

**WINNIPEG PUBLIC LIBRARY BOARD MEETING**  
**Monday, December 5, 2011 at 5:00 p.m.**  
**Room RC103, Richardson College for the Environmental and Science Complex,**  
**599 Portage Avenue**

**DRAFT MINUTES**

**1. Call to order**

Present: Rita Burgess, Jacqueline St. Hill, Al Hoeft, Vernon DePape, Bill McDonald, Kym Shwaluke, Jean Mabee, Bill Zuk, David Chung, Atarrha Wallace, Douglas MacEwan, Rick Walker, Trevor Surgenor, Iyvan Michalchyshyn, eryl mackenzie  
Regrets: Councillor Jeff Browaty, Councillor Ross Eadie

**2. Approval of agenda:** Motion to approve, Vernon DePape, seconded by Bill McDonald, carried.

**3. Approval of minutes of November 7, 2011:** Motion to approve, Jacqueline St. Hill, seconded by Kym Shwaluke, carried.

**4. Reports**

- a. Chair** – The MLTA will need a new representative, as Douglas MacEwan is entering his last year on the WPLB. The MLTA is now basing its fees on the number of funders to each library system. The MLTA is working on a presentation for the MLA conference. The MLTA is also asking for a request for a review of the provincial funding formula, which is in line with the WPLB's own request.

Douglas MacEwan has received a recognition certificate from the Manitoba Council on Aging. The MLTA sent a support letter for his nomination, along with the WPLB's.

Rita Burgess thanked Jacqueline St. Hill, Bill Zuk, Atarrha Wallace and eryl mackenzie for attending the session on customer service by Ellen Humphrey.

- b. Treasurer** – A report will be emailed out to Board members in the next couple of days. There needs to be a review of the budget. The budget has been run as a deficit the past few years, but now it can be set up based on projections. The budget Al Hoeft has created is broken down a bit differently, based on recommendations from the last meeting, and will now show a balanced budget at year end. At the end of this year, there should still be a projected amount of \$14 – 16000.00. The WLF has been asked for regular quarterly reports, and their October report has now been received. Their proposal and ask will be reviewed at the next Executive Meeting. A thank you letter from the Rotary Club in Slave Lake, Alberta, regarding their library, has been received. Al Hoeft moved to accept the option of the budget as presented, seconded by Bill McDonald, carried.
- c. Executive** There will be a short meeting held prior to the January 9<sup>th</sup> meeting with Trevor Surgenor, Jacqueline St. Hill, Rick Walker, and Councillor Browaty to look at the provincial funding formula. The 2011 Annual Report and financials will be filed with the city, and the new Chair will be presenting at the Standing Committee in February, and again at the budget meeting.
- d. Community Outreach** – Only one JMCO application was received this year, and it unfortunately didn't meet the criteria. Rick Walker attended the meeting, too, and alternatives to a project grant due to waning interest in the JMCO award were discussed. We discussed a number of things. The L & L grant information will be sent out by mail again this year, and will include information that the grants are moving to an electronic process next year, also requesting their contact information. The L & L grant will be looked at and may be done as a \$3000 grant instead of three separate \$1000.00 grants. One of the recommendations suggested was to look into *Ready to Read*, a US based literacy program. Jean Mabee has agreed to stay on the Community Outreach Committee for one more year, and "mentor" the new CO Chair. We can certainly look at the grants and their process.

J. Mabee

- e. **Library Manager's Update** - For full report, please see attachment. The Ellen Humphrey talk was successful. Staff were leaving with ideas already to implement. The end of the session included a chance for interaction amongst the participants, which went well.

Rick Walker attended the CULC Conference in Surrey, BC, and was impressed with the new library in Surrey. The conference also included a round table discussion to hear about what's going on in libraries around the other provinces.

There is a Canadian Citizenship project on pilot.

Ken Haycock is to work on core competency study.

E-book training sessions have been very popular.

The WPL now has a Twitter account, the name of which is @wpglibrary.

Part of the Capital budget includes funding for the median cut into the Sir William Stevenson library along Keewatin.

The AEDs being installed in the libraries are designed to be user friendly and include step-by-step instructions. There will be three in Millennium and the remainder placed throughout the other branches.

Penguin Books is no longer issuing e-books to libraries in the USA. This is challenging, because changes are occurring without warning after distribution has been set up for e-books, such as limits on distribution before having to buy another copy. Trevor Surgenor added to this item stating that people will decide how the system will work by how they obtain their materials; The public will determine whether libraries will have a place in the digital realm in the future.

- f. **Provincial Library Services** – Trevor Surgenor has recently met with new Deputy Minister of Culture, Tourism and Heritage, Cindy Stevens. She has quite a bit of knowledge when it comes to the public library system, given her experience as an Executive within the Department. In her role with Communication Services Manitoba she has extensive sector knowledge with respect to information, publishing, copyright and digitalization. The Minister has made appointments to the Public Library Advisory Board; Winnipeg is well represented with Rick Walker and Councillor Eadie occupying 2 of the 6 positions. It is anticipated that an orientation will be scheduled in the new year and PLS will work closely with the Advisory Board and its development.

PLS is currently engaged in a migration pilot with respect to its library automation system, testing the ability of the open source product Evergreen to meet government needs. A number of Manitoba public libraries are already converted to Evergreen through a partnership with the BC libraries cooperative, and it is anticipated over the next few years many more public libraries and libraries from other sectors will initiate a migration to cooperative and open-source technology.

Trevor Surgenor mentioned he was particularly glad to read about the WPL installing AEDs. He noted that public libraries will be high traffic public places and it is important to have these devices installed. Manitoba is the first province to have legislation regarding public spaces and AEDs, regulations are under development.

PLS is in the process of publishing municipal and regional public library guidelines and hopes to have the publication ready for Manitoba Library Conference in May; it will be available for viewing online and download. Trevor Surgenor also spoke in earlier meetings about Every Child Ready to Read and noted a session will be presented on this at the conference as well. Important dates coming up are Family Literacy Day in January; I Love to Read Month in February and April 23 is Canada Book Day. When asked about the AMM resolution, Trevor reiterated the components of the AMM efforts as he understood them.

- g. **LACs** – The Riel LAC held a meeting on November 21, with low attendance. At the time of the WPLB meeting, there were no more LAC meetings. Reports will be done at the January meeting.
- h. **Books2Eat** – Jacqueline St. Hill reported that the committee met on November 15. The 2012 Books2Eat event will be held on Saturday, March 31. It is close to the traditional April 1 day. There are three components: the Edible Book Contest, which will include a youth category; An Expert Seminar series, related to food and books as well as research in the library; And the committee is looking into creating a hands-on activity, including an activity for children. The next meeting will be in January.
- i. **Recruitment** – Rita Burgess announced that the WPLB is sad that some members that weren't able to reapply for the board. Six positions are open. Nominations were collected by the City Clerks office. Recommendations are made by Councillors, the EPC and the WPLB itself. The EPC then meets to determine who the new and/or reappointed board members are. The last official meeting is January 9, and new members will be invited to attend. Eryn Mackenzie will be sending an email asking those board members not coming back which book they would like to donate to which branch. The donated books include a bookplate with the past board member's name, also thanking them for their time on the board. A number of people have applied for the board.
- j. **WLF** - Al Hoeft attended their AGM on Rita's behalf. Bill Zuk attended as well. A copy of their report is being scanned and sent to board members. From a fundraising perspective, it is interesting to see where groups raise their cash. The WLF are working within the community and with individuals, and the majority of their fundraising is from that area. Al Hoeft felt it was a good AGM. Paula Mitchell has stepped down. Jim Small is now Co-Chair with Sandy Hyman. They are working with Carol Marshall on a mail out, sending out 25000 letters to past donors this week with hopes that people will give gifts of donation at Christmas time.
- k. **Nominations** – Vernon DePape noted that it is customary that past chair be in charge of nominations for the next Executive Committee. An email was sent out requesting interest and it is going along well. Elections will be held at next meeting on January 9<sup>th</sup>. Both out-going and new board members vote. All who are letting their names stand were asked to please come prepared to speak, even if they are not running against anyone, to let people know what you'll bring to the executive.
- l. **Strategic Plan** – Rita Burgess reported that the WPLB is on track. The first quarter of 2012 will be busy, and a new Executive member will be taking over the Strategic Plan role. A lot of things are happening next year, and it is on the Strategic Plan agenda to take a look at WPLB and LAC roles. It is pointed out that if anyone has considered being on the Executive Committee, this will be a good year to do it.

## 5. New Business

- a. **OLA** – The OLA Conference is being held February 2<sup>nd</sup> – 4<sup>th</sup>, 2012. The WPLB has historically sent one member of the Executive Committee to this conference. Jacqueline St. Hill has been selected to go. Vernon DePape made a motion that the WPLB send Jacqueline St. Hill to the Ontario Library Association Conference to represent the WPLB, and that the WPLB cover airfare, hotel and a per diem cost. Motion seconded by Douglas MacEwan. Carried.

## 6. Other Business

Bill Zuk reported on articles in a variety of publications speaking to the changing roles of public libraries, and about how public support of libraries is increasing. Rick Walker will be on CJOB this week to speak to this. He is happy with library staff for getting the WPL involved in social media and twitter, and acknowledged the importance of social media in this day and age.

## 7. Date and Location of next meeting

January 9, 2012, Millennium Library, Buchwald Room, 5:00 p.m.

**8. Adjournment** Jean Mabee moved to adjourn at 5:51 pm