

Winnipeg Public Library Board Meeting

Tuesday, November 5, 2019 at 5:00 p.m.

Charleswood Library
6-4910 Roblin Boulevard

Minutes

	<u>Present</u> <u>Regret</u> <u>Absent</u>				<u>Present</u> <u>Regret</u> <u>Absent</u>		
Monique Ireland (Chair)	<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"/>	Carla Epp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gordon Crook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dean Scaletta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Robinson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Laila Yesmin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaideep Johar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mario Lebar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ed Cuddy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Morley Walker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Santos	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P. Colleen Suche	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Schreyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant			

Guests: Nadine McCaughan, Brand Head Librarian, Charleswood Library
George Procner, Riel LAC Chair
Betty Braaksma, WPLB Strat Plan Consultant

1. Call to order, welcome, housekeeping

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

2. Acknowledgment of Indigenous Territory and Homeland – *Monique Ireland*

I would like to acknowledge that we are in Treaty #1 Territory, the traditional lands of the Anishinaabe, Cree, Oji-Cree, Dakota, Dene Peoples and the homeland of the Métis Nation.

3. Guest

See Appendix A for Guest Highlights

4. Approval of agenda and of the previous meeting minutes

See Appendix C for motions

5. Manager's Report – Ed Cuddy

See Appendix B for report

6. Chair's Report – Monique Ireland

Item	Description	Action
2020 Grant Application	<ul style="list-style-type: none">• Application was submitted and will be appearing at a future meeting for presentation• Delegate will be determined at a later date	
Receipt Reminder	<ul style="list-style-type: none">• Outstanding requests for reimbursement are due December 1, 2019	<ul style="list-style-type: none">• Reminder e-mail will be sent out to all Board and LAC members
Executive Committee 2020	<ul style="list-style-type: none">• There will be several vacant positions for 2020<ul style="list-style-type: none">○ Vice-Chair○ Treasurer○ Member-at-Large (2)• Board members that will remain next year are asked to consider joining the Executive Committee	
Signing Authority	<ul style="list-style-type: none">• To ensure continuity of the Board next year, members are asking to grant David Robinson temporary signing authority	

See Appendix C for motion

Item	Description	Action
December Dinner	<ul style="list-style-type: none"> The Board has agreed to have the wrap-up dinner at The Met 	
Appointment Updates	<ul style="list-style-type: none"> Citizen member appointments to the LACs have begun to be received for 2020; appointments may carryover into next year Councillor appointments to the Board/Commissions will b done on November 6 Board appointments TBD 	

7. Vice-Chair / Treasurer's Report

Item	Description	Action
Nominations Committee Update	<ul style="list-style-type: none"> Committee consisted of: Morley, Laila, Gordon, Jaideep and Michael Final list is being finalized and will be forwarded to City Clerks for Council approval 	
Q3 Report	<ul style="list-style-type: none"> Q3 report was distributed prior to meeting <p data-bbox="435 1444 876 1482"><i>See Appendix C for motion</i></p>	
Budget Update	<i>Budget update received as information</i>	

8. LAC Reports

Item	Description	Action
Assiniboia (Morley Walker)	<ul style="list-style-type: none"> Meeting scheduled for November 14 	

Item	Description	Action
City Centre (Laila Yesmin)	<ul style="list-style-type: none"> • LAC chair is coordinator an All LACs meeting for November 12 and will be held at the Fort Rouge Leisure Centre 	
East Kildonan-Transcona (Gordon Crook/Michael Wenezs)	<ul style="list-style-type: none"> • Meeting scheduled for November 28 • Considering to purchase gift cards to spend out their budget 	
Lord Selkirk – West Kildonan (Monique Ireland)	<ul style="list-style-type: none"> • Last meting held on October 24 • LAC has put forward a program suggestion • Starting to plan events for next year • Next meeting is being scheduled for January 2020 	
Riel	<ul style="list-style-type: none"> • The Winnipeg Public Library Board welcomes George Procner, Chair of Riel LAC • 5 new members for 2019 • Held an event at St. Vital mall on October 19; was better than last year • Spoke to ~150 people • 12 new/renewed cards • Draw for gift cards was made available for customers • Last year’s event wasn’t as successful probably because of timing • Will be looking at other events; possibly partnering with WPL on their outreach events • Members are interested in attending All LACs meeting 	

9. Strat Plan Update

- The Winnipeg Public Library Board welcomes Betty Braaskma, hired consultant for WPLB strat plan
- An e-mail will be sent to request Board and LAC members to answer some questions (Due December 5)
- Will be scheduling either a 1 day meeting or 2-half day meetings (possibly mid February)

10. Other Business

- Breakfast with Bookmates – motion to get 3 tickets to this event
 - Morley was unable to attend due to snow storm
 - Dean attended
 - Was a good opportunity to network (also met a former Board member)
 - Was a good event to attend

11. New Business

- **MLTA**
 - It is suggested that MLTA President be invited next year as a guest to talk about MLTA
 - Board agrees that MLTA President is to be invited for next year; assistant will coordinator
- **Friends Fall Book Sale**
 - Morley volunteered to help
 - Raised ~\$25 K for future WPL programming / projects
- **Special Thanks**
 - The Library Board would like to thank and acknowledge Gordon Crook's 6-years of service and wish him well on his future endeavours

12. Date and Location of Next meeting

Tuesday, December 3, 2019 at 5:00 p.m.
Millennium Library
(2nd floor – 251 Donald Street – Buchwald Room)

13. Adjournment

The meeting adjourned 6:45 p.m.

1st Dean Scaletta

2nd Laila Yesmin

Appendix A

Guest Speaker Highlights

- The Winnipeg Public Library Board welcomes Nadine McCaughan, Branch Head Librarian for Charleswood Library
- Career highlights
 - o Has been with the City of Winnipeg for 18 years; where 16 years were spent at Winnipeg Public Library
 - o Has been the Branch Head Librarian since 2013
 - o Working with the “Green It. Mean It” teach which creates and organizes programs that provide information to support a sustainable earth.
- New Charleswood branch opened January 2015
- After the grand opening, usage and circulation has dramatically increased
- Self check-in unit is the only one of its kind in Manitoba, it has helped with hardworking staff and increased circulation (ranked 6th in circulation in WPL, and 9th in gate counts)
- Staff offer an extra quality of kindness and customer service
- Community groups and schools can display art work every 2 months in the showcase display
- The branch consistently tries to build relationships with the community which includes attending meetings with various organizations and committees external to WPL
- The branch offers various programs which include author readings
- There is a “Topic of Interest” area that brings all materials in a subject together in one place for 2 months
- The area has wonderful and dedicated customers and knowledgeable staff

To learn about the Charleswood Library Visit:

<https://wpl.winnipeg.ca/library/branchpages/branch.aspx?chas>

Appendix B

Manager's Report November 5, 2019

1. Facilities Update

a) Cornish Library

- Construction work is in progress and on schedule for opening in summer 2020.
- The new addition (in the library "back yard") structure is in place.

b) Bill & Helen Norrie Library

- The ground breaking ceremony was held on Tuesday, October 29
- Thank you to the Library Board and Library Advisory Committee members that attended the event
- Library administration, City staff and members of Council were happy to welcome Helen Norrie and her family to the event.
- Speakers included Mayor Brian Bowman, Councilors Rollins and Orlikow and Helen Norrie.
- The construction contractor, Gateway Construction, has started work on the site and the project is on schedule for completion in fall 2020.

Project info pages on WPL website

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

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

2. Upcoming Holiday Notice

All libraries will be closed on Monday, November 11, 2019

3. City of Winnipeg 2020 – 2023 Budget Update

As announced to the public on October 18, all City departments have been directed by our elected officials to address a structural budget deficit that has been years in the making. This is a very difficult challenge that will involve presentations and discussions on options for providing programs and services that the political level will consider in making their budget decisions.

Community Services has been directed to limit expenditure increases to 0.5% each year from 2020 – 2023, The impact on the department is that operating expenditures will have to be reduced from our originally proposed 2020-2023 budget submission to meet this mandated 0.5% target. Emergency Services, including WFPS and WPS are limited to a 2.0% increase while other departments, including Planning, Property & Development, Special Operating Agencies and internal services have received a 0% target.

City departments have also been advised that revenue-generating proposals cannot be used to offset the expenditure reductions.

Budget Timeline:

- Nov 15:** Community Services presents department 4-year budget to the Standing Policy Committee on Protection, Community Services & Parks (SPC-PCSP). This includes both the operating and capital budgets and options to meet the required expenditure targets.
- Nov 27:** Citizens have the opportunity to provide input on the budget options by appearing in delegation at SPC-PCSP.
- Dec 4:** SPC-PCSP, after reviewing budget presentations, expenditure target options and public input, will send its budget recommendations forward to the Executive Policy Committee (EPC). These recommendations will be considered by EPC in preparing the City's preliminary operating and capital budgets.
- Feb 2020:** EPC tables preliminary City of Winnipeg budget
- Mar 2020:** Council adoption of 2020 – 2023 operating/capital budgets (must be approved by March 31, 2020)

For more information on the budget process, visit the City's Multi-year budget web site here: <https://winnipeg.ca/Interhom/Budget/2020Budget/default.stm>

The site includes a budget presentation delivered to Council on October 18, 2019. The document provides some history and background behind the City's budget deficit. The direct link to the presentation is here: <https://winnipeg.ca/interhom/Budget/2020Budget/pdfs/2020-Council-Seminar-Presentation.pdf>

4. Multilingual Study Update

The library team met with the Consultant (Lord Cultural Resources) on November 1 to review the draft State of the Collection and Key Finding Reports.

Selected highlights from the draft State of the Collection Report include:

Collection:

- The total collection size of WPL's multilingual materials is 25,470.
- The juvenile collection includes both single and dual language items. In total there are 38 languages represented in the juvenile language collection.
- The adult collection includes 39 languages (fiction and nonfiction).
- In total **45 languages** are represented in the multilingual collection.

Circulation:

- Multilingual materials are 2% of WPL's total collection and 1% of WPL's total circulation.
- The average turnover ratio for the collection is 1.3:1 (each item is checked out about 1.3 times per year).
- The top 3 languages held across all categories (adult, juvenile, fiction, nonfiction, etc.) are Chinese, Spanish and Tagalog.
- The top 3 languages (total circulation) are Adult Russian Fiction, Juvenile Russian and Adult Chinese Fiction.

The report includes an analysis of collection use compared to Winnipeg demographics and a public library scan of comparable libraries (Edmonton, Waterloo, Hamilton, Windsor) and best practices libraries (Toronto, Vancouver).

Selected “pinch points” or key challenges identified in the report include:

- WPL’s multilingual items are not catalogued and therefore not searchable or hold able by borrowers.
- WPL does not have specific feedback mechanisms in place related to this collection area
- General public awareness of the collection is low

The library will share the report when it is finalized. The next steps in the Study process include the following deliverables, underway in November:

- Draft Multilingual Collections Strategy
- Community Engagement Strategy and Templates
- Multilingual Collections Promotional Guide
- Draft and Final Report presented over web conference

5. Smartlocker Update

Transcona Library has a Smartlocker installed in the vestibule. Customers will be able to pick-up holds and checkout items outside of regular library hours.

Pickup time for Smartlocker across the system will change from 7 days to 5 days. Regular pickup holds at branches will remain at 9 days.

6. ideaMILL Update

Through a generous donation from the Friends of the Winnipeg Public Library, the makerspace in Millennium Library now offers customers access to a quilting machine, digital embroidery machine and heavy-duty industrial sewing machine. To find out more about this textile technology and the ideaMILL, call 204-986-5543 or visit winnipeg.ca/ideamill.

7. Gift Ideas

The Best of Friends Gift Shop (located in the Millennium Library lobby) has many items that would make great gifts or stocking stuffers for the holiday season. Proceeds collected help to support the various library programs and projects. Check friendswpl.ca for more information.

Appendix C

November 5, 2019 Motions

MOTION	1 ST	2 ND	DISPOSITION
<p>That the agenda be approved as distributed with the following changes:</p> <ul style="list-style-type: none"> • Addon – MLTA Presentation – Laila Yesmin 	Carla Epp	Councillor Schreyer	Carried
<p>That the minutes of October 1, 2019 be approved as distributed</p>	Gordon Crook	Morley Walker	Carried
<p>That the Winnipeg Public Library Board approve the following:</p> <p>a) That David Robinson be granted temporary signing authority</p> <p>b) That the temporary signing authority be valid effective from the signing the Royal Bank of Canada agreement until a new Executive Committee is in place in 2020</p> <p>c) That Annabel Perez, assistant to the Winnipeg Public Library Board be granted authorization to coordinate with the Royal Bank of Canada signing authority to implement the intent of the foregoing</p>	Monique Ireland	Michael Wenezs	Carried
<p>That the Winnipeg Public Library Board approve the Q3 report as distributed with the following changes:</p> <p>a) That the report be amended to ensure all formulas are up to date</p> <p>b) That the amended report be circulated to the Board members prior to next meet</p>	Michael Wenezs	Morley Walker	Carried