

**Winnipeg Public Library Board meeting
Monday, April 2, 2012 - 5:00 pm
Fort Garry Library, 1360 Pembina Highway**

eryn's cell – 997-4056 please leave message or text.

Draft Minutes

Present: Rita Burgess sitting in as Chair for Jacqueline St. Hill, Rick Walker, Lyvan Michalchyshyn, Bill Zuk, Jean Mabee, Councillor Ross Eadie, David Chung, Sarah Bezan, Douglas MacEwan, Trevor Surgenor, *eryn mackenzie*
Regrets: Al Hoeft, Jacqueline St. Hill, Councillor Jeff Browaty, Jeff Kovalik-Plouffe, Kym Shwaluke
Guest: Jane Bridle, Branch Head, Fort Garry Library
Absent: Susan Green

1. **Call to order** Rita Burgess called the meeting to order at 5:03 pm and thanked everyone for attending.
2. **Approval of Agenda** Community Outreach report was changed to Bill Zuk and Writer in Residence was changed to Jean. Motion to approve was made by Lyvan Michalchyshyn and seconded by Jean Mabee, carried.
3. **Approval of March 5, 2012 minutes** Motion to approve the march 5 minutes made be Douglas MacEwan, seconded by Bill Zuk, carried.
4. **Guest: Jane Bridle, Fort Garry Branch Head** – Manager of Library Services introduced the Fort Garry Branch Head, Jane Bridle, who made a report on the Fort Garry Branch, please see Appendix A. The meeting was opened up to questions at the conclusion of Ms. Bridle's presentation. A board member inquired about new signage for the branch. The WPL is looking into putting up pylon type sign with illuminated signage. The painting of Upper Fort Garry was brought up and its history discussed. The painting is going to be donated to Friends of Upper Fort Garry and housed at the new facility being built there.
Rita Burgess thanked Ms. Bridle for her presentation.
5. **Matters arising from the minutes** There were no matters arising from the minutes.
6. **Reports**
 - a. Chair – Acting Chair Rita Burgess had a discussion with Jacqueline St. Hill expressing their disappointment in regards to the condition put on the materials budget funding. Ms. Burgess thanked Councillor Ross Eadie for the motion to increase the budget by \$135000.00. The motion was passed, but then at the EPC meeting it was decided that it be predicated that the Provincial cap be removed. Councillor Eadie said he suggested the condition be to raise the cap, but the condition of having it removed held. It was felt that it is unfortunate that there was not a small increase, with the full increase contingent on the cap removal. Work is continuing with Executive committee on holding a meeting with the Minister of Culture, Tourism and Heritage, but with any level of beaurocracy, it will take time. Hopefully next year there will be more funding. This is the first time in several years that there is no increase. A board member asked if writing letters to City Councillors would be helpful. Ms. Burgess reminded board members that the Mayor made it clear that he would like the WPLB to speak to the Province, which is the process that the board is taking.

- b. **Treasurer** – Due to Kym Shwaluke's regrets to be at the meeting, the Treasurer's report was postponed. Eryn Mackenzie let board members know that the Simply Accounting was now up to date.
- c. **Executive** - Susan Green has officially resigned from the board. Eryn Mackenzie is waiting on City Clerk's to confirm they will be appointing a new member. Lyvan Michalchyshyn brings up the same issue in reference to an absent LAC member. Ms. Mackenzie will contact City Clerk's to see what can happen.
- d. **Community Outreach** – Bill Zuk reported that the meeting on March 14. Jean Mabee passed on the role of Chair to Bill Zuk. A proposal regarding the JMCO Award monies was held. There was no suitable application this year, so the \$5000.00 still needs to be allocated. The WPL proposal was to create a Professional Development Lecture series. The pros and cons of this were discussed. Another idea discussed was that a list be created rotating through LACs and branches so that one library branch receives the money per year, with the ones that have already received it at the lower end of the list. It would be a streamlined process, but would still require a proposal. Rick Walker said that the challenge is that the grant has been open to all branches each year but that they struggle to find a grant opportunity for \$5000 that is sustainable. It is certainly up to the Outreach Committee to do what they want with the money. If there is some way to improve the process, he is willing to help. Mr. Zuk said that the idea was to remove the competition for the grant, to simplify the process. He reiterated that he was also very pleased to see the lecture series proposal, and mentioned that it was talked about in a way that the Committee would like to find money to fund it if the JMCO Award money isn't used.

L & L grant proposals have been handed in. There are three applicants this year. The committee will be Bill Zuk, Kathleen Williams, and a LAC member in rotation. For future grants, the committee also discussed other ways to reach the communities, perhaps through SAGE programs, or the Speakers Bureau, in that it could show how a school can utilize the library.

Rewording of the mandate will be looked at as well, moving away from Gathering the information towards using the information available. It is felt the committee does not have the capacity to gather the information, but as it is compiled elsewhere by other means, wants to use the information to see what can or needs to be implemented.

Mr. Zuk thanked Jean Mabee for bridging her time with him as he learns the role of Chair of Community Outreach.

- e. **Manager of Library Services** - Please see Appendix B.
Bill Zuk made a motion that the Winnipeg Public Library Board approve in principle the selection of Libraries in Transition to conduct a Reference Services study of Winnipeg Public Library, subject to negotiations with the consultant to reduce the cost of the report to meet the budget available, seconded by Jean Mabee. Discussion followed. Rita Burgess knows of the consultant that was chosen. Peggy Walshe is part of Libraries in Transition. She is also working with Stan Squires, who works in the Ontario community, and Monteith Brown Consulting Services. The RFP was sent to four companies, and Ms. Walshe's was superior in responding to the questions and requirements. When Jane Bridle was speaking, she spoke of the Materials Study that happened. Ms. Walshe was the consultant on that study, and items from it are still implemented now. She has done this work for 10 -12 years after being Chief of the Kitchener Library. Opened to questions, there were none. **The motion was Carried.**

The consultant will now be approached to clarify the scope of the work, and timeline, etc.

Several volunteer opportunities are coming up. Eryn Mackenzie will send out the opportunities to board members.

Kids Fest – June 10

Red River Ex – June 22, 23

Kids Fringe – July 18, 19, 20

Library Night at the Ball Park – Aug. 8

Ms. Burgess mentioned to newer members that volunteering is a great opportunity as it gets Board members out meeting people and to meet members of the library staff. There are other opportunities, but these ways are great. David Chung also speaks to his experience with volunteering at the Kids Fest.

RW talked about the Hunger Games event at the library, there were over 100 attendees. Friends were helpful in funding some of those programs.

Ilyan Michalchyshyn spoke to LAC issues around privacy involving the new hold system. Mr. Walker stated that the holds are placed in a way to help alleviate these risks, and he feels the ratio of holds to complaints is really low.

- f. Public Library Services** – Trevor Surgenor reported that the new fiscal year for Province has started. Mr. Surgenor spent several weeks making sure everything balanced. The WPL should be receiving their grant soon, of \$1.9 million, and another one for \$100,000.00. The Manitoba Libraries Conference is coming up in May and the PLS is setting up a booth this year in the trade show portion with 5 consultants. David Berman, who is an international speaker on web accessibility is presenting in the free portion of the conference. Other business contacts or friends may also be interested in that session.

The PLS has been receiving e-readers over the past few months. Rural libraries with highest increase in readership were eligible to receive an e-reader for their library. Snow Lake won. Their checkouts increased by 260,080, and they had 13,000 new registrants.

There has been a structural change in our department. The Deputy Minister is now in charge of two divisions, and Mr. Surgenor is now working under the Assistant Deputy Minister. She now has four people reporting to her. The Legislative Library and PLS have more in common now. Ross Eadie asked about the trustee orientation, and the Public Library Advisory Committee appointment. Mr. Surgenor answered that he needs to figure out when a few people from the north are available.

g. LAC reports

Assiniboia - Bill Zuk reported that the Assiniboia LAC is planning for another big event in the fall again. Their June meeting will be spent planning for that. Fall event being planned for September. Working with St. James during Family Fun Literacy Day.

Cynthia Mahlia was very interested in the orientation; she'd like to take part of anything that may happen in the future. Down one LAC member in Assiniboia currently. Rick Walker can attend their next meeting to do a presentation. Two members attended as volunteers at Books2Eat.

There are concerns with signage for Westwood Library, as it is not on a main artery. One entrance way is marked off Rouge Road, but Bedson Street does not have any directional signage. That might be a simple thing to put into that corner. Rick Walker said he is working on the directional street signs for all branches.

There were concerns with the site going down. People felt there was not enough public reference that it might be going down or that there would be service problems. Rick Walker responded that the website has had a lot of updates to this point, with few problems. It was an unusual upgrade this time, first time there were problems. There were notices on the website, and staff was well informed with the information, too.

Lord Selkirk – Iyvan Michalchyshyn reported that the Lord Selkirk-West Kildonan LAC discussed what to do with LAC money.

- h. Books2Eat Event** – Bill Zuk has written the article for @ the Library. It was a really nice turnout of about 150 people. There were two workshops with presentations on wine pairings by Dot Ball and creating Monster Cupcakes by Chef Charlene. There were three celebrity judges, Doug Speirs, Jamis Paulson, Carol Bigold of High Tea Bakery. The president of the Friends had an entry. Great activity. The committee was already talking about next year. A lot of the books from the display were taken out, and there was a good cross section of people.
- i. Manitoba Library Trustees' Association (MLTA)** – Douglas MacEwan reported that the website is up and running. The last meeting was the 19th of March. The discussion at the meeting was spent on recommendations and ideas for the website, such as history, awards, applications, etc. The initial reaction seems to be good. They changed the due system. The first library sent in their increased amount with no qualms. Douglas MacEwan thinks things are going well. The website "Welcome" is in both French and English. David Chung reported that the MLTA made up a survey for the rural area libraries to get their feedback.
- j. Strategic Plan** - Jean Mabee reported that the Board is on track with the Strategic Plan. She reminded the Board that they are to review the financial contribution to the Writer in Residence (WiR) program. Part of the board policy is to put forth \$6000 to the program. Rick Walker spoke of other partners who contribute to the program, which have been WAC, MAC, and the Writers' Guild. Tonight the board needs to choose if the financial support will continue. Mr. Walker mentioned that he will be sitting down with Danielle Pilon at the end of the WiR term this year to discuss its pros and cons. It may have run its course. It's good to reevaluate these programs. It has been going on for 10 years, so it is timely to look at it. The numbers will be in soon about participants, etc. The term is up at the end of April. It is decided to hold off a motion until after their meeting. Rick will report back to Exec. Committee.

7. New Business

- a. Writer-in-Residence** - Please refer to item 6 j.
- b. Winnipeg Library Foundation** - WLF Proposal – The Winnipeg Library Foundation is an arm's length organization from the WPLB. Their main focus is fundraising for large scale projects, such as the park renovation that is currently under way. Over the past few years, the WPLB has provided funding for their administrative costs. The Board has received their proposal again to look at what they're doing and what they've done. Last year the WPLB agreed to fund them \$5000 on a quarterly basis to a total of \$20000.00 after receiving a quarterly report on their fundraising efforts to that point. The reports go to Executive, who then share them with the Board.

Rita Burgess made a motion that the WPLB will grant the WLF a total of \$20000.00 for the 2012 year that be granted on a quarterly basis of \$5000

**based on receiving a quarterly report. Ross Eadie seconds the motion.
Carried.**

Bill Zuk asked if they were complying with the report request. Ms. Burgess informed him that they did get them all in last year. It is to increase communication with them, and accountability for receiving the grant. A discussion followed about the differences between the WPLB, the WLF and the Friends.

8. Other Business

- a. **CLA Conference** – Last meeting the Board moved to have two members attend the CLA conference, and received news that only Al Hoeft is able to go now. There is now a little bit of funding available for perhaps the MLA conference.

- b. **MLA Conference** – May 14 – 16. Trevor Sugenor has been doing a lovely job letting the Board know all the positive happenings. Interested board members are able to request to go, the WPLB will fund them, but they have to do a report. There is a conference dinner. Eryn Mackenzie will be sending out an email regarding this. If members can please register, receipts will be presented to Ms. Mackenzie and Board members will be reimbursed. Whole conference is \$185 for members. Single day is \$125, which are the early bird prices before April 10. It goes up to \$230 for pass and \$160 per day afterwards. Members can also go to the Trade show if not the conference. There are a number of WPL staff presenting, as well. Rick Walker will be presenting about a working group and library associations and their roles. A survey was done on this, and he is presenting those results. On the Monday of the conference, Board Effectiveness is in the afternoon. A Publisher will be there as well. It's a nice entry to see the CLA in Winnipeg in 2013, which they will likely be looking for volunteers for. This will be the first year that CLA is under a new structure as well.

9. Date and Location of Next meeting

Monday, May 7, Millennium Library, Buchwald Room

10. Adjournment Jean Mabee moved to adjourn the meeting at 6:07 pm.

Appendix A.

**Fort Garry Library
Report prepared for
Winnipeg Public Library Board Meeting
April 2, 2012**

The Fort Garry Library serves the Fort Garry North area, an increasingly diverse community. We are situated next door to Vincent Massey Collegiate and experience high use by students who come to use the internet, study or browse through our magazines and graphic novels. We are close to a popular skateboard park, Fort Garry Community Club and Lion's Pool. McGillivray is a feeder route from the growing areas of Linden Woods and Whyte Ridge and we anticipate more users from Waverly West community. We were receiving complaints about inadequate parking as we are limited to 10 public spaces at the rear of the building and rush hour restrictions on Pembina Highway. Library patrons now share the Lion's Pool community services parking lot for overflow library parking and four staff spaces at the rear of the building will be decommissioned to add to public parking.

Renovation Project 2012:

Funding was approved in the 2011 budget to provide for a renovation and infrastructure improvements including a new roof, upgrades to windows, HVAC system, washrooms, flooring, shelving and furniture. The existing program room will be expanded and will include sliding glass doors that will allow additional study space. The mezzanine will feature enhanced study space, lounge chairs and group study tables. Self check out units will offer an alternative to check out at the combined circulation/reference desk. Renovations are expected to begin in early summer.

Collections:

In preparation for the renovation and in response to recommendations from the 2007 Materials Study, holdings were reduced by approximately 11,699 items in 2011. As an example of the need to weed aging collections, the collection age report indicated that 27% of the non-fiction collection was 15 years old or older. Our collection currently has 45,580 items with a materials budget of \$89,806.00. Fort Garry's circulation ranks sixth in the system with a total annual circulation of 257, 288 items.

Partnerships and Community Building:

We are a member of Fort Garry Network, a coalition of service agencies which meets every 6 weeks. An inventory of services and resources in the community was developed in 2011 and culminated in the very useful Fort Garry Resource Guide.

I am the library liaison with the Neighbourhood Integrated Service for the Southwest area of Winnipeg. NIST is based on a geographically based system formed to address community needs in an effort to coordinate resources and services around common goals. I attend quarterly meetings to share information and identify issues and potential opportunities for collaboration with our colleagues in Recreation Services.

As a result of opening our meeting room to non-profit groups in January 2012, we have hosted a number of groups including members of the Progressive Conservative party and the local Button Club.

We have offered our display case to feature the Button Club collection as well as a collection of miniature books, a thesis project of a MFA student in her seventies. The Fort Garry Art Club had an exhibition of works on our gallery wall in the Hogg Room.

Another result of a successful collaboration that fills a need in the community is the popular Battery Recycling program. We regularly send in a boxful of used batteries every 2 weeks to be recycled and the public has expressed their appreciation that the library offers a convenient and effective way to dispose of this form of household waste.

Our pro bono work for the community includes hosting a number of EAL and other students for work experience. In January 2012 we hosted an RRCC student for 2 weeks who not only gained experience in a Canadian work site but also improved his English language skills. We frequently host special needs students who assist with entry level tasks on short term basis.

Programming:

We offer adult computer classes with the portable laptop lab. These classes have proven to be very popular as evidenced by the waiting lists generated by new Canadians, seniors and patrons brushing up skills for re-entry into the workforce.

The ereader demonstration was also well attended. Winnipeg Technical College EAL students visit regularly for tours of our collection and to sign up for library cards.

We host an Adult Book Club on the first Saturday of the month from October to May and special interest lectures including Genealogy and Wills and Estates.

Our children's programs are well attended and the Baby Rhyme Time always has a waiting list. We just hosted the Fiddlers on the Loose from the WSO this past Saturday who delighted a crowd of 55 children and adults in our Children's department.

2011 Statistics:

Checkouts:

2010 243,717
2011 257,288

Programs:

Children:

114 programs with a total attendance of 2,998
Including Baby Rhyme Time, Time for Twos, Family Story Time, Family Literacy Fun Days, summer reading programs for children under twelve and Teens, Tween Book Club, class and daycare visits to the library

Adult:

Book Club: 8 meetings with total attendance of 88
Computer Workshops-4 labs: with total attendance of 44
Ereader demonstration: 14
Wills and Estates: 15
Introduction to Genealogy (2 part) : 35
EAL tours: 7 tours total attendance of 121

Respectfully Submitted,

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Appendix B.

Winnipeg Public Library Board Meeting Manager's Report

April 2, 2012

1. Library Reference Services Study

We received two proposals for the reference services study. Bill Zuk, Theresa Lomas and I met to review the proposals and we all agreed that the proposal submitted by Libraries in Transition was the superior proposal and was also the lower priced proposal. The proposal is slightly above the Board's budget for the project, but the selection team feels that with discussion the cost can be reduced to within the budget for the report.

Motion:

That the Winnipeg Public Library Board approve in principle the selection of Libraries in Transition to conduct a Reference Services a study of Winnipeg Public Library, subject to negotiations with the consultant to reduce the cost of the report to meet the budget available.

2. Library Website

The library is working on a new front page for the library website that will be launched within the next week. The front page will have more information available. The page will be a lot more interactive, and searching the resources of the library will be easier.

3. Mobile App for Library Access

The Library has just awarded a bid for a mobile app to a company called Boopsie! This product is compatibility with all the platforms we asked for (including iPhone, android, Blackberry). We are now moving through the process of implementing this app and also ensuring that we heavily promote this new way of accessing library services in the coming weeks.

4. Photocopier/Printer Project

After considerable planning and front end work, our IT Department successfully completed the roll out of a new photocopier/printer service for staff and public. Public now have addition print options when using public copiers in libraries including scan to email options and better quality copies.

5. Volunteer Opportunities

The Library is once again looking for Board and LAC members who might be interested in volunteering at upcoming children's events including Kidsfest, Kids Fringe Festival, and Library Night at the Ballpark. If Board members are interested, please contact Karin Borland at 986-6459.