

**Winnipeg Public Library Board Meeting**  
*Tuesday, April 4, 2017 at 5:00 p.m.*  
 Millennium Library (Anhang Room) – 251 Donald Street

**Minutes**

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

**Guest:** Betty Parry, Administrative Coordinator of Public Service and Collection Development

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

The meeting was called to order at 5:00 p.m.

**2. Delegation**

The Winnipeg Public Library Board receives as information the Transcona Biz verbal report.

*See Appendix A for delegation highlights*

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

*See Appendix C for motions*

**4. Manager's Report – Betty Parry o.b.o. Ed Cuddy**

*See Appendix B for report*

Additional items:

- Showed puppy shaped stools that will be going in every branch
  - Stools will replace the aging and very well used animal ottomans
  - The Friends of the Winnipeg Public Library were the original sponsors of the animal ottomans and are the current sponsors for the puppy shaped stools
  - The stools are cleanable and children may sit on them
- Customer Borrowing History
  - Prior to the meeting Betty received an update from the Administrative Coordinator of Information & Technology Systems
  - IT is currently testing software update which includes the customer borrowing history function and other new functions that may be offered to customers
  - Retroactive borrowing history cannot be retrieved as currently WPL does not maintain that information
  - Borrowing history will start when the customer indicates they want option
  - Completion of testing and roll-out is still unknown

## 5. Funding Request

See Appendix C for motion

- 2017 funding request from WPL was distributed prior to meeting
- Reviewed previously approved 2016 outreach projects and research study
- Betty has indicated that a draft document for the multilingual study has been circulated with WPL staff for review
  - After review the document will be shared with the Executive prior to posting
  - The evaluation committee will have Library Board representation
  - Ed is investigating posting process

## 6. Reports

Item	Description	Action
<b>Chair's Report</b> <i>Alison McCullough-Butchart</i>	<p><i>Orientation</i></p> <ul style="list-style-type: none"><li>- Orientation was held on Saturday, March 4, 2017 at St. James-Assiniboia library</li><li>- Well attended by Library Board and LAC members</li></ul> <p><i>PLS Survey</i></p> <ul style="list-style-type: none"><li>- The Province of Manitoba Public Library Services branch sent out a stakeholder survey</li><li>- E-mail was sent out to Library Board members to send in responses and assistant would summarize</li><li>- It was decided that responses would be submitted to WPL to incorporate in their response</li><li>- It was felt that a majority of the questions were not applicable to the Library Board and that a separate submission would not be done</li></ul> <p><i>Cultural Policy Review</i></p> <ul style="list-style-type: none"><li>- A new e-mail from the Province of Manitoba was sent on March 24, 2017 open to the public and stakeholders</li><li>- Deadline for responses is in June</li><li>- It was recommended that the Library Board members review the e-mail and send any responses back to the assistant to summarize for a prepared Library Board response</li></ul>	
<b>Treasurer's Report</b> <i>Pamela Zorn</i>	<p><i>Follow-up to Audit Inquiry</i></p> <ul style="list-style-type: none"><li>- At the last meeting, questions were posed about the auditing process</li><li>- Treasurer followed up with the 2016 auditor and provided the following information<ul style="list-style-type: none"><li>• The auditor generally has a flat rate for non-for-profit organizations but will adjust price every couple of years to match rate of inflation</li><li>• If the audit is done every 2 years, there will be no cost savings as the auditor would have to review the non-audited year's information</li></ul></li><li>- The Executive Committee that the an audit will continue annually because of the lack of cost savings and will be beneficial for incoming Treasurer and members</li></ul>	

Item	Description	Action
	<p><i>Appointment of 2017 Auditor &amp; Q1 Report</i>            - See Appendix C for motions</p>	
<p><b>By-law Review Committee</b>  <i>Pamela Zorn</i></p>	<p><i>No update</i></p>	
<p><b>Library History Book Project</b>  <i>Joan Blakley</i></p>	<ul style="list-style-type: none"> <li>- Chapters 1-4 are with the publisher for review</li> <li>- Thanks given to David and Morley for their assistance with locating new pictures</li> <li>- Chapter 5 is being re-written</li> <li>- Book is back to its original 250 pages opposed to 165 pages</li> <li>- Will be working to have an electronic version</li> </ul>	
<p><b>Books2Eat</b>  <i>Joan Blakley</i></p>	<ul style="list-style-type: none"> <li>- Sufficient Library Board and LAC members have volunteered for the event</li> <li>- 13 entries have been received</li> <li>- Purchased aprons as give-a-ways</li> <li>- Post-event with Karen Peters will be held on April 22,2017 at Munroe Library</li> </ul>	
<p><b>MLTA</b>  <i>Pamela Zorn</i></p>	<ul style="list-style-type: none"> <li>- Met last month</li> <li>- Working on Strategic Plan and reviewing policies</li> </ul>	
<p><b>Library Advisory Committee Updates</b></p>	<p><i>Assiniboia LAC</i>            - Meeting scheduled for April 24, 2017</p> <p><i>City Centre LAC</i>            - Meeting schedule for April 15, 2017</p> <p><i>East Kildonan-Transcona</i>            - Looking to attend some community events            - Inquired of the library can offer a games section to draw in younger audiences            - Discussed possible guest readers            - Concerns raised about interfiling paperbacks at Transcona Library           <ul style="list-style-type: none"> <li>o Transcona Branch Head has indicated that this is the standard and will be moving towards integrated filing system</li> </ul>           - Henderson Branch Head reviewed magazine selection process and how customers can make suggestions for purchase            - Will try to work with branches to assist with activities            - Next meeting May 15, 2017</p> <p><i>Lord Selkirk – West Kildonan LAC</i>            - Meeting scheduled for April 15, 2017</p>	

Item	Description	Action
	<p><i>Riel LAC</i></p> <ul style="list-style-type: none"> <li>- Met April 3, 2017</li> <li>- Planning another St. Vital event on May 28, 2017</li> <li>- Next meeting TBD</li> </ul>	
	<p><b>** LAC Inquiry **</b>  <i>Q: Do the LAC members receive event notifications that the Library Board does?</i></p>	
	<p><i>A: Depending if the event is City-wide or community specific will LACs be notified. The general rule is if the e-mail distribution was put on the BCC line than the Library Board members and ALL LAC members were included. If names are on the To or CC line than the communication was only sent to those individuals listed. When in doubt, Library Board representatives may share event notifications with their respective LACs.</i></p>	

**7. Other Business**

Item	Description	Action
<p><b>Library Board and Library Advisory Committee Minutes</b></p>	<ul style="list-style-type: none"> <li>- The Library Board has been informed that both Library Board and LAC minutes will be e-mailed and sent to Councillors as outlined in the disposition of the March 6, 2017 Standing Policy Committee on Protection, Community Services and Parks</li> </ul> <p><i>[The SPC-PCSP] requested:</i></p> <ol style="list-style-type: none"> <li>1. That the adopted minutes of the Library Advisory Committee meetings be forwarded, via email and hard copy, to the respective Community Committee Councillors</li> <li>2. That the adopted minutes of the Winnipeg Public Library Board be forwarded, via email and hard copy, to the Councillors sitting on the Standing Policy Committee on Protection, Community Services</li> </ol> <ul style="list-style-type: none"> <li>- The reason for this motion was to better engage Councillors with the work of the Library Board and LACs</li> </ul>	

## 8. New Business

Item	Description	Action
<b>OLA Report</b> <i>David Kemp</i>	<ul style="list-style-type: none"><li>- Attending the Ontario Library Association Super Conference on February 1-4, 2017 in Toronto, Ontario</li><li>- David thanks the Library Board for sending him as a delegate</li><li>- Discussed and highlighted sessions attended</li></ul> <p><i>Verbal report received as information</i></p>	
<b>Manitoba Movers</b>	<ul style="list-style-type: none"><li>- A suggestion was received that the Winnipeg Free Press Manitoba Movers be contacted to announce Library Board members since there were substantial changes to membership in 2017</li></ul>	<ul style="list-style-type: none"><li>- Assistant to contact WFP and arrange announcement</li></ul>

## 9. Date and Location of Next meeting

Tuesday, May 2, 2017 at 5:00 p.m.  
Millennium Library (Anhang Room)  
2<sup>nd</sup> floor – 251 Donald Street

## 10. Adjournment

The meeting adjourned at 6:16 p.m.

1<sup>st</sup>: Michael Wenezs

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

## Appendix A

### Delegation Highlights April 4, 2017

- The Winnipeg Public Library Board welcomes Alex Morrison, Executive Director of Transcona Biz
- Presented information on Book Benches
- Project/initiative has been done in the UK
- Concrete benches would be public art installations that would promote reading, literacy, inspire creativity and beautify public spaces
- Would be similar to the Bears on Broadway project
- Discussed possible community engagement, fundraising and sponsorship opportunities
- Factors to consider would be purchase price, location, type of material used that could withstand Winnipeg weather and long-term maintenance
- Would be unique to Winnipeg and proposed that if project is pursued that it can piloted for the new Transcona Library and may be used at other Library branches

## Appendix B

### Manager's Report April 4, 2017

#### Facilities Update

**a. St. Vital Library**

The construction contract will be awarded soon. Asbestos remediation and renovation work should start in March/April.

**b. Transcona Library**

The construction bid has closed and the bids are in the evaluation process. The project is on schedule to begin construction this spring, after the contract is awarded.

**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)**

The public open house for the Grant Park Campus Plan is scheduled for April 6 from 4:00 pm to 8:00 pm at the Pan Am Pool. More information on the plan is available here:

[http://winnipeg.ca/cms/projects/grant\\_park/grant\\_park\\_rec\\_campus.stm](http://winnipeg.ca/cms/projects/grant_park/grant_park_rec_campus.stm)

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

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

**2. Spring Break Programming**

Annual spring break programming started on March 25 and runs until April 1, 2017. All branches are involved and this year's roster includes concerts, special events, teen and family programs. Funding is provided in part by the Friends of the Winnipeg Public Library.

**3. Winnipeg International Storytelling Festival**

The 12<sup>th</sup> annual Storytelling Festival returns to Millennium Library from April 26 – 29<sup>th</sup>. Families are welcome to drop in to any performance as no registration is required. The festival is presented by the Arthur V. Mauro Centre for Peace & Justice, University of Manitoba.

**4. Customer Borrowing History**

No update on this item.

## Appendix C

### Motions April 4, 2017

#### Meeting motions

<b>MOTION</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>DISPOSITION</b>
That the agenda be approved as distributed	Joan Blakley	Councillor Wyatt	<b>Carried</b>
That the minutes of February 7, 2017 be approved as distributed	Michael Wenezs	David Kemp	<b>Carried</b>
<i>In accordance with Article 11 section 11(2) of Winnipeg Public Library Board Regulations and Procedures due to the lack of quorum, no minutes are available for the March 7, 2017 meeting.</i>			
That the 2017 Winnipeg Public Library project funding request in the total of amount of \$18,000 be approved as distributed for the following: <ul style="list-style-type: none"><li>• Bookfest program (\$5,000)</li><li>• Human Library program (\$2,000)</li><li>• Literacy based games for Check it Out Reading Zones (\$1,000)</li><li>• Free reading material for community events targeting newcomer and low-income families (\$3,500)</li><li>• Materials for the READ partner program with the Children's Hospital (\$2,500)</li><li>• Supplies and equipment to support the Library Social Worker's ongoing work with library customers (\$4,000)</li></ul>	David Kemp	Joan Blakley	<b>Carried</b>
That Scarrow and Donald LLP be retained as the 2017 financial auditors	David Kemp	Joan Blakley	<b>Carried</b>
That the Q1 Treasurer's report be accepted and approved as distributed	Councillor Wyatt	Morley Walker	<b>Carried</b>