

Winnipeg Public Library Board meeting
Monday, September 9th, 2013
Pembina Trail Library – 2724 Pembina Highway
Minutes

In Attendance: Bill Zuk; Rick Walker; Orest Kinasevych; Jacqueline St. Hill; Joan Blakley; David Chung; Iyvan Michalchyshyn; Jeff Kovlik-Plouffe; Reesa Cohen and Corie Seburn

Regrets: Councillor Eadie; Councillor Browaty; Bob Foster and Trevor Surgenor

1. Call to order, welcome, housekeeping

- Bill Zuk called the meeting to order at 5:09 p.m.

2. Guests:

- Rick Walker introduced Kamini Madansingh, Branch Head, Pembina Trail Library to the board members
 - Kamini welcomed everyone to the PT Library
 - Copy of her notes will be attached to the minutes.
- Bill Zuk Introduced Eve Dutton, Library History Project, to the Library Board members. Eve presented the following information
 - Eve informed the committee members about her process for applying for this project and distributed an outline (a copy of Eve's outline will be included with the minutes)
 - List of things she wants to ask for – research or books/publications written about the library – speak to each of the branches as to what they might have on file
 - Awareness/promotion of the project/posters/website/page
 - Thinking about a contest to choose a title for the book – fun way to engage citizens with the project
 - Guidelines – re local media
 - Cover art and design – have some thoughts and ideas – welcomes more ideas
 - Contact information for people and organizations will be gathered for Eve
 - Timeline – 2015
 - Facebook and Twitter set up for distributing information
 - Contact information for Eve will be distributed at the next meeting

3. Approval of Agenda

Motion: Joan/Orest

That the agenda be approved with the following additions:
Meeting with Mayor and Council; Strategic Plan and Books2East.

Carried

4. Approval of June 10th, 2013 - Minutes

Bill Zuk

Motion: Jeff/Reesa

That the minutes from the June 10th Library Board meeting be accepted as distributed.

Carried

5. Reports

a. Chair

1. Resignation of Board Member & changes to Executive Committee

- Bill informed the committee that Benoit Gosselin has resigned as he is moving to Ottawa
- 9 members – 3 vacancies
- Joan Blakley is replacing Lyvan on the Executive Committee as Lyvan has asked to be replaced.

2. Report from Winnipeg Library Foundation

- 2nd quarter report has been received and payment will be issued.

3. Invitation & Grand Opening – Slave Lake Library

- Received invitation to the grand opening of their new library. Bill Zuk will send a congratulatory note

4. Breakfast with Bookmates

- Wednesday October 9th Jaqueline will be the guest speaker
- Reesa, Orest agreed to attend. Rick Walker will also be attending.

Motion: Jeff/Joan

That the Library Board send Reesa Cohen and Orest Kinasevych to the Bookmates Breakfast.

Carried.

5. Thank you letter – Merv Tweed

- Merv Tweed was responsible for issuing a private members bill regarding the book rate that was passed on behalf of libraries across Canada. Bill Zuk will write a letter of thanks.

6. Meeting with Mayor

- Bill Zuk will write a letter requesting a meeting with the Mayor to discuss issues with our funding and to support the relevance of our libraries and how important libraries are to our citizens. A copy of the previous letter was sent to Bill for review. Bill will also speak to the Councillor Eadie and Browaty about requesting this meeting.

b. Treasurer

1. Auditor Appointment

Need to get this approved. Suggest that we do the approval via electronic voting. Bill will speak to Bob about sending out a recommendation

2. Approval of revised 2013 budget

- Bill distributed copies of the revised budget

Motion: Jeff/Orest

That the revised budget be adopted as presented.

Carried.

c. Community Outreach

1. Jack Montgomery Writers Program for 2013 – update
 - Still have some money to expend – only spent \$1200 to date. Bill will speak to Kathleen Williams about funding for other possible projects.
2. Preliminary reports on 2012 Language and Literacy Grants
 - Bill has received reports from the previous grant awards
3. Members needed to sit on committee
 - Orest and Reesa agreed to sit on this committee

d. Manager of Library Services Report

Rick Walker distributed and reviewed his report. (See attached)

e. Public Library Services

f. Tabled.

g. LACs

- City Centre – Bill attended in Reesa's place
- o Will invite Riel member to next meeting of CC/FR LAC
 - o Assiniboince LAC & LS/WK LAC both meet tomorrow

6. Other Business

a. Role of Lacs

- Iyvan Michalchyshyn reported that he will provide written report
- He indicated that changes are needed and we will reevaluate after the applications for new members come in.

b. Calgary, High River & Lac Megantic Libraries

- All lost their libraries or had them damaged recently
- Calgary's central library will reopen in Sept 15
- High River will take a long time rebuilding
- Lac Megantic – totally destroyed by explosion – loss of historic documents. A long recovery process is expected.

7. New Business

Strategic Plan Review

- Assists Board in setting goals for the year
- Will keep this item on the agenda as a standing item
- A copy of Gantt chart was distributed.
- Need to review on a regular basis and to set goals and to determine our progress
- Suggested we set up a process to review by-laws
- Suggested that committee members re-read the report in orientation binder and come prepared to the next meeting to review.
- The Board should be considering a new strategic plan late in 2014

Books2Eat

- Iyvan, Bill and Joan agreed to participate
- Any other interested members can contact Corie
- A December meeting is being planned
- Will ask LAC member from EK/Transcona if they would like to be on the planning committee

MLTA – newsletter

8. Date and Location of Next meeting

Monday, October 7th, 2013 – Millennium Library – Buchwald Room

9. Adjournment

Motion: Joan & Reesa

That the meeting be adjourned at 7:30 p.m.

Carried.

Winnipeg Public Library Board Meeting

Monday September 9, 2013

Pembina Trail Library

1. Facility Update

Fort Garry, St. James, Charleswood, Windsor Park, St. Boniface, St. Vital, Transcona.

- Fort Garry continues to be under renovation. Work has been temporarily due to some water leakage issues. It is anticipated that it will reopen in late November/early December.
- St. James is undergoing some minor renovations. Collections are being relocated from the stack area into the second floor reference room. The reference room is being re-carpeted.
- Work continues on an award report for the Charleswood Library for completion in September/October.
- The second environmental assessment (ESA II) on Bonivital/Public Works yard site is due September 17 and then an RFP will be issues for architectural services for the Windsor Park Library.
- The St. Boniface Library re-opens September 9 after being closed for the past two weeks. New carpet was laid in the one area that was previously untouched. All renovations have now been completed.
- Heritage Building status for the St. Vital Library is pending. The library will look at hiring architectural services this fall for renovating the library.
- The library has prepared a program of requirements for the Transcona Library. A Public open house will be held in October and an RFP for architectural services will be issued this year.

2. Cultural Access Passes

Starting today, the Library will be offering Cultural Access Passes to new Canadians at branches throughout the city. New Canadians when they receive their citizenship are eligible for passes that allow up to four family members into a variety of cultural institutions in the province. This is a partnership between the Canadian Urban Libraries Council (CULC) and the Institute for Canadian Citizenship (ICC).

3. Battery Recycling Challenge

In partnership with Call2Recycle, the library is running a friendly branch on branch competition in October to see who can recycle the most batteries. The winning branch will receive a prize from Call2Recycle. More information is in our newsletter, I encourage all Board members to drop off their old batteries (and cell phones) and encourage others to do so also.

4. Strategic Planning Process

The library is about to put out a Request for Proposal for the services of a library consultant to prepare a new Five Year Strategic Plan for the library. The need for a new Strategic Plan was identified as a deliverable in the City's Audit review of libraries in 2011. As this process gets underway, the Consultant will be asking Library Board members for their input on the goals, strategies and direction for the library.

5. Bed Bug Inspections – Public Policy

The Library has recently posted a public document outlining the library's procedures for dealing with bed bugs. While the library has had some incidents of bed bugs being found at the library, the library is taking a pro-active approach to monitoring, inspection and treatment; as well as public educations and communication to address the issues involved. You can review the document at <http://wpl.winnipeg.ca/library/pdfs/PublicBedBugGuidelines.pdf>.

6. Self-Service Timekeeping

On September 22, 2013, the library will migrate to a new City-wide self-service timekeeping process for inputting daily time worked. All city departments are moving to this new system and our libraries are the first division with a large number of part-time staff involved. This is major shift in how timekeeping is tracked for payroll purposes.

7. Reception Room Advantage

The Library is working with a company called Reception Room Advantage to put free magazine subscriptions in 10 branches for the public to read. The magazine racks will come with nine different magazines that will have laminated cover that advertise local area businesses. We are also looking at sponsoring magazines in other locations such as Doctor's office to advertise and promote libraries in the area.

8. Counting Opinions

Over the summer the library launched a new customer satisfaction surveying tool that is helping our libraries get continual feedback on library services in a number of areas. Since its establishment in July 2013 over 1,500 people have completed surveys providing the library with

a rich source of statistical information and written feedback that is helping to make changes in how we provide service. I encourage all Board members to go to our website and file out one of the three surveys available to get a better idea how it works.

9. Business Continuity Planning

In light of the recent disasters that affected public libraries in Calgary, High River and Lac Megantic, WPL is reviewing its disaster recovery processes and will be preparing a new Business Continuity Plan for the library operation. As work on this project proceeds I will be asking the Board for their input.

10. Information and Reference Study Update

The following is a short summary of changes that have been made in the delivery of Library Information & Reference Services as a result of the report sponsored by the Library Board last year.

- E-Ref/Virtual Reference Service
WPL is participating in an on-line chat reference service with U of M. Phase 2 of the trial period will run from August 29 until October 10).
- Query Sheets at Reference Desk
'Gimlet', an online question tracking tool, will be set up at 4 locations in October. The testing locations are: WSTN, SWST, SVTL, and MILL (Special Services).
- Roving Reference
The first trial took place in June with feedback used for the second trial now running through September. Four branches are involved (WSTN, RIEL, WKDN, MILL Reader's Services). 'Ask Me' nametags have been distributed to the roving branches for roving staff to wear.
- Interlibrary Loan (ILL) at MILL
A report with recommendations has been submitted for the Steering Committee's approval regarding ILL
- Weeding
Non-fiction at Millennium is currently being weeded. Weeding is based on 'dead stock' reports produced through collectionHQ, a stock management program. The goal is to complete this first round of weeding by the end of 2013.
- Reference Collections
Millennium Library's reference collection has been weeded. Stack Reference and Canadiana areas have been eliminated, with retained material from these collections placed in the circulating collection or Local History collection. The Reference Periodicals have been reviewed and select titles have moved to Readers' Services (1st floor), Local History or Information Services (4th floor).

- Cross-Training Staff
An initial proposal has been submitted to the Steering Committee for enhancing the duties for Library Shelves. This information will be sent out and implemented in tandem with Customer Service Training.
- Service Desk Changes
All Millennium service desks have had service barriers removed. Fort Garry desk is in process and will be a single point of service desk.

11. Makerspaces Project

The Library has established two task force groups to determine how the library can best establish a makerspace area at the Millennium Library and programs in our branches. Makerspaces are areas in libraries where the public can gain hands on experience with multimedia equipment, 3D printers, and other programs in a more interactive, self-learning environment.

12. New Databases

The library will be purchasing a new download service for movies and TV programs called Hoopla. It is similar to OverDrive and provides access to over 10,000 movies and TV titles, 250,000 albums and 10,000 audiobooks. The Library is also looking at a service called Zinio. With Zinio Digital Magazines for Libraries the library subscribes to magazines choosing from hundreds of popular titles in the world's largest digital newsstand. Patrons can check out complete, multi-access magazines with no holds, checkout periods, or maximum quantities. Patrons can enjoy these magazines online through popular browsers or with Zinio apps on all major devices.

13. Manitoba Magazine Publishers Awards

Over the summer I had the opportunity to participate as a judge in the Manitoba Magazine Publishers' Awards. There are a number categories that magazines can be nominated in including Magazine of the year, Best Cover, Best Short Story, Best Poetry, etc. The awards will be announced at the awards banquet on September 26, 2013 at the Manitoba Club.

14. Royal Society of Canada

Saturday, October 19, 2013 from 12:30-2:30 at the St. Boniface Library the Royal Society of Canada is holding an expert panel discussion on the status and future of Canada's libraries and archives. This is part of a series of public consultations occurring across the country. They will be circulating questions in advance of each consultation, and would hope to be able to videotape the event. I encourage Library Board members to consider attending this event.

15. Smartlockers

The library is looking at purchasing this new technology solution from Bibliotheca. These smart lockers may be located outside library facilities so that people can pick up their holds after hours. We are looking at piloting this service at the Cindy Klassen Recreation Centre that is open a wider range of hours than the West End library as a way of enhancing library services. Material can be picked up whenever the facility is open to the public.

16. Street Signs

The Library is working with the Public Works Department to install street signs on the major transportation routes to provide clear direction to our libraries. This is being done in response to a request from the Assiniboia LAC for new street signage at the Westwood Library. Signage for Westwood has now been completed.