

**Winnipeg Public Library Board meeting  
Monday, December 2<sup>nd</sup>, 2013  
Millennium Library – Buchwald Room  
Minutes**

**In Attendance:** Bill Zuk, Joan Blakley, Orest Kinasevych, David Chung, Jacqueline St. Hill, Reesa Cohen, Rick Walker, Jeff Kovalik-Plouffe; Councillor Smith; Bob Foster and Corie Seburn

**Guest:** Betty Parry

**Regrets:** Trevor Surgenor, Iyvan Michalchyshyn

**1. Call to order, welcome, housekeeping**

Bill Zuk called the meeting to order at 4:47 p.m.

**2. Guests:**

- **Betty Parry, Administrative Coordinator of Public Services** Rick Walker and Collection Development
  - Betty reported what her duties are. She is responsible for 18 Branches and the collections for all the branches in the system.
  - Collections
  - Technology & electronic equipment
  - Facilities
  - Circulation & all the rules associated
  - Staff in all 18 branches and support services
  - Betty gave an overview of her history with wpl
  - Whole new training guidelines for our Shelver positions will go system wide shortly
  - A tour of the support services section was given to Board members.

**3. Approval of Agenda**

**MOTION: Joan/Reesa**

That the agenda be approved as distributed.

**Carried.**

**4. Approval of November 4<sup>th</sup> Meeting - Minutes**

**Motion: Orest/Joan**

That the minutes from the November 4<sup>th</sup> meeting be approved as distributed.

**Carried.**

## 5. Reports

### a. Chair

Bill Zuk

Bill Zuk reported that a letter to Mayor asking to meet to discuss the materials budget. He reported that the Mayor made an announcement that there is an increase in the Library's materials budget and the proposed budget should be approved by December 17<sup>th</sup>, 2013.

### b. Treasurer

Bob Foster

Bob Foster reported that the auditors have been awarded the job. Bob distributed a financial report and he reported that the stipend has been prepared for the bookkeeper. He indicated that once the funding for 2014 is approved then a draft budget will be prepared for 2014 for Board consideration.

### c. Community Outreach

Bill Zuk

Bill Zuk reported that a meeting will be called in January once the new board members are in place.

### d. Strategic Plan

Joan Blakley

Joan Blakley reported that we will be planning a new strategic planning session in 2014.

### e. Manager of Library Services Report

Rick Walker

Rick distributed and reviewed his report. A copy is attached to the minutes.

### f. LACs

Board Reps.

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## 6. Other Business

### **Books2Eat**

- o Jacqueline St. Hill reported that the organizing committee has met. She reported that Books2Eat will be held Saturday, April 5<sup>th</sup> from 1:00 – 5:00 p.m. and a small article will appear in the January/February newsletter.

### **MB Trustees Assoc. AGM**

- o David Chung reported that the Manitoba Trustees Association serves the 40 rural libraries
- o He indicated that they receive funding of \$1,200 from the Province
- o Teleconferences alone cost \$150.00 per conference call
- o Charge rural libraries - \$50 – \$100 and Winnipeg Public Library pays \$500.00

## 7. New Business

Bill Zuk

The meeting was called due to a fire alarm in the building.

## 8. Date and Location of Next meeting

Monday, January 13<sup>th</sup> @ 5:00 p.m. – Millennium Library – Buchwald Room

## 9. Adjournment

### Winnipeg Public Library Board Meeting

Manager's report  
December 2013

#### 1. Facilities Update

##### a. Charleswood

On November 19 we had a successful Open House to talk to the community about the proposed new library. Many people in attendance, and we received many favourable comments. The report will again be heard at the December Standing Policy Committee on Property & development and then Council on December 18, 2013.

##### b. Windsor Park

Additional hurdles have been cleared related to zoning of proposed library land and title of property. A report has gone forward to deal with costs associated with remediation of property. The RFP for Windsor Park Library should be out before the end of December.

##### c. St. Vital

The Heritage Designation committee has now reviewed the library facility and is preparing a report for consideration at the political level. Once a decision has been made, we will move forward with RFP for renovation of library. This is anticipated in first quarter 2014.

##### d. Signage

Street signage providing directions to all branch libraries has been progressing well with the majority now completed. All signs to be completed by the end of December.

#### 2. Materials Budget proposed increase

As part of the 2014 proposed operating budget there is a proposed increase in the materials budget of \$300,000 on an ongoing basis. This is a significant increase (11%) in the materials budget and if approved will have a significant impact on the libraries ability to meet the need so library users in a number of areas. Funds will be used to support adult literacy materials, Aboriginal services collections, e-books, popular best sellers, multilingual material and a new on-line magazine database.

### 3. Roving Reference Service

This past summer/fall, the library piloted a roving references service at a number of locations across the city. Staff stepped away from their public service counters/desks and moved throughout the branch during their shifts asking the public if they could provide assistance during their visit to the library. This proactive customer service initiative proved very successful in assisting the public with their searches for material and information in the library. As a result, this service will be rolled out to all branches in January 2014 as part of our continuing customer service strategy. As part of this initiative, staff will be provided with "Ask Me" name tags so the public will be able to better identify staff and receive more direct customer service.

### 4. Leisure Collections

The Library is working with the University of Manitoba to establish a Leisure collection for students, faculty and the public at the Neil John Maclean Medical Library at the Health Sciences campus. The intent is to provide a rotating collection of popular material jointly purchased by both institutions and circulated through the University of Manitoba library system.

### 5. Shoebox Project

The Shoebox Project for Shelters is a non-for-profit initiative that collects small gifts that are packaged in shoeboxes, and distributes them to women in shelters just before the holidays. The Shoebox Project will encourage the public to drop off shoeboxes at a few strategically located libraries in the City between November 22 and December 10, 2013. Millennium, Henderson and Pembina Trail Libraries have been selected. This initiative started in Ontario in 2011. This is the first year the program is in Winnipeg. The shoe boxes collected will be provided to Alpha House, Ikwe Widdjiitiwin and Osborne House.

### 6. New Branch Head at Transcona Library

Alan Chorney, a recent Dalhousie graduate from the School of Library and Information Sciences, has been appointed the new Branch Head at the Transcona Library. Alan is from Winnipeg and has previously worked for the City of Winnipeg in the Aquatics branch before furthering his education at Dalhousie University.

### 7. Gimlet

The library has recently purchased this new on-line software package that records, tracks and generates data on information questions asked of library staff. This on-line data tool tracks will allow the library to collect consistent statistics for comparison purposes at all branches in the system, and be able to report on activity in the library as part of its annual reports, OMBI data and CULC data processes.