

## Winnipeg Public Library Board Meeting

*Tuesday, February 7, 2017 at 5:00 p.m.*

Millennium Library (Dr. Anne Smigel Room) – 251 Donald Street

### Minutes

	Present	Regret	Absent		Present	Regret	Absent
Joan Blakley ( <i>Chair</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David Kemp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Zorn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Morley Walker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alison McCullough-Butchart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gordon Crook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monique Ireland	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brenda Dyck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Cuddy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wesley Takeo Konrad	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trevor Surgenor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Laila Yesmin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Allard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michael Wenez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Wyatt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

The Library Board would like to welcome its newly appointed members  
Councillor Wyatt, Brenda Dyck, Wesley Takeo Konrad, Laila Yesmin and Michael Wenez

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

The meeting was called to order at 5:04 p.m.

#### 2. Guest

*See Appendix A for presentation highlights*

#### 3. Approval of agenda and of the previous meeting minutes

*See Appendix C for motions*

#### 4. Manager's Report

*See Appendix B for report*

#### 5. Reports

Item	Description	Action
<b>Chair's Report</b> <i>Joan Blakley</i>	<i>Board Overview</i> - Governed by <a href="#">City of Winnipeg By-law No. 119/2004</a> - There are internal regulations and procedures documents for the Library Board and Library Advisory Committees - An annual report is being written and will be presented at the March 6, 2017 Standing Policy Committee on Protection, Community Services and Parks meeting o Report will outline the Library Board's activities in 2016	

Item	Description	Action
<i>Audited Financial Statements</i>	<ul style="list-style-type: none"> <li>- Audited financial statements for 2016 was distributed prior to meeting</li> <li>- Will be included with annual report submission</li> <li>- Discussed reasoning for audited statements</li> <li>- Discussed possible 2017 projects to fund</li> </ul>	<ul style="list-style-type: none"> <li>- Assistant to inquire why annual audited statements are required</li> <li>- Ed to investigate possible projects to fund and provide proposal/cost estimates</li> </ul>
<i>Orientation</i>	<ul style="list-style-type: none"> <li>- Reminder given that a mandatory orientation date has been set for Saturday, March 4, 2017</li> </ul>	
<i>Books &amp; Brunch</i>	<ul style="list-style-type: none"> <li>- The Friends of the Winnipeg Public Library's annual <a href="#">Books &amp; Brunch</a> event has been scheduled for Sunday, May 7, 2017 at the Gates on Roblin</li> <li>- Guest speakers will include Terry MacLeod and Anita Daher</li> <li>- Net proceeds will support Winnipeg Public Library projects</li> </ul>	
<i>Committee Sign-ups</i>	<ul style="list-style-type: none"> <li>- Distributed current org chart with committees</li> <li>- Currently recruiting to fill Board reps to the LAC and Books2Eat</li> <li>- Members are encouraged to sign-up and get involved in at least one committee</li> </ul>	
<i>Conference</i>	<ul style="list-style-type: none"> <li>- Library Board members are eligible to attend library-related conferences</li> <li>- Anyone interested can contact Joan Blakley directly for more information</li> </ul>	
<b>Treasurer's Report</b> <i>Pamela Zorn</i>	<ul style="list-style-type: none"> <li>- No report</li> <li>- Reports given quarterly because there are little variances from month to month</li> </ul>	
<b>By-law Review Committee</b> <i>Pamela Zorn</i>	<ul style="list-style-type: none"> <li>- No update</li> <li>- Will schedule a meeting with Councillor Wyatt and Ed to discuss possible revisions to the by-law</li> </ul>	
<b>Library History Book Project</b> <i>Joan Blakley</i>	<ul style="list-style-type: none"> <li>- Project started in 2014</li> <li>- Project scope is to cover the history of Winnipeg Public Library starting in the mid-1800's</li> <li>- Eve Dutton was hired to write the manuscript <ul style="list-style-type: none"> <li>o Unedited manuscript was received</li> <li>o Original writer was to assist with editing and design but has become unresponsive</li> </ul> </li> <li>- Due to unforeseen circumstances publishing companies had to change</li> <li>- Last chapter is being revised due to inaccuracies</li> <li>- Targeting to have print copies available this year</li> <li>- An ad hoc committee will be created to plan the book launch</li> <li>- A future Library Board may choose to re-open book project and add onto the history</li> </ul>	

Item	Description	Action
<b>Books2Eat</b> <i>Joan Blakley</i>	<ul style="list-style-type: none"> <li>- Crissy Troy has confirmed to be a guest judge at the event</li> <li>- Winnipeg Harvest will have an information table and a bin to collect non-perishable food items</li> <li>- Committee is working on programs schedule</li> <li>- Need approximately 12 – 14 volunteers</li> </ul>	
<b>MLTA</b> <i>Pamela Zorn</i>	<ul style="list-style-type: none"> <li>- Books2Eat will be featured in the MLTA newsletter</li> <li>- MLTA has asked an article be written about the Library Facilities Redevelopment Strategy</li> </ul>	
<b>Library Advisory Committee Updates</b>  <i>LAC reps</i>	<p><i>Assiniboia LAC</i></p> <ul style="list-style-type: none"> <li>- Met on January 21, 2017</li> <li>- Received new member appointments</li> <li>- Attended and purchased refreshments for the 2<sup>nd</sup> anniversary of the opening of Charleswood Library</li> <li>- Councillor Morantz was in attendance</li> <li>- Comments/Suggestions from the LAC</li> </ul> <p>(a) Suggested that the LAC have their own e-mail account</p> <ul style="list-style-type: none"> <li>➤ <i>Under the recommendation of the City of Winnipeg’s Corporate FIPPA Coordinator and Records &amp; Archives Branch it was determined that LACs should continue to use the Library Board e-mail and phone number as contact information to ensure quality assurance in responses and to protect their private citizen information. Also, from a records management and best practices perspective, all official communications should come from a secured server. The LAC is to be reassured that the Assistant will triage inquiries to them or the Library Board rep and act as a liaison when required.</i></li> </ul> <p>(b) Requested for circulation and demographic information</p> <ul style="list-style-type: none"> <li>➤ <i>Request has been given to the Manager and will incorporate in the orientation presentation</i></li> </ul> <p>(c) Suggested that customers should have the self-serve ability to change their contact information on their record</p> <ul style="list-style-type: none"> <li>➤ <i>Request has been given to the Manager to follow-up with IT staff to see if option can be made available</i></li> </ul> <p><i>City Centre LAC</i></p> <ul style="list-style-type: none"> <li>- 2016 funds have been expended</li> <li>- Books were purchased for prize draws at branches</li> </ul> <p><i>East Kildonan-Transcona</i></p> <ul style="list-style-type: none"> <li>- No report</li> </ul> <p><i>Lord Selkirk – West Kildonan LAC</i></p> <ul style="list-style-type: none"> <li>- No report</li> </ul> <p><i>Riel LAC</i></p> <ul style="list-style-type: none"> <li>- 2016 funds have been expended</li> <li>- Issues arising from last meeting have been resolved</li> <li>- A new chair is being selected</li> </ul>	

**6. Other Business**

None

**7. New Business**

Item	Description	Action
<b>Suggestion</b> <i>Councillor Wyatt</i>	- It was suggested that Winnipeg Public Library invite Councillors to programs to read to classes for "I love to Read" month	- Ed to investigate

**8. Executive Board Elections**

By acclamation the following Board members have been appointed to the Executive Board for 2017

<b>Chair</b>	Alison McCullough-Butchart
<b>Vice-Chair</b>	David Kemp
<b>Past-Chair</b>	Joan Blakley
<b>Treasurer</b>	Pamela Zorn
<b>Member-at-Large</b>	Monique Ireland

**9. Date and Location of Next meeting**

Tuesday, March 7, 2017 at 5:00 p.m.  
Henderson Library (Children's Programming Room)  
1-1050 Henderson Highway

**10. Adjournment**

The meeting adjourned at 6:58 p.m.

1<sup>st</sup>: Pamela Zorn

2<sup>nd</sup>: Brenda Dyck

## Appendix A

### Guest Speaker Highlights February 7, 2017

- The Winnipeg Public Library Board welcomes Bruce Fiske, Social Worker for Winnipeg Public Library
- Career Highlights
  - o Professional Social Worker
  - o Graduate work included a practicum study on parents of adult children diagnosed with Asperger Syndrome
  - o Worked many years in Recreation Therapist with the elderly in interim and long term care facilities
  - o Hired by Winnipeg Public Library in June 2012
    - Work gives a broad exposure to a variety of mental health issues and community resources
    - Office is located in Millennium Library, but have scheduled days at St. Boniface Library
    - Not bonded by the province and does not get assigned cases
- Customers that visit can range from people who are considered part of a vulnerable group, newcomers, travelers or transient persons
- Ensures that supports are given to staff and security when required
- Participated in various (safety) training sessions with library staff and when required with department staff
- Presented at the Manitoba Library Association conference highlighting work as a Social Worker in a public library environment
- Network with various organizations such as WPS, WRHA, Gang Interagency Network and CFS
  - o Networking is helpful in connecting people with resources and by building connections organizations can support one another
- One of the challenges is tracking the number of people helped as it is constantly busy and customers who do not get a case file may not be tracked in the stats
- As part of the WPL Strategic Plan, WPL is looking to develop a resource centre
  - o Will be developing a team to assess the need and what the best role WPL and Social Worker can play
  - o Public consultation will be involved as part of the project

For more information about the Social Worker or resources visit  
<https://wpl.winnipeg.ca/library/ourservices/communitycrisisworker.asp>

## Appendix B

### Manager's Report February 7, 2017

#### Facilities Update

##### a. St. Vital Library

The next step in the renovation project is carrying out asbestos abatement on small amounts of the substance detected in the existing drywall compound. As the City anticipated some level of remediation to occur, the work will be included in the building contract for completion prior to the start of renovations. I will provide an update on the revised timeline in March.

##### b. Transcona Library

Library Services will receive the detail drawings for the construction bid opportunity on February 7<sup>th</sup>. We estimate that construction of the new library will start in spring 2017.

##### c. Windsor Park Library

Building construction continues. The opening date is still estimated at August/September 2017.

##### d. River Heights Library (Grant Park Campus Plan)

Board and LAC members and library staff attended the stakeholder meeting on January 11<sup>th</sup> at River Heights Library. Ken McKim, Manager and Kate Mackay, Project Coordinator, from the Community Services Asset Management Office, provided a presentation on the building infrastructure and site challenges of the existing branch, rationale for a new library and the advantages of including the new library in the Grant Park Campus Plan.

The next step is a public open house/survey to take place in February/March. WPL will help develop and promote the survey as it will include questions on the new River Heights Library.

##### e. Cornish & St. John's Library

We anticipate issuing the construction tenders for Cornish and St. John's in the next month with renovations starting in Spring/Summer 2017.

#### 2. Director of Community Services

Clive Wightman has announced his retirement from his position as Director of Community Services, effective March 31, 2017. Clive was appointed as Director in March, 2007. He has played a vital role in major initiatives such as the federally funded Homelessness Partnering Strategy and End Homelessness Winnipeg, Winnipeg Committee for Safety and the Canadian Municipal Network on Crime Prevention. A recruitment process for a new Director of Community Services is underway, and interim arrangements for an Acting Director will be announced in the near future.

#### 3. Commit to Kids

As part of the City of Winnipeg's initiative with the Canadian Centre for Child Protection (C3P) to enhance child safety in Community Services pools, recreation facilities and libraries and combat sexual abuse of children, Library Services and C3P began training staff in November 2016. The last session of this training was held on January 25, 2017. In all, 328 staff and 8 security guards received the training, just 30 short of our total staffing complement.

#### 4. Tin for the Bin

Winnipeg Public Library is teaming up with Winnipeg Harvest on a few projects to cross-promote our services in 2017. During "I Love to Read" month in February we will host a "tin for the bin" campaign to encourage users to donate goods. Winnipeg Harvest staff are providing a bin for each WPL branch and will pick up donated goods as requested.

#### 5. Literacy for Life Fund

Winnipeg Public Library donated all fines collected on Friday, January 27 to The Winnipeg Foundation's Literacy for Life Fund. The amount collected on January 27, 2017 was \$3,267.78.

## 6. Children's Museum & WPL

Youth Services staff met with the Children's Museum marketing and education/exhibits staff last fall to discuss posting book recommendations on the Museum's website. The inaugural post was launched in February and was written by Terri Wiest, one of our Collections Librarians. The Museum will use the print versions of the blog post in their exhibits and as a takeaway for visitors.

The blog post is available here: <http://childrensmuseum.com/archives/9540>

## 7. Customer Borrowing History

No update on this item. Will report back in March 2017.

## Appendix C

### Motions February 7, 2017

#### Meeting motions

MOTION	1 <sup>ST</sup>	2 <sup>ND</sup>	DISPOSITION
That the agenda be approved as distributed	David Kemp	Pamela Zorn	Carried
That the minutes of January 10, 2017 be approved as distributed	Gordon Crook	David Kemp	Carried
That the 2016 Audited Financial Report be accepted and approved as distributed	Pamela Zorn	Gordon Crook	Carried
That Kym Shwaluke be retained as the 2017 book keeper for the amount of \$2,000	Pamela Zorn	Joan Blakley	Carried
That a table of 8 be purchased for the Friends of the Winnipeg Public Library's Books & Brunch event on Sunday, May 7, 2017 in support of their fundraiser for WPL projects	Pamela Zorn	Brenda Dyck	Carried
That the call for nominations to the Executive Board for 2017 be closed	Councillor Wyatt	David Kemp	Carried