

**Winnipeg Public Library Board Meeting
Monday, February 2, 2015 at 5:00 p.m.
Charleswood Library – 6-4910 Roblin Boulevard**

Minutes

In Attendance: Bill Zuk; Bob Foster; Bonni Book; Joan Blakley; Jeff Kovalik-Plouffe;
Diana Szymanski; David Chung; Orest Kinasevych; Aengus Bridgman; Gordon
Crook; Pamela Zorn; Alison McCullough-Butchart; Trevor Surgenor;
Councillor Dobson and Rick Walker

Regrets: Councillor Allard

Guests:

- Nadine McCaughan, Branch Head Charleswood Library
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1. Call to order, welcome, housekeeping

Bill Zuk

- The meeting was called to order at 5:20 p.m.
- The Board welcomes Pamela Zorn and Alison McCullough-Butchart as the new Board members for 2015

2. Guest

Nadine McCaughan, Branch Head Charleswood Library

- WPLB welcomed Nadine McCaughan, Branch Head for Charleswood Library to the meeting
- Nadine has been working with the City of Winnipeg since 2002 and has been Branch Head of Charleswood Library since August 2013
- In addition to being a Branch Head, Nadine volunteers for the Manitoba Library Association's Prison Library Committee
 - o For more information please visit: <http://www.mla.mb.ca/content/prison-libraries-committee>
- The branch officially opened at its new location of 6-4910 Roblin Boulevard on January 19, 2015 and the grand opening was well attended
- Preparing to move to a new location was a challenge and an interesting experience. Charleswood Library staff embraced the challenge of moving and provided continual great customer service during and after the transition.
- One of the goals of the Branch Head is to make the library a community led space. This is being accomplished with going out into the community and making people and organizations know that a library branch is available to them.
 - o Some of the organizations that Nadine has come in contact with are the 55+ centres, local Rotary Club, attended local community leader luncheons, community club winter fairs, local resource centres and the Horticultural Fair.
- Last year, Len Van Roon Senior of the Historical Society conducted a talk on his experiences in World War II. Local authors/patrons have held author readings at the branch location. In addition, the Charleswood Horticultural Society did a presentation that showcased the Charleswood Community Gardens.
- Charleswood Library programs are not only advertised in the Winnipeg Public Library At the Library newsletter but also in the Tank Talk, Local Legions' newsletter, local school newsletter,

Assiniboine South Early Years newsletter, community churches, community centres, community bans and grocery stores on top of the e-mail contacts that the branch has.

- Early childhood literacy is important. The branch had successfully visited every elementary school in the catchment area last year and plan to do it again. In addition, the branch has a successful Youth Advisory Council (YAC)
- As busy as the branch is, the Branch Head and the staff are not slowing down. More programming is being planned to offer to the public, non-for-profit groups are booking up the program room for usage and the branch is planning for some entertainers to come in.
- Lastly, it is important that the residents of the area get a chance to get to know their branch more. 15 tours have been booked and it is expected the number to grow in the next few weeks.

3. Approval of Agenda

Bill Zuk

Motion: Joan Blakley / Bonni Book

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

- OLA Conference (Other Business)

Carried

4. Approval of January 12, 2015 Meeting Minutes

Bill Zuk

Motion: Joan Blakley / Bonni Book

That the minutes from the January 12, 2015 meeting be accepted as

Carried

5. Reports

a. Manager of Library Services Report

Rick Walker

- See page 5

b. Chair

Bill Zuk

- 2014 Annual Report and draft Audited Financial Statements were distributed prior to the meeting
- Report will be presented at the January 30, 2015 Standing Policy Committee for Protection and Community Services

c. Treasurer

Bob Foster

Motion: Bob Foster / Jeff Kovalik-Plouffe

That the 2014 Audited Financial Report be accepted and approved.

Carried

Motion: Bob Foster / Joan Blakley

That Scarrow and Donald LLP be retained as the 2015 financial auditors.

Carried

Motion: Bob Foster / Orest Kinasevych

That Kym Shwaluke be retained as the 2015 book keeper for the amount of \$2,000.

Carried

d. Library History Book Project

Jeff Kovalik - Plouffe

- Eve Dutton has submitted a copy of the completed manuscript
- Preface for book to be completed
- Aengus Bridgman provided an update report for the Request for Proposal (Book Publishing) portion of the project

e. Library Board Strategic Plan

Joan Blakley

- The Strategic Plan committee has decided not to pursue any changes to the current Library Board By-law.
- Board and LAC regulations and procedure documents with suggested changes were circulated during the last Board meeting
- Members were asked to submit any other requested changes to Joan Blakley
- To date no other request for changes have been received

Motion: Joan Blakley / Diana Szymanski

That the suggested changes to the Board and LAC regulations and procedure documents with be accepted.

Carried

- The Administrative Assistance will amend the typeset and number of the documents before finalizing for circulation to Board and LAC members.

f. Books 2 Eat

Joan Blakley

- Joan provided a brief progress report to the Board on the Books 2 Eat Event.
- Acknowledged that Bill Zuk, Bonni Book and Diana Szymanski are on the committee
- Welcomes any other Board member to join the committee for the 2015 and/or 2016 event
- Next meeting is scheduled on February 10, 2015

SAVE THE DATE: April 25, 2015 at the Millennium Library

g. Public Library Services Report

Trevor Surgenor

- The amalgamation of municipalities in the province are still continuing
- PLS continues to work with rural library systems on service delivery in affected areas

h. LACs

Board Representatives

- East Kildonan-Transcona LAC will meet on February 3, 2015 at Henderson Library
- Riel LAC attended the book launch event for Dr. Alison Marshall on January 26, 2015 at Pembina Trail Library
- Administrative Assistant will be sending out request for Board representative (re)appointments to the City Clerk's department this month

6. Other Business

Executive Board Elections

Jeff Kovalik-Plouffe/Rick Walker

- By acclamation the following Board members have been appointed to the Executive Board for 2015

Joan Blakley (Chair)
Jeff Kovalik-Plouffe (Vice-Chair)
Bob Foster (Treasurer)
Bill Zuk (Past Chair)
Orest Kinasevych (Member-at-Large)

Committee Sign-ups

Joan Blakley

- Copy of committees and representatives was circulated and distributed
- Any Board member wishing to join a committee can contact Joan directly

Ontario Library Association 2015 Conference **Bob Foster/Aengus Bridgman/Jeff Kovalik-Plouffe**

- A brief summary and discussion was conducted on the attendees experience at the conference
- For more information on the conference please visit <http://www.olasuperconference.ca/>

7. Date and Location of Next meeting

Monday, March 2, 2015 at 5:00 p.m.
Millennium Library – Buchwald Room
251 Donald Street – 2nd floor

Guests:

 Ed Cuddy, Administrative Coordinator of Support Services

8. Adjournment

Motion: Bonni Book / Joan Blakley

That the meeting be adjourned at 7:25 p.m.

Carried

Winnipeg Public Library Board Meeting

Manager's Report

February 2, 2015

1. Facilities Report

a. Charleswood Library Opening

Just a quick note to say thanks to the Library Board and Assiniboia Library Advisory Committee members who made it out to the opening and participated in the book chain event before the opening. Most of the furniture and equipment is now in place. A few building issues are being remedied, but in general everything is going very well.

At David Chung's request, I submitted an article to the MLTA newsletter today along with a couple pictures.

b. St. Vital Library

Construction on the new elevator will begin this month. It is anticipated that the elevator will be completed sometime before the end of July 2015. Work will begin in the basement level and the library will remain open. We will be putting up posters and notifying the neighbours behind the library about noise, traffic issues in the back lane, etc.

c. Windsor Park Library

The project team has had one IDP (Integrated Design Process) session with the architectural team and is now narrowing down the location of the library on the 1201 Archibald site (former Public Works yard) and the orientation of the building and its parking lot. A second IDP session will be held this Friday afternoon to finalize which design concept we prefer and begin working on the detailed architectural drawings.

We have also met recently with the City of Winnipeg Active Transportation Coordinator about bike/walking paths, bike racks and stroller stations for the new library.

d. Transcona Library

Library and PPD staff has finished reviewing the architectural proposals submitted for the RFP for the new Transcona Library and will be making a recommendation soon on the award of contract for this next library project.

2. WPL Strategic Plan

The Library is hoping to launch its new Strategic Plan this month, and will be bringing the consultant back into Winnipeg. This includes releasing the Priorities/Goals infographic and a public document. Library administration recently went through an Invest/Divest exercise to start looking at ways to realign the library's workload with the new direction laid out in the Strategic Plan. A second session is planned. The Library is completing a 10 page public document that will be made available in each branch for the public to take away, as well as on the library website. It will be a bilingual publication.

The library is looking for a way to publicly launch and celebrate the new Strategic plan. Does the Board have any thoughts on how we can get our message out about a new plan and a new direction for the library?

3. A Winnipeg Minute

Last Thursday, January 29th, the Library worked with Bell Media to film one of the Winnipeg Minute segments at the Charleswood Library. Those segments help to promote the good work being done by various city departments and services throughout the city. The library segment will air throughout the month of February, I Love to read Month, on CTV at various times.

4. Writer in Residence – Mid-term report

The mid-term report of the Writer in Residence for WPL this year has been provided. Di Brandt has been providing services both in Winnipeg and Brandon throughout her term.

If you have any questions about the program you can contact Danielle Pilon at dpilon@winnipeg.ca or ask Di questions when she presents her final report at the April board meeting.

5. Recycle Bins

The Library is working with the Water & Waste department on an initiative to eliminate the number of trash and recyclable containers in the libraries by encouraging the public to deposit their garbage in centrally located, specifically designed bins. The Charleswood Library was the first library to receive this new bin and to begin offering this new approach to recycling. The West End Library will soon be receiving their bin. Other libraries will follow.

6. Surface Pro Tablets

The Library recently distributed Surface Pro tablets to branches in an effort to increase the amount of roving customer service provided to the public. This is part of an overall strategy to have staff provide the public with increased customer service throughout the library.

7. Al Pritchard Retirement

Allan Pritchard, Administrative Coordinator of Library Information and Technology Systems will be retiring at the end of the week. Al began working with the libraries when we first brought in our first integrated library system. We are in the process of filling his position. A job bulletin was posted internally and externally and we are now interviewing candidates and hope to have someone in place within the next few weeks.

A retirement party is planned for this Wednesday February 4, 2015 from 2-4 p.m. in the Carol Shields Auditorium. All Board members are welcome to attend.

8. *Does any member of the Library Board have a library related question/concern/issue that they would like to discuss?*