

**Winnipeg Public Library Board Meeting
Monday, November 3, 2014 at 5:00 p.m.
Louis Riel Library – 1168 Dakota Street**

Minutes

In Attendance: Bill Zuk; Bob Foster; Bonni Book; Joan Blakley; Jeff Kovalik-Plouffe;
Diana Szymanski; Gordon Crook; Orest Kinasevych; Trevor Surgenor and
Rick Walker

Guests: Trevor Lockhart, Louis Riel: Branch Head

Regrets: Aengus Bridgman; James Houston; David Chung and Iyvan Michalchyshyn

1. Guest

Trevor Lockhart, Louis Riel Library - Branch Head

- Rick Walker introduced Louis Riel Library Branch Head, Trevor Lockhart
 - o Started in 1991 was a Page at Centennial Library and became Branch Head of Louis Riel Library in 2007
 - o Was one of the first staff to work at the Sir William Stephenson Library when it opened in 1997 and worked with Outreach Services previously
 - o Trevor has been part of various library committees such as the Social Media and Tech Training Working group
 - o In 2014, presented with a group at the Manitoba Library's Association Conference on alternative book clubs at Winnipeg Public Library (WPL)
- Louis Riel Library is one of the busiest branches in the WPL system serving about 500 people on a daily basis
- Recognition was given to current and previous staff members with their professionalism, knowledge and dedication to serve patrons / area residence
- There is a special synergy of the area as the branch is located by or near the Jonathan Toews Community Centre, College Jeanne-Sauve high school and Dakota House retirement home
 - o Staff deliver posters to Dakota House to promote the types of programs offered at the branch
 - o College Jeanne-Sauve utilize the rooms for meetings and projects
- Boardroom, tutorial room and programming room are always busy and in use by various people and groups
 - o The Boardroom had been booked 70 times in October 2014 for a total use of 135 hours
 - o An LCD projector and a sound system is offered at the branch
- Special programs offered at the branch
 - o Knitting Book Club that focuses on resources through the library but would also show items that were created
 - o Baby Rhyme Time is a popular program that additional sessions were added
 - o In early October 2014 a wand making workshop was offered to children and we well attended that a second session was added before Halloween.

For a list of WPL Book Clubs visit: <http://winnipegpubliclibrary.wordpress.com/book-clubs/>
For a list of programs offered at WPL visit: <http://winnipeg.evanced.info/signup/eventcalendar.aspx>

2. Call to order, welcome, housekeeping **Bill Zuk**

- The meeting was called to order at 5:23 p.m.

3. Approval of Agenda **Bill Zuk**

Motion: Joan Blakley / Diane Szymanski

That the Agenda be accepted as distributed

Carried

4. Approval of October 6, 2014 Meeting Minutes **Bill Zuk**

Motion: Joan Blakley / Bonni Book

That the minutes from the October 6, 2014 meeting be accepted as distributed

Carried

5. Reports

a. Manager of Library Services Report **Rick Walker**

- Refer to page 5 for full report

b. Chair **Bill Zuk**

Housekeeping

- Copies of the Winnipeg Public Library Annual Report 2013 and On the Same Page winner (North End Love Songs by Katherena Vermette) was distributed

Recruitment

- Recruitment advertisement for LAC and Board vacancies will be done in the five (5) community newspapers and the Winnipeg Free Press along with the website and @TheLibrary newsletter

Library History Book

- Rick Walker has provided wording to Materials Management to put in the Request for Proposal template
- Aengus Bridgman is the contract administrator
- Eve Dutton's contact is pending extension

c. Treasurer

Bob Foster

- Next quarter report is scheduled for January 2015
- A financial report will be discussed at the next Executive meeting
- An issue for travel expenses (via taxi) was discussed for exceptional circumstances if Board members require it for meetings. General agreement of the Board received.

d. Strategic Plan

Joan Blakley

WPL Strategic Plan

- Refer to Manager's report

WPL Board Strategic Plan

- Governance sub-committee had met to discuss plan of action and three (3) options were presented
 - a) No changes to the by-law or the procedures
 - b) Change the by-law but do not change the procedures
 - c) No changes to the by-law but change the procedures
- Next step is to look at the procedures
- Annabel reminded Board that any minutes or operational notes must be re-directed to the Administrative Assistant for filing as per the City of Winnipeg Records Management By-law 86/2010

e. Books 2 Eat

Joan Blakley

- Next meeting is scheduled for November 4, 2014

f. Public Library Services Report

Trevor Surgenor

- Public Library Services (PLS) is also creating a brochure based on the Board's brochure. Special thanks to Aengus was given
- Ministerial Portfolio assignments:
 - o Honourable Drew Caldwell – Minister of Municipal Government
 - o Honourable Kevin Chief – Minister to the City of Winnipeg
 - o Honourable Ron Lemieux – Minister of Tourism, Cultural, Heritage, Sport and Consumer Protection
- Manitoba Library Association is putting a journal together and PLS has submitted an article for consideration.

g. LACs

Board Representatives

- Assiniboia LAC had a meeting and greet on October 25, 2014
- Riel LAC is scheduled to meet on November 10, 2014
- LAC meetings are open to the public and for other Board members to attend unless otherwise stated

6. Other Business

Winnipeg Library Foundation

- Third quarter report was received and reviewed. Cheque will be sent.

Naming Opportunity

- Will be consulting new councillor for the St. James-Assiniboia Library

7. New Business

2015 Board Meeting Schedule

- Was reviewed and distributed

Thank you cards for exiting Councillors

- Cards were sent to former Councillors Harvey Smith and Paula Havixbeck

Letter to Mayor/Councillors

- Letters will be sent once Mayor and Councillors are sworn in on November 4, 2014
- Draft will be ready by the end of the week

December year-end Dinner

- Tentatively the December dinner is scheduled to be at the Canad Inns – The Met after the December 1, 2014 board meeting

Book Donations update

- Reesa Cohen and Iyvan Michalchyshyn will be contacted for suggested titles to add to the Library's collection as a Board donation

Nominations Committee

- The City Clerk's Department will be closing their Boards and Commission recruitment on Friday, November 21, 2014 at 4:30 p.m.
- Annabel Perez to follow up with City Clerk's department on the deadline for recommendations

8. Date and Location of Next meeting

Monday, December 1, 2014 at 5:00 p.m. – Millennium Library

9. Adjournment

Motion: Joan Blakley / Orest Kinasevych

That the meeting be adjourned at 6:30 p.m.

Carried

Winnipeg Public Library Board Meeting

Manager's Report

November 3, 2014

1. Facility Update

a. Charleswood Library

Construction is on schedule for completion by December 15th. Most of the furniture and shelving have now been ordered. Public art has been purchased for the branch. Signage for the exterior of the building and the pylon at the street has been confirmed. The self-check in unit has been selected and has been awarded. Library staff is touring the site every two weeks to get updates on the progress of the project.

After December 15, 2014 when the City takes control of the building would board members like a tour before it official opens in January 2015? Would you like to invite the Assiniboia LAC?

b. Windsor Park Library

Evaluation on architectural submissions completed. Interviews were conducted with the shortlisted candidate. We hope to award the contract for architectural services soon.

c. Transcona Library

Site remediation underway. RFP for architectural services should be posted soon. The Library is working with Legal Services to draft a contract to formalize the agreement with the Rotary Club of Transcona and the Western Railway Museum, to consider moving Locomotive 2747 to be included in the new branch project.

If you have any questions about the project I can speak further at the meeting?

d. St. Vital Library

Display boards with elevator rendering now on display at the branch. RFP for construction services for elevator services has closed and is being evaluated. Award for this service should be within the next week. A facilities study for the renovation of the rest of the library has been received and is being reviewed.

e. Sir William Stephenson Library

Work has almost been completed on construction of a median cut into the Sir William Stephenson Library to allow westbound traffic direct access to the site (***Pictures passed around at the meeting***).

Note: This initiative was started through a suggestion from the LS-WK LAC.

2. Strategic Planning Document

A draft version was circulated for review and approval. They are based on all the feedback that we received during the consultation phase of the project. The priorities & goals should be viewed not as a comprehensive inventory of our library operations but an aspirational set of goals. The base services that we provide will help to advance the goals laid out in the Strategic Plan. Once we have finalized these goals we will be building the specific actions necessary to achieve those goals from the input we received from staff and public.

3. Assiniboia LAC Meeting & Greet Questions

At the recent Assiniboia LAC meet and greet there were a number of questions asked of the LAC by the public about library service. I have provided answers or additional information to some of those questions below for further information/discussion by the Board.

Question: It would be nice to have more computer terminals at Westwood Library

Answer: This is unfortunately not possible in the current location due to space constraints. This would be something we would be able to address in a new facility; as we are at the new Charleswood Library.

Question: A coffee bar in the library would be appreciated.

Answer: We are looking at options to see if we can possibly offer coffee service. Very early days, but we are looking at it. ***Is this something the Board would agree is a good idea? Any suggestions on who & what type of service we should offer?***

Question: Could there be a conversation group for mature adults? Possibly an oral history club? The person who suggested this is affiliated with the St. James Historical Society.

Answer: I would suggest referring the person to the Branch Head, Kirsten Wurmman at Westwood and Branch Head, Reegan Breu at St. James.

Question: It was pointed out that the computer terminals in the St. James Library are quite open and exposed – and, if this is your only access to a computer, you might want a greater level of privacy regarding what you are doing i.e. if you are working on your resume, for instance.

Answer: The location and visibility of computers is deliberate to ensure that the computers are being appropriately used and staff is available to assist.

Question: They liked that openness at the entrance of the St. James Library and would like more display-type set-ups. Maybe we could talk to the “Friends” about some adult-type displays or activities. The Children’s section at St. James is beautiful and several people looked over at it and said that they wanted an adult equivalent for them.

Answer: Display space in our libraries is important. I will raise the suggestion with the Administrative Coordinator.

4. Questions, Suggestions, Concerns?

- ***Do you have any questions regarding anything we are doing in libraries – Services we provide, collections we build, programs we offer***
- ***Do you have any suggestions on how we can improve service, collections or programs***
- ***Do you have any concerns about what we are doing/not doing to provide service to the citizens of Winnipeg***