

Winnipeg Public Library Board meeting
Monday, November 4th, 2013
Henderson Library – 1 – 1050 Henderson Highway
Minutes

In Attendance: Councillor Browaty; Councillor Eadie; Joan Blakley; Bob Foster; Reesa Cohen; Rick Walker; Trevor Surgenor; Bill Zuk ; Orest Kinasevych and Corie Seburn

1. Call to order, welcome, housekeeping

Bill Zuk called the meeting to order at 5:16 p.m.

2. Guests:

o **Phil Dembicki, Branch Head**

Bill Zuk welcomed Phil Dembicki to the meeting. A copy of his report is attached to these minutes.

3. Approval of Agenda

Motion: Joan/Councillor Browaty

That the following items be added to the agenda:

- Trustee Networking Group
- CLA 2014
- Announcements

Carried.

4. Approval of October 7th Meeting - Minutes

Bill Zuk

Motion: Reesa/Bob

That the minutes be approved with the following change:

Under the Treasurer's report we remove the statement "Three estimates - one ruled themselves out" and replace it with "The treasurer recommended the firm of Scarrow and Donald".

Carried.

5. Reports

a. Chair

Bill Zuk

1. Approval of 2014 Revised Meeting Dates & Locations

- Rick reviewed the changes to the meeting dates and the locations for the 2014 meeting schedule
- The 2014 meeting dates will be posted on the website.

2. December Meeting information

- The board members agreed to invite the outgoing Councillors to the December meeting
- The meeting will begin at 4:30 and dinner at The Met following the meeting at 6:30

b. Treasurer

Bob Foster

- Nothing at this time

- c. Community Outreach Bill Zuk
Sending out grant money to Norquay School
- d. Strategic Plan Joan Blakley
Joan reported that she is the watchdog for the Strategic Plan. She reported that she is watching to see that we are on track with our goals. She indicated that we are coming due for another annual strategy review. She indicated that we should begin looking at a strategic planning process as this one ends in 2014 and she recommends that we have another 5 year plan. It was suggested that we obtain 3 quotes and we can approach 3 proponents to provide estimates and that we prepare for this after March, 2014. Joan will draft a letter to send to proponents.
- Discussed the application process for LAC and Board members and how people are not informed that their applications have been received. Councillor Browaty will pass on the Boards concerns to City Clerks.
- e. Manager of Library Services Report Rick Walker
Rick reviewed his report.
He indicated that the Library is in midst of reviewing bids for library strategic plan. He indicated that the Board will be included as part of that process as well as other stakeholders and staff. He indicated that the RFP is on city website also sent out to library specific strategic planners, but it is open to anyone who wants to submit a proposal. Board members can view the RFP which is posted on the materials management website of the City.
- f. Public Library Services Trevor Surgenor
Trevor reported that he spent the morning briefing the new deputy minister and the new minister – Ron Lemieux and Terry Goertzen? Explained that his department is undergoing a significant transition and they are shipping boxes of books to places throughout the province.
- g. LACs Board Reps.
Assiniboia LAC – meet and greet same day as the Lego party at Westwood library. Lots of people filled out the survey. The event was advertised in the library newsletter; posters and in the community newsletter.

6. Other Business

7. New Business

Bill Zuk

Trustee Networking Group

Attending the session at CLA was very useful. It is very important that our library board be represented at the 2014 at CLA in Victoria at the end of May.

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Motion: Reesa/Bob

That we continue to support the Trustee Networking group by sending a board member/chair or vice chair to attend the trustee networking group meetings at the CLA Conference.

Carried.

Announcement – Councillor Browaty informed the Board that he and Councillor Eadie will no longer be attending the Board meetings as two other Councillor's have been appointed as Council representatives. Councillor Browaty thanked the Board for all their hard work. Chair, Bill Zuk thanked both the Councillors for their service and dedication to the Board and library services over the past 6 years.

Motion: Bill/Joan

That we extend an invitation to Councillor Browaty & Councillor Eadie to attend our December meeting and dinner.

Carried.

8. Date and Location of Next meeting

Monday, December 2nd, 2013 – Millennium Library – Buchwald Room – 4:30 p.m.

9. Adjournment

Motion to Adjourn - Trevor/Joan at 6:49 p.m.

Winnipeg Public Library Board

Manager's Report
November 4, 2013

1. Facilities Update

Fort Garry

As a result of the contractor discovering some water damaged/mold behind the existing drywall in several spots within the library, the project was temporarily halted in order to prepare a report with a remediation strategy. Work has now started again and the contractor has told us that construction will take until roughly mid-January. After which the library will move in the new furniture, shelving and existing collections. We should be ready to reopen sometime in February.

Charleswood

The report on the proposed award of contract was sent back from Council for additional consideration. It is to be heard again at the Standing Committee on Property & Development on Tuesday November 5, 2013.

Windsor Park

The Project Team has now received information back from the Phase I & II Environmental Site Assessments to identify potential environmental issues on the proposed site for the new library. A Remediation Action Plan is now being prepared and will be part of the RFP process for the design of the new Windsor Park Library facility.

Millennium

The park entrance at the back of the New and Noted area has reached substantial completion and will be available for public use in the spring of 2014.

2. Change of dates of meetings

The January Board meeting has been switched to January 13, 2014 to accommodate Ukrainian Christmas/new Years

As a result of the delay in reopening the Fort Garry Library I have had to switch the order of meetings. The Board will meet at West End Library on February 3, 2014 and at the Fort Garry Library on April 7, 2014.

3. Eve Dutton Update

To date the majority of what she has been doing is research. She has spent some time in the local history room at Millennium and spent quite a bit of time going through newspapers.

She has been speaking with a couple of local fur trade historians, and has some interesting information on HBC post libraries and on various private and paid circulating libraries that existed before the Manitoba Historical and Scientific Society formed in 1879. The HBC post libraries, interestingly enough, started off as an effort to "promote virtue and discourage vice," and usually consisted of religious or instructional books sent by the company from London.

She has found some images of bookplates from the Red River Library and the Military Library that might be useful to include in the book, either as backgrounds/watermarks or as images in their own right. She has now reached the point where I'm ready to contact the City of Winnipeg archives (this week).

She has also worked with library staff to draft the call for stories and artifacts that is now on our website and has received a few emails from the public in response to it. She is also working on posters and handbills to help get out the word.

5. Staff Scheduling

The library is currently in the final stages of preparing a Bid Opportunity for the acquisition of a Staff Scheduling system. This system will allow staff to prepare staff work schedules with little effort and deal with short and long term absences in a timely and efficient manner.

6. Enterprise & eResource Central

The library is currently in the implementation phase for both products and anticipate a January launch. These two products will provide our patrons with the ability to search our catalogue for both materials and eBook resources with one tool. The tool itself is more sophisticated in its use of faceted searching and is intuitive in design.

The initial rollout in January will provide the basic components of the tool and will be expanded over the next six months. The expansion of the components will be based on feedback from both staff and patrons.