

Winnipeg Public Library Board Meeting

Tuesday, August 7, 2018 at 5:00 p.m.
Windsor Park Library (1195 Archibald Street)

Minutes

	Present	Regret	Absent		Present	Regret	Absent
David Kemp (Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trevor Surgenor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alison McCullough-Butchart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gordon Crook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Wenezs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Morley Walker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monique Ireland	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wesley Takeo Konrad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brenda Dyck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laila Yesmin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Cuddy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P. Colleen Suche	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Dobson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mario Lebar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Wyatt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sarfraz Chishti	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Guests: Karin Borland (Administrative Coordinator of Youth Services), Arryn Seburn (ideaMILL)

1. Call to order, welcome, housekeeping

The meeting was called to order at 5:05 p.m.

2. ideaMILL Tour

See Appendix A for highlights

3. Approval of agenda and of the previous meeting minutes

See Appendix C for motions

4. Roundtable Introductions

- The Winnipeg Public Library Board welcomes the new administrative assistant, Heidi Rara, who started on August 1, 2018
- Email will be sent to Board and LAC members

5. Transition Plan to New Assistant

- Brenda Dyck will be the primary contact to the assistant during the transition period
- A procedure manual will be created by the current assistant
- There will be a review group for the manual; currently consists of Brenda Dyck and Wesley Takeo Konrad
- Anyone interested in being a part of the review can contact Brenda Dyck
- Space and equipment is being acquired

6. Manager's Report

See Appendix B for report

7. Reports

Item	Description	Action
Chair's Report <i>David Kemp</i>	<i>City of Winnipeg Annual Recruitment Call</i> <ul style="list-style-type: none">- City of Winnipeg has issued their annual call to fill vacancies on their Board and Commissions- More information will be provided via email	
Treasurer's Report	<i>Q2 report</i> <ul style="list-style-type: none">- See Appendix C for motion <i>2019 Budget</i> <ul style="list-style-type: none">- See Appendix C for motion <i>Approved Expenditures by the Executive</i> <ul style="list-style-type: none">- At the July 31, 2018 Executive Committee meeting, the following expenditures were approved. These are operational costs:<ul style="list-style-type: none">• Up to \$1,700 (inclusive) for technology equipment for the new assistant and accountant• Up to \$200 (inclusive) for giveaway items for the Board/LAC kit• Up to \$400 (inclusive) for stationary items for the new assistant• In addition, the Executive approved the assistant to use the 2018 advertising funds for recruitment purposes (e.g. Winnipeg Free Press & Canstar local papers)	
History Book Update <i>Morley Walker</i> <i>Brenda Dyck</i>	<ul style="list-style-type: none">- The launch date is tentatively scheduled for October 2018- Winnipeg Public Library staff will organize display- Review of digital copy set for August 21st and final version due September 18th- Investigating if e-Pub can be made available via Overdrive- Distribution list provided- Jim Blanchard and Eve Dutton are interested in speaking at the event	
Library Advisory Committee Updates <i>LAC reps</i>	<i>Assiniboia LAC</i> <ul style="list-style-type: none">- The LAC to provide beverages and cupcakes for the Westwood Library 50th Anniversary- Will attend event <i>City Centre LAC</i> <ul style="list-style-type: none">- LAC has participated in events such as Pride Parade, River Heights Farmer's market- More outreach events are being planned- Provided cupcakes for ideaMILL grand opening- Next meeting scheduled for September <i>East Kildonan-Transcona</i> <ul style="list-style-type: none">- Planning to attend Family Day on August 18th- Looking for promotional items- Reminder, a WPL staff member must be present at outreach events	

Item	Description	Action
	<p><i>Lord Selkirk – West Kildonan</i></p> <ul style="list-style-type: none"> - Looking to gain access to Councillors' public agendas to attend public events - Members to email assistant regarding promoting LAC recruitment in Retired Teachers Associations - Due to the delay of St. John's opening, LAC will need to discuss what to do with funds. <p><i>Riel</i></p> <ul style="list-style-type: none"> - Next meeting scheduled in September. 	

8. Other Business

Item	Description	Action
Multilingual Study Update	<ul style="list-style-type: none"> - Meeting held on August 2nd - Working group creating RFP - Target timeline: <ul style="list-style-type: none"> • September 10th: RFP Issued • October 1st: Bids received • October 22nd: Contract Awarded • November 5, 2018 – March 4, 2019: Duration of study - RFP to be posted on WPLB webpage - Board rep is unable to participate in selection process in October, a call for interest to be emailed to Board 	

9. New Business

- Announcement: 250 books donated to WPL by Gordon Crook
- Kudos given to Henderson staff for dealing with a customer situation in a professional manner

10. Date and Location of Next meeting

Tuesday, September 4, 2018 at 5:00 p.m.
West Kildonan Library
395 Jefferson Avenue

11. Adjournment

The meeting adjourned 6:48 p.m

1st: Mario Lebar

2nd: Brenda Dyck

Appendix A

Guest Speaker Highlights August 8, 2018

- The Winnipeg Public Library Board welcomes Arryn Seburn, Section Head of Millennium Library's ideaMILL
- Career
 - Has worked for Winnipeg Public Library since 2002
 - Started as a shelver at St. John's library
 - Obtained his MILS at Dalhousie University in 2013
 - Became the section head of ideaMILL in October 2017
- Tour Highlights
 - ideaMILL's multi-functional space allows the public access to 3D printers, sewing machines, sound booths, green screens and much more
 - Since opening, the top 3 services most utilized are the 3D printers, sewing machines, and photography area
 - Tutorial classes are set to begin in the fall.

For more information about the ideaMILL please visit:
<https://wpl.winnipeg.ca/library/ideamill/>

Appendix B

Manager's Report August 8, 2018

1. Facilities Update

a) Transcona Library

- Exterior wall panels, reading deck area completed
- Interior drywall complete
- Furniture and shelving contracts awarded
- On track for Fall 2018 opening

b) Bill & Helen Norrie Library (new River Heights Library)

- Announcement July 13
- Design consultant RFP closed July 27
- Design phase will start fall 2018 and continue through spring/summer 2019

c) Carnegie Library renovations

St. John's:

- The project completion date has been pushed back due to site infrastructure issues
- Revised end date is early 2019

Cornish:

- Asbestos remediation to start soon
- Building renovations will begin at completion of remediation
- Completion date target is summer/fall 2019

d) Millennium Library ideaMILL

- The ideaMILL grand opening was very successful and we're happy the new space is open and accessible to everyone!
- Many thanks to the Library Board for the flowers and to the City Centre LAC for the cupcakes. And thank you to Elizabeth Redston and Wesley Takeo Konrad for volunteering and to all the Board and LAC members who attended the event.

e) Pembina Trail Library Renovation

- The renovation project is on track for completion September/October 2018.

Project info pages on WPL website:

Facility Redevelopments: <http://wpl.winnipeg.ca/library/whats happening/renorenewal/sectionmap.asp>

ideaMILL: <http://wpl.winnipeg.ca/library/ideamill/>

Pictures: <https://www.flickr.com/photos/winnipegpubliclibrary/collections/>

2. Card Campaign

The Kindergarten Card Campaign is progressing with the third and final phase of the pilot project. Currently we are working with the Literacy Links home visit program in Pembina Trails School Division to provide cards for incoming students. We met with a representative of Seven Oaks School Division to discuss partnering on a campaign for the 2018/19 school year.

3. Harvey Smith Library (West End Library renaming)

The Harvey Smith Library renaming event took place on Tuesday July 31 at West End Library. Guests and speakers included Councilors Gilroy, Gerbasi and Pagtakhan as well as Paul Moist, the former CUPE president and personal friend of Harvey Smith.

Councilor Gerbasi presented the library with a colorful portrait of Harvey Smith created by Art City kids to mark the occasion.

In addition to changing the signage at the site, the Library works with our ILS vendor to update the public and staff catalogue with the name change. The same process will be carried out prior to the opening of the new Bill & Helen Norrie Library in 2020.

4. Newcomer Fair

The Winnipeg Public Library tent was a big hit at this year's third annual Newcomer Welcome Fair. This year's event was held outside in the fields of Freight House Community Centre on Saturday, June 16. City of Winnipeg services including libraries, recreation, police and fire were showcased, along with settlement support agencies and cultural performances. Hundreds of books for children and youth were given away for families, library cards were issued and people of all ages enjoyed the button-making area. Approx. 400 people came by the library tent. Thanks to LAC members Maraya Raduha and Leslie Lewis who volunteered for the day.

5. Innovation Projects Update

Winnipeg Public Library received funding for two projects as part of the 2016 Innovation Fund application intake. We are nearing completion on these two projects:

Mobile Makerspace Carts

Makerspace labs on the themes of Crafts and Engineering are rolling out this summer. Half the branches are hosting these labs during July & August and the other half will host in Sept & Oct. The response from customers in July has been very positive with some families staying the entire two hours to create together. The project working group is getting ready to launch the other lab themes: Electronics, Stop Motion Animation, Digital Conversion, and Robotics.

Charging Stations

Mobile device charging stations will be installed and available soon. The stations will arrive in early August and will be installed at specific locations at every library branch.

6. Story Post Project

In the spirit of Truth and Reconciliation, the Story Posts Project will display Manitoba Indigenous artwork at Millennium Library (4th floor) during the month of August. This unique, community based art exhibit was started to contribute to the reconciliation process by helping the public gain a broader understanding of the Indigenous experience.

Held in partnership with the Red Road Lodge, the Story Posts Project is a non-profit community based program that is supported solely by donations from organizations and individuals.

Appendix C

Motions August 8, 2018

Meeting motions

MOTION	1 ST	2 ND	DISPOSITION
That the agenda be approved as distributed.	Alison McCullough-Butchart	Mario Lebar	Carried
That the minutes of June 5, 2018 be approved as distributed.	Morley Walker	Alison McCullough-Butchart	Carried
That the Q2 report be approved as distributed	Brenda Dyck	Gordon Crook	Carried
That the 2019 draft budget be approved as distributed	Gordon Crook	Brenda Dyck	Carried