will need Board reps.

Four new LAC members have been appointed, but there are still vacancies: one each at City Centre and E.K-Transcona, and two at Lord Selkirk-West Kildonan. (Assiniboia and Riel have the required six citizen members each.) To try to fill the remaining vacancies, we will send a public service announcement to the community papers and keep the posters up in libraries. Ms. Burgess asked Councillors Browaty and Eadie to speak to their fellow Community Committee Councillors. And Ms. Graham will contact City Centre Councillors.

The Assiniboia LAC's new Chair is Lori Van Dongen.

Board's grant request

The Board sent its 2011 grant request to the Mayor in December. We have been informed that an acknowledgment letter will be in the mail this week.

Orientation

On Saturday morning, March 12, an orientation for new and returning Board and LAC members will be held at Millennium Library. The proceedings will feature a tour of interesting, behind-the-scenes areas of Millennium Library, Writer-in-Residence Melissa Steele, and Mr. Walker's presentation on Library services and programs. These activities for both Board and LAC members will take approximately 2 ½ hours. Board members will stay a bit longer for more information on the Board and its operation.

Holiday card

Ms. Burgess noted that the Board received a holiday greeting card from the Honourable Flor Marcelino, Minister of Culture, Heritage and Tourism, who is also the Minister responsible for Multiculturalism.

d. Community Outreach

J. Mabee reported.

- The 2011 Language and Literacy grants' document has been translated and both the English and French versions will be posted on the website.
- The Dept. of Education Resource Centre's mailroom supervisor has provided an Excel database with addresses and other relevant school information. From this list, address labels have been prepared.
- The certificates for 2009 and 2010 winners of the Jack Montgomery Community Outreach (JMCO) award have been printed and signed, and copies were circulated to Board members. Ms. Burgess will get them dry mounted. The 2009 winner, Sophie Walker, will delay submission of her report, until after her presentation on the project at the Ontario Library SuperConference in February.

- In the latest issue of @ the Library is an article on the 2010 JMCO award and a call for applications for the 2011 Language and Literacy award. An article has been submitted to CLTALK, the national trustees' newsletter.
- The next meeting of the Community Outreach Committee will take place on January 20 at St. Boniface Library, during which the mailings for the 2011 Language and Literacy grants will be prepared.

e. Manager of Library Services

Mr. Walker distributed copies of his report (*see Appendix A*). His report covered Library Administration changes, an update about On the Same Page, a notice of increases in fees and charges, the new and very popular pre-school packs, a national reading campaign, and a progress report on the West End Language Learning Program.

Mr. Walker added that, at one of the On the Same Page programs, at Fort Whyte Alive, over 100 attended, and 75 copies of Jake MacDonald's *Juliet and the Medicine Fish*, were given out.

Freedom to Read Marathon

Sponsored by Winnipeg Public Library and the Manitoba Writers' Guild, a Freedom to Read marathon will be held at Millennium Library, in the main floor Readers' Services area, on Friday, February 25, from 1:00 – 5:00 p.m. Members of the public can register to provide a 10-minute reading from a selection of banned or challenged books. For more information or to sign up for a slot, call 986-6779.

Ms. Burgess complimented Library staff on the excellent current issue of @ the Library. Mr. Walker said that the print run has been increased to 17,000 copies.

Human Library

Mr. Walker also informed the Board that the Library will be offering a Human Library, March 17 – 20 at Millennium Library. Members of the public can book a human library book. The free, interactive program is designed to promote dialogue and challenge common prejudices. The project is being coordinated by Chandra Mayor and Kirsten Brooks, with funding from the Province's Labour Department. A lot of public and academic libraries have provided this opportunity. Toronto Public Library, in November 2010, held the event as a pilot project. *Here is a clip from <http://humanlibrary.org/toronto-pl-launch-at-five-branches-on-same-day.html>: "The library's 60 "human books" came from all walks of life. They spoke about a wide range of life experiences - from living in poverty or living with a disability, to immigrating to Canada, to serving in war, and much more. The Human Library supported the Library's strategic objective to engage diverse audiences and increase access to information in innovative ways."* Watch for more details about the WPL event in the next Library newsletter.

f. Board reps. to Library Advisory Committees

Assiniboia LAC

D. MacEwan said that programs in the three district branches are well attended. Fewer young children attend programs in winter. Branches would like more flexibility in arranging program time spans, that is, to be able to start a series earlier in the fall and finish later, to suit community needs. For example, because September programs are not offered, parents tend to enroll children in other programs in the community instead.

The attendance at the event offered jointly by the LAC and Library was low, perhaps due to competing events around the city. Also the publicity, especially in The Metro and in the Library itself, could be improved.

(Dr. MacEwan also shared with the Board information on literacy needs in Laos and Cambodia.)

Ms. Burgess thanked the Board members who attended the reopening launches of the renovated libraries.

Lord Selkirk-West Kildonan LAC

Ms. Burgess reported on their December meeting.

They will use their LAC funds to provide \$80 to each of their three libraries to purchase an item to help with their programming.

LAC members would like to know the status of their request for a median cut on Keewatin in front of Sir William Stephenson Library. Also they like the new exterior sign, but pointed out that there have been issues with the lights on the sign going off; the Branch Head is investigating. The sign is mostly white.

St John's Library:

Staff is looking at times for programs that will bring more people in.

A "See Spot Read" program, in which children with reading challenges read to therapy dogs, will be held in April- June.

West Kildonan Library:

Reading programs have been successful.

Local author Kim Malchuk, who wrote "Tasting Rain", attended a book club meeting that was well attended.

The Library is averaging 250 customers per day.

Sir William Stephenson Library:

All new staffing is in place and going well.

Weeding of VHS/DVD's has taken place.

Multi-cultural books/and CDs are now placed near the front of the library.

Of 25 people who registered, 21 showed up on a blustery Thursday for a travel photography program.

Staff and customers are very happy with new Microsoft workstations

The LAC's next meeting is slated for March 22 at 5:15 p.m. at West Kildonan Library.

g. Books2Eat

Ms. St. Hill said the event, being planned for Millennium Library on Saturday, April 9, will celebrate literature and food, and will target non-users and folks interested in food and cake decorating. Although Books2Eat has been presented around the world, this will be the first time for Winnipeg. The planners will meet again on January 14 and hope to finalize their budget. More details will be provided at the February Board meeting.

h. Manitoba Library Trustees' Association

Dr. MacEwan said that MLTA's Executive is working on a strategic review.

Ms. Burgess shared a letter she received from MLTA Chair D. Bazin, regarding one of the winners of the MLTA Trustee of Distinction, whom WPLB nominated. The award will be presented at the Association's annual meeting on March 19 in Portage la Prairie. More details will be forthcoming.

i. Winnipeg Library Foundation

A Board meeting is tentatively scheduled for Tuesday, January 25. The annual meeting is scheduled for Tuesday, March 8.

j. Aboriginal Needs' Assessment Committee

Mr. Walker reported on behalf of A. Wallace. The working group has gone through all the recommendations, added timelines, and calculated costs. They will next meet during the week of January 17. The group will draft an implementation document.

6. Strategic Plan

Ms. Burgess asked for feedback on the strategic planning report from The Training Source. She said that Executive Committee has decided that the Member-at-Large will keep the Board on track to implement the Plan. For external distribution a separate document that contains the highlights will be prepared. Also the Plan will be reviewed during the March 12 orientation.

7. New Business

a. Administrative Assistant's contract for 2011

MOTION: B. McDonald / J. Mabee

That this Library Board meeting move *in camera*.

Carried

MOTION: A. Hoeft / V. DePape

That the Board return to a meeting of the whole.

Carried

b. Executive Committee Election

Past Chair V. DePape read the names of the nominees and called for nominations from the floor. Each nominee was given two minutes to speak.

MOTION: J. Browaty / D. Hultin

That the following candidates be accepted as acclaimed:

Chair: Rita Burgess

Vice-Chair: Jacqueline St. Hill

Treasurer: Al Hoeft

Member-at-Large: Satyendra Singh

Carried unanimously

MOTION: B. McDonald / J. Mabee

That the 2011 Winnipeg Public Library Board signatories for accounts held at the Royal Bank be:

Chair: Rita Burgess

Vice-Chair: Jacqueline St. Hill

Treasurer: Al Hoeft

Carried

Ms. Burgess once again thanked departing Library Board members. Incoming Treasurer A. Hoeft will work with outgoing Treasurer J. Watt, to ensure a smooth transition. Mr. Watt said that he has also tested the new computer.

8. Date and Location of Next Meeting

Monday, February 7, 5:00 p.m.

Millennium Library, Anhang Room, on 2nd floor

9. Adjournment

The meeting was adjourned on a motion by J. Watt, at approximately 6:30 p.m.

APPENDIX A

Manager's Report

January 10, 2011

1. Library Administration Changes

The Library Services Division has, or will, shortly be losing two senior managers due to retirement. Vera Andrysiak, Coordinator of Central Services and Arthur Cohen, Coordinator of Support Services, are both retiring. Ed Cuddy, Branch Head at Henderson will be replacing Arthur Cohen, and Gail Doherty, Coordinator of Information and Virtual Services has replaced Vera Andrysiak.

2. On the Same Page Update

In January and February there are a number of events planned associated with the On the Same Page program. The events are highlighted on the front page of the library website. This past Sunday, January 9, there was ice fishing and fish tales storytelling at Fort Whyte Alive.

A Reader's Guide has been prepared and is being distributed to branches throughout the system. I have copies for all Board members. The guide is available on line at our website by clicking on the On the Same Page Icon.

3. Fees & Charges Increases

The beginning of the New Year is a time when fees and charges go up. In libraries there are only a few fees that are increasing. They are;

- Membership Fees - Non-resident fee increase from \$130.00 to \$132.00
- Membership Fees - Visitors (3 months) fees increase from \$51.00 to \$52.00
- Processing Fees - Increase from \$5.10 to \$5.20
- Room Rental Fees- Various increases

4. Pre-School Packs

Busy parents can take advantage of one-stop shopping by checking out a pre-filled backpack. A sample will be passed around this evening.

Each grab-n-go Pre-School Pack contains a variety of materials, including picture books, board books, DVDs and CDs. Early literacy is all about having fun with books and language, and when you take home a Pre-School Pack, you're providing your family with an opportunity to read, sing, laugh and learn.

Pre-School Packs will be available at the following branches in early 2011: Cornish, Munroe, Osborne, St. John's, West End, Windsor Park, and Henderson. You'll also find a collection of French Packs at the St. Boniface Library.

Pre-School Packs are sponsored by a generous grant from the Literacy for Life Fund (held at The Winnipeg Foundation) and by the Frances M. Pishker Memorial Trust Fund.

5. National Reading Campaign

Winnipeg Public Library, as a member of the Canadian Urban Libraries Council, is taking part in a National Book Count campaign in support of the **National Reading Campaign, January 10-16**.

The premise of the Book Count is simple: pick the week before the Second TD Reading Summit and count the actual books that are sold and circulated in Canada and then publicize the result. Summit II: Toward a Nation of Readers takes place January 20-21, 2011 in Montreal. Karin Borland is attending from Winnipeg Public Library.

The National Book Count is intended to help focus influencers, policymakers, and the general public on the issues that will be discussed and debated at the National Reading Summit and, in doing so, will help publicize the NRC's larger goal of "nudging" public opinion and public policy discourse towards programs that support high levels of reading today, protect high levels of reading for the next generation and which aim to bring higher reading rates to all Canadians.

Last year's bookstore results showed almost as many people purchased a book during the week as watched *Hockey Night in Canada*, with over a million books sold. This year, libraries are also included. Every book or eBook you check out during this week will be added to the tally.

6. West End Language Learning Program (WELL)

We are entering into our second year of this adult literacy program at the West End Library after a very successful first year. Funding for this program is entirely from the Province of Manitoba. The Library is looking for a Board member to sit on the working group that oversees this program. This year we are also looking to expand the program to the St. John's Library. The group meets about four times per year for an hour or two each time. Members review the program content, help in review of instructor's applications and provide a community perspective for the program.