

**Winnipeg Public Library Board Meeting
Monday, September 8, 2014 at 5:00 p.m.
Millennium Library – 251 Donald Street**

Minutes

In Attendance: Bill Zuk; Bob Foster; Bonni Book; Iyvan Michalchyshyn; Joan Blakley; Diana Szymanski; David Chung; Aengus Bridgman; Gordon Crook; Orest Kinasevych; Trevor Surgenor and Rick Walker

Guests: Reegan Breu, St. James – Assiniboia Library: Branch Head

Regrets: Councillor Havixbeck; Councillor Smith; Jeff Kovalik-Plouffe and James Houston

1. Call to order, welcome, housekeeping

Bill Zuk

- The meeting was called to order at 5:06 p.m.

2. Guest

Reegan Breu, St. James – Assiniboia Library: Branch Head

- Rick Walker introduced St. James – Assiniboia Library Branch Head, Reegan Breu
- Catchment area includes nine (9) residential neighbourhoods, twelve (12) grade level schools, three (3) industrial areas, daycares and various retail outlets
- Other sites within the area include Grant's Old Mill, Living Prairie Museum, Historical Museum of St. James, Western Canada Aviation Museum, Air Force Heritage Museum and Air Park; and Bruce Park
- Sixteen (16) staff work at the branch whom assist in providing customer service to patrons, maintain the branch's collection of over 60,000 items and provide programming to the public
- The area is very diverse where most patrons are families, seniors and newcomers. In order to provide the best service to the branch's patrons the staff are responsive and engage in (culturally aware) training.
- Programs offered
 - o Approximately 200 different types of programs are offered at the branch
 - o Some programs offered are: Computer programs; English conversation group; NFB Film Club and Bruce Park Walking Tour
 - o The branch is 1 of 8 locations that has a Youth Advisory Committee (YAC)
- In the last three (3) years the branch has increased access to its patrons by:
 - o Offering more programs targeting different audiences
 - o Diversifying the collection
 - o Renovating the building

- Renovations took a two-phased approach
 - o 2013
 - Moved a large adult non-fiction collection from a main floor area with accessibility issues to the 2nd floor
 - A 2nd floor storage space and office has been converted to a magazine room, providing another seating area
 - Opened up boardroom to be a study space when not booked
 - Shelving and furniture were moved to increase aisle access for families and persons with disabilities
 - o 2014
 - Closed in May/June
 - Moved circulation desk to increase access to the elevator and increase staff visibility
 - Created a new teen area
 - Opened up the children's area and incorporated shelving that's more appropriate for their height
 - Blinds were removed to allow natural light into the building
- Going Forward the branch is seeking to increase accessibility through:
 - o Offering more displays, programs and branch tours
 - o Connecting with the organizations and groups within the area to identify how both groups can support each other

3. Approval of Agenda

Bill Zuk

Motion: Joan Blakley / Aengus Bridgman

That the Agenda be accepted as distributed with the following additions:

- Manitoba Movers (Bonni Book)

Carried

4. Approval of June 30, 2014 Meeting Minutes

Bill Zuk

Motion: Joan Blakley / Bonnie Book

That the minutes from the June 30th meeting be accepted as distributed with the following changes:

- Page 4 under Chair Reports:
 Minister of Tourism, Culture, Tourism, Sport and Consumer Protection, Honourable Flor Marcelino **change to**
 Minister of Tourism, Culture, Heritage, Sport and Consumer Protection, Honourable Flor Marcelino

Carried

5. Reports

a. Chair

Bill Zuk

Correspondence

- Received letter dated August 27, 2014 from Ken Holland
- Communication suggested that Winnipeg Public Library (WPL) participate in the National Network for Equitable Library Services (NNELS)
- WPL currently is registered with the Centre for Equitable Library Access (CELA) to provide resources to persons with disabilities
 - o Program allows access to Canadian National Institute for the Blind (CNIB) resources and to BookShare
- Bill Zuk will respond back to correspondence

b. Treasurer

Bob Foster

- 3rd quarter report will be available at next meeting

c. Library History Project

Bill Zuk

- A subcommittee will be formed at the end of the meeting to discuss steps after manuscript is received
- Request for Proposal (RFP) will need to be discussed re: publishing
- Target for publication of book will be June 2015

d. Community Outreach

Bill Zuk

Jack Montgomery Grant

- Two (2) proposals have been received and reviewed by subcommittee

Motion: Diana Szymanski / Gordon Crook

- 1) That the Manitoba Writer's Guild be awarded \$875.00 where \$800 to be used for an honourarium and \$75.00 be used for materials
- 2) That the Professional Writers Association of Canada be awarded \$1,500 where \$1,000 to be use for costs associated with Arthur Slade and \$500 to be used for Doreen Pengras

Carried

e. Strategic Plan

Joan Blakley

- September 13, 2014 the Board will be meeting at St. Boniface Library for 10:00 a.m.
- Members who participated in the online survey were thanked
- Additional instructions for September 13, 2014 will be sent by Annabel in the following days

f. Books 2 Eat

Joan Blakley

- A meeting will be scheduled with subcommittee at the end of the month
- Dates have been selected for 2015
- Will design a competition for culinary students
- Supply funding may be available for culinary students
- Will need to consider purchasing consumable treats for attendees as event cannot serve entries submitted

g. Manager of Library Services Report

Rick Walker

- Refer to page 6

h. Public Library Services Report

Trevor Surgenor

- October is Canadian Library Month

For more information visit: Canadian Library Association website
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- Three (3) new senior consultants have been hired to deal with accessibility, community outreach and library projects
- Policy work is underway with the pending amalgamation of Manitoba municipalities. Specifically working to see how services will be affected in the communities
- A temporary librarian was hired until March 2015 to investigate internal and external departments and if there are potential partnerships that can be formed
- NNELS project is entering its final phase and will be setting up 17 libraries in the next 30 days

i. LACs

Board Representatives

- Assiniboia LAC meeting scheduled for September 9, 2014
- Riel, Lord Selkirk – West Kildonan and City Centre have meetings scheduled the following week

6. Other Business

Winnipeg Library Foundation Q2 report

- Second quarter report was received by the Winnipeg Library Foundation

Motion: Bob Foster / Diana Szymanski

That the Winnipeg Library Foundation receives their second quarter payment.

Carried

WPL Board Brochure

- Draft version was circulated and reviewed by the Board
- Final revisions to be sent to Aengus Bridgman

Motion: Gordon Crook / Ivyan Michalchyshyn

That the Board uses the City of Winnipeg Internal Printing Services and that the draft be accepted.

Carried

Election Letter Update

- Letter has been revised and will be sent out after the election

7. New Business

Manitoba Movers

- Bonni Book suggested that the 2014 Board members names be announced through the Manitoba Movers column in the Winnipeg Free Press
- Will investigate on how to make submission to Winnipeg Free Press

8. Date and Location of Next meeting

Monday, October 6, 2014 at 5:00 p.m. – St. John's Library

9. Adjournment

Motion: Orest Kinasevych / Joan Blakley

That the meeting be adjourned at 6:50 p.m.

Winnipeg Public Library Board Meeting

Manager's Report

September 8, 2014

1. Facilities Update

a. St. James Renovations

Main floor renovations completed in July and library reopened on July 7, 2014.

b. Millennium Local History Room

The Local history room is being relocated to the 4th floor and the old room is being converted into a quiet study room to address customer needs. Work is expected to start over the next few months and be completed early in the new year.

c. Charleswood Update

Work continues on the new library. All demolition and structural work is completed. A significant portion of the drywall is in place. The furniture bids have closed and are being awarded. Shelving bids are being reviewed and should be awarded soon. A self Check-in unit has been tendered and the bids are being evaluated.

d. Windsor Park

The tender has closed for the architectural services for the branch. A team of staff is working through the bid process and hopes to award within the next few weeks.

e. St. Vital

The tender for an elevator has been posted and should be awarded in early October. New signage is being ordered and will be installed on the west exterior of the building. A facility plan for the redevelopment of the rest of the facility will be ready in September outlining what can be done to make the facility more accessible and what the overall costs of the project will be.

f. Transcona

Site remediation work is underway at the site of the new Transcona Library. An RFP for architectural services should be ready soon. The city is drafting up a contract confirming the partnership between the City and the Rotary Club of Transcona.

2. Strategic Planning Process – Inspiring Ideas

The Public consultation phase of the project is now over. We reached our target of 5,000 surveys (5225 total). The consultants are now working on a first draft of the Strategic Plan with a goal of having something to share with the public and staff in late October. A final version released late in November/early December.

3. Fire Munroe Library

Last Wednesday, the Munroe Library had a fire in its book chute. The library has been closed since that time and will remain closed this week while repairs are underway. Crews have been on site assessing the damage and have begun to make the necessary repairs. Information has

been placed on our website and 311 for the public. Information has been sent out via twitter and Facebook. At this point, holds material will be kept for customers until the branch reopens. As the book return will remain closed, people will be encouraged to return their material to other branches or hold on to them until we reopen. Fines will be waived. All computer bookings have been cancelled and new bookings will not be available at the branch. If there are any programs affected by the closure the Munroe staff will notify people directly. There was no significant smoke or water damage to the main library.

4. Anti-Spam Legislation

New legislation came into force on July 1, 2014. There will be a period of transition up to July 1, 2017. The City of Winnipeg, led by Legal Services, has been working with city departments to ensure that we are in compliance with the legislation. The Library has made a number of changes already (Sign-up for @The Library newsletter is now compliant) and is working through other parts of the legislation to ensure that all contacts with our customers comply with the Anti-Spam Legislation.

5. Shelver Job Fair

A couple times per year the library canvases the public looking for people to fill vacant Shelver positions. The latest Shelver Job Fair was held on June 19 and 20 and the library received over 500 applications for the 20+ Shelver positions that were posted. There was a good range of candidates representing the diversity of Winnipeg, and we received positive feedback on the process we followed. Interviews and testing was conducted and candidates were selected for the positions posted.

6. Little Free Library Movement

On August 26, at 121 Spence Street, in the West Broadway neighbourhood, a new Little Free Library was launched. It was the initiative of Storefront Manitoba. The library was a partner in the exhibit of little free libraries in 2013 at the Millennium Library. The library was designed by 1x1 Architecture of Winnipeg. On September 27, the founder of the Little Free Library movement, Todd Bols will be speaking at the library; and on September 28, there will Trolley Tour using Winnipeg Trolley Company to take a group on a roadshow of 3 LFLs in the community.

7. Self-Pick up of Holds in all Branches

As of September 2014, all branches, including Millennium, now have their holds available for the public to pick up in the public areas of the library. This project began with the opening of the new West End Library. This new system has been adopted by many library systems in Canada and allows the public the ability to pick up their holds before going to checkout/self-checkout and streamlines workflows for staff and public.

8. Google Virtual Tours

The Library is working on a project to bring google maps inside our libraries. Google maps have the ability to take images of the inside of buildings for the public to do a virtual tour of the facility before they go to the library. The Millennium Library was done in August and should be available soon on our website. Other branches will be considered as budgets permit.