



MINUTES

Winnipeg Public Library Board

General Monthly Meeting

DATE/TIME Tuesday, February 13, 2024 at 6:00 p.m.

LOCATION Teams

CHAIR Linda English

	<u>Present</u>	<u>Regret</u>	<u>Absent</u>		<u>Present</u>	<u>Regret</u>	<u>Absent</u>
Linda English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trevor Surgenor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen Kennedy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alvin Murdock	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean Scaletta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Karon Chester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Laker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kristen Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melak Yossief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Melanie Ferris	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karin Borland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nunziata Masi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Santos	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ramy Penner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Wyatt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wara Chiyoka	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Guest: Cindy Elliott, David Chadwick, Ryan Cormack

1. **Call to Order** – Linda English

Meeting called to order at 6:01 p.m.

2. **Acknowledgment of Indigenous Territory and Homeland** – Linda English

Winnipeg is located in Treaty One Territory, the home and traditional lands of the Anishinaabe (Ojibwe), Ininew (Cree), and Dakota peoples, and in the National Homeland of the Red River Métis. Our drinking water comes from Shoal Lake 40 First Nation, in Treaty Three Territory.

3. **Roundtable Introductions**

The Winnipeg Public Library Board would like to welcome back its returning members, and to welcome newly appointed members:

- Alvin Murdock
- Melanie Ferris
- Rami Penner

4. **Agenda** – Linda English

The agenda has been approved as distributed - *See Appendix A for motion.*

5. **Minutes** – Linda English

Minutes of December 5, 2023 has been approved as distributed with changes - *See Appendix A for motion.*

6. Treasurer's Report – Stephen Kennedy

See Appendix A for motions

Item	Summary
6.1 Year-End Documents	<ul style="list-style-type: none">• 2023 year-end final report was circulated prior to meeting• All projects have been expended
6.2 Audited Financial Statements	<ul style="list-style-type: none">• 2023 draft audited financial statements (FS) was circulated prior to meeting and reviewed by Treasurer• Draft FS have been submitted to City of Winnipeg's Corporate Finance• FS was prepared by Scarrow and Donald LLP• Statements will also be part of the annual report to the Standing Policy Committee on Community Services as part of the requirement in the Board's grant agreement and will be presented on April 10, 2024
6.3 Appointments	<ul style="list-style-type: none">• Kym Shwaluk has been the Library Board's accountant for several years and hasn't increased rates (primarily handles bookkeeping and audit coordination)• Scott Smith has been the Library Board's auditor as well for several years<ul style="list-style-type: none">○ Rates increase every 2-3 years to take into account inflation○ Audit is completed in a short timeline (2 weeks) to ensure the Library Board meetings City of Winnipeg's Corporate Finance deadlines (early February)

7. Chair's Report – Linda English

Item	Summary
7.1 Year-at-a- Glance 2024	<ul style="list-style-type: none">• Reviewed meeting schedule and critical items• Meetings will alternate between in-person and virtual• For in-person meetings a virtual option will be provided but in-person attendance is encouraged• February and August months are important to attend to review and approval financial documents• April is also important as majority of project/activities are reviewed• All Executive Committee meeting are held on Teams• All meetings start at 6:00 p.m. for 1.5-2 hours• All members are responsible to notify Assistant if will not be attending a meeting(s)
7.2 Orientation 2024	<ul style="list-style-type: none">• All Library Board and Library Advisory Committee (LAC) member orientation has been scheduled for Saturday, March 16, 2024• Doors open at 10 a.m.• Location TBD Virtual link will be available• Content will be different from previous years• Attendance is encouraged
7.3 Upcoming Presentations	<ul style="list-style-type: none">• The Library Board is registered as a delegate for the following public meetings:<ul style="list-style-type: none">○ March 15, 2024 – Budget Delegation – Executive Policy Committee (currently #4 on delegation list)

Item	Summary
	<ul style="list-style-type: none"> ○ April 10, 2024 – Annual Report Presentation – Standing Policy Committee on Community Services • Linda will be presenting on behalf of the Library Board
7.4 – 7.6 Sign-ups	<ul style="list-style-type: none"> • Responses are due Tuesday, February 20, 2024 • Sign-ups available for the following: <ul style="list-style-type: none"> ○ Land and Water Acknowledgement ○ Committees ○ Conferences and Training
7.7 Millennium Library Lobby Stakeholder Meeting	<ul style="list-style-type: none"> • The City of Winnipeg hired 1x1 to conduct a study about possible redesigning the lobby at Millennium Library • Library Board, City Centre LAC, City of Winnipeg staff and other stakeholders were invited to participate in table top discussions on Monday, February 12. • Library Board attendees: Dean, Nunziata, Lisa, and Melanie • City Centre attendees: David and Arielle • Open discussion and feedback received about Feb 12 meeting; Manager will share feedback with consultants • Chair thanks those who were able to participate at the Feb 12 meeting and sharing their feedback • Councillor Wyatt provided information regarding proposed 2024-2027 budget • Councillor Wyatt acknowledged and thanked the Library Board for previous presentations to Executive Policy Committee and encouraged continued work • The Library Board thanked Councillor Wyatt for information and advice on how to effectively present to Council
7.8 Request for Special Meeting	<ul style="list-style-type: none"> • Request for a special meeting received by Cindy Elliott, Chair of East Kildonan-Transcona Library Advisory Committee • Meeting would focus on proposed City budget in respects to Winnipeg Public Library and what Library Board and LAC members can do to support • <i>See Appendix A for motion</i>

8. Library Advisory Committee Updates

Item	Summary
Assiniboia	<ul style="list-style-type: none"> • Waiting for updated contact list • Will organize a meeting once received
City Centre	<ul style="list-style-type: none"> • Will be trying to schedule a meeting for mid-April
East Kildonan – Transcona	<ul style="list-style-type: none"> • Meeting held on Thursday, Feb 8 • Councillor Browaty, Councillor Schreyer, and Councillor Wyatt were invited and attended • Primarily discussed proposed budget • Waiting for updates/resolutions on projects • Councillor Wyatt thanked Cindy and EKT LAC for the invitation to attend meeting

Item	Summary
Lord Selkirk-West Kildonan	<ul style="list-style-type: none"> Assistant will be assisting with scheduling a meeting
Riel	<ul style="list-style-type: none"> Waiting for updated contact list Assistant will be assisting with scheduling a meeting

9. Manager's Report

See Appendix B for report

10. New Business

Item	Summary
De-escalation Training	<ul style="list-style-type: none"> Councillor Wyatt has requested information about the WPL staff de-escalating training for Library Board and Library Advisory Committee member <p><i>Action</i></p> <ul style="list-style-type: none"> Assistant to investigate who training provider is and if there are opportunities to cost share with the City Assistant to report back to Library Board next meeting

11. Executive Committee Elections

See Appendix B for motions

By acclamation the 2024 Executive Committee members are:

Chair – Linda English
Treasurer – Stephen Kennedy
Member-at-Large – Dean Scaletta
Member-at-Large – Lisa Laker
Member-at-Large – Melak Yossief

12. Adjournment

The meeting be adjourned at 8:04 p.m.

1st Linda English

2nd Dean Scaletta

NEXT MEETING
Tuesday, March 5, 2024 at 6:00 pm Teams

Appendix A: Motions | February 13, 2024

MOTION	1 st	2 nd	DISPOSITION
That the Winnipeg Public Library Board approve the agenda as distributed	Linda English	Dean Scaletta	Carried
That the Winnipeg Public Library Board approve the minutes of December 5, 2023 as distributed with the following changes: <ul style="list-style-type: none"> EKT LAC report change meet and greet to drop-in visit New Business Assistant Contact change to Assistant Contract 	Linda English	Melak Yossief	Carried
That the Winnipeg Public Library Board approve the 2023 year-end report as distributed	Stephen Kennedy	Wara Chiyoka	Carried
That the Winnipeg Public Library Board approve and authorize the following for the 2023 audited financial statements: <ul style="list-style-type: none"> a) The 2023 audited financial statements be approved as distributed. b) The 2023 audited financial statements be submitted to the City of Winnipeg's Corporate Finance Department. c) The 2023 audited financial statements be submitted to the City of Winnipeg's City Clerk's Department with the written 2023 annual report. d) The Administrative Assistant be authorized to coordinate the intent of the foregoing. 	Stephen Kennedy	Dean Scaletta	Carried
That the Winnipeg Public Library Board approve the following: <ul style="list-style-type: none"> a) Kym Shwaluke be reappointed as the Library Board's accountant for 2024 b) Scarrow and Donald LLP be retained as the financial auditors for 2024 	Stephen Kennedy	Dean Scaletta	Carried

MOTION	1 st	2 nd	DISPOSITION
That the Winnipeg Public Library Board approve the request for a special meeting to be called as proposed by Cindy Elliott and to authorize the Administrative Assistant to coordinate the intent of the foregoing.	Linda English	Councillor Wyatt	Carried
That the Winnipeg Public Library Board suspend Regulations Article 5 section 8 and approve the Administrative Assistant act as Election Chair for the 2024 Executive Committee.	Stephen Kennedy	Nunziata Masi	Carried
That the 2024 Winnipeg Public Library Board Executive Committee general elections be opened at 8:00 p.m.	Dean Scaletta	Stephen Kennedy	Carried
That the Winnipeg Public Library Board suspend Regulations Article 4 section 1 and approve the below following positions for the 2024 Executive Committee: <ul style="list-style-type: none"> • Chair • Treasurer • Member-at-Large X 3 	Councillor Wyatt	Dean Scaletta	Carried
That the 2024 Winnipeg Public Library Board Executive Committee general elections be closed at 8:03 p.m.	Nunziata Masi	Melak Yossief	Carried

Appendix B: Manager's Report | February 13, 2024

1. Facilities Update

a. Millennium Library Lobby Redesign

Stakeholder meetings were held on Monday, February 12, 2024. Consultants will review feedback and incorporate into report that will provide design options for the Millennium Library lobby.

b. Millennium Library Security Contract

Bid opportunity 45-2024: Request for Proposal of Security Services, Millennium Library closed on February 6, 2024.

c. West Kildonan Library

January 9 – public open house
January 21 – online survey closed

Visit project page for more information
[West Kildonan Library Building Review | Engage Winnipeg](#)

d. *St. Boniface Library*

City of Winnipeg is putting forward an [administrative report](#) for Council approval to renew lease at 100-131 Provencher Boulevard. Lease will be for another 10-years.

2. Recruitment Update

Winnipeg Public Library continues to fill vacancies. Current opportunities can be found on the city of Winnipeg's website <https://legacy.winnipeg.ca/hr/default.stm>

3. Adult Programming and Outreach Update

The **WELL Adult Literacy Program** is on a short hiatus due to a change in staffing (the teacher). Haven't heard of WELL? The program runs Sept-June and teaches stages 1 and 2 adult literacy at Harvey Smith Library. The program is overseen by the Administrative Coordinator of Adult Programming and Outreach and is funded by the Province of Manitoba through an annual grant. The program helps with reading, writing, numeracy and employment skills and introduces learners to the resources of the library. The program has been successfully helping adult learners since 2009. Learn more here: [WELL: Adult Literacy Program - Winnipeg Public Library - City of Winnipeg](#)

Millennium Library is seeing an uptick in programming partnerships as pandemic effects wane. We are very happy to see Millennium Library once again host these all-day weekend events which serve community so well.

- Millennium Library is hosting **Seedy Saturday** on March 9 from 10:30-3:30. This all-day event hosts gardening workshops, 30 vendors and a seed swap and is in partnership with Winnipeg Seedy Saturday and Spence Neighbourhood Association.
- The **Prairie Comics Festival** is working with Millennium Library to host monthly graphic novel and writing workshops throughout 2024, and will be hosting a 2-day festival at Millennium Library on the weekend of Oct. 5 and 6, 2024.
- Library staff are celebrating **Earth Day** in April with speakers and activities on Saturday, April 27 (pending Jets playoff schedule which may impact date). More to come in the next report.

Other news:

- February is **Psychology Month**. Two lectures are offered on Self-Compassion and Gender Diversity with the Manitoba Psychology Association. Poster: <https://wpl.winnipeg.ca/library/pdfs/posters/janfeb/202402-PsychologyMonth.pdf>
- In late February, the Library and City of Winnipeg Archives has a **Winnipeg 150** display on the main floor of Millennium Library. The display includes some never before displayed historic items including a hand-crafted catalogue from the 1890s. The City is preparing an Our Cities, Our Stories highlight on this display. You can find more about the library's recommended reading on Winnipeg 150 in the [Local History Info Guide](#).
 - Virtuosi Concerts in partnership with WPL are planning for choral events in fall, 2024 for Winnipeg 150. Details to come.
- Reading, knitting and cooking clubs, one-on-one tech help, ideaMILL craft and skills workshops, English conversation groups, gardening talks and a Writer-in-Residence panel talk and **more are on offer**. These are across all library branches (except ideaMILL).
- **Outreach Services** community presentations and event sites for February include:

- Westbrook Bright Start program, NorWest on Alexander, Rene Deleurme Centre, West Central Women's Resource Centre, Addictions Foundation of MB, Minnetonka School, Refugee Employment Development Initiative (REDI), Enhanced English Skills for Employment (ESEE) and other programs. Outreach also visits three lower income areas every 3 weeks for pop-up libraries.

You can find and share our program posters located [here](#) (or go to What's Happening on our website).

Our What's On guide to programs and events, and to register, is [here](#) (or click "Programs & Events" on our website).

Did you know we have recommended booklists on various topics to share? You can find them under Our Services - For Readers or go [here](#).

4. Youth Services Update

- February is I Love to Read Month and Take Your Child to the Library Day programs are happening at all 20 branches. There are more than 40 programs for children and their families including 20 partnered programs. Thank you to the Friends of the Winnipeg Public Library for supporting Take Your Child to the Library Days programming. An Our City, Our Stories feature about Take Your Child to the Library Days was published on January 31. [Take Your Child to the Library Days return with free programming all February | City of Winnipeg](#)
- The Winter Early Literacy Session is currently underway, running until March 16. There are 69 early literacy sessions (Baby Rhyme Time, Toddler Time, Family Story Time) taking place at library branches.
- Spring Break (March 23-March 30) program planning is well underway and registration for Spring Break programs for children and teens will open on February 20.
- As part of the City of Winnipeg's commitment to child safety more than 120 library staff participated in Enhancing Child Safety (C3P) training. In this training WPL staff present information on child sexual abuse and strategies to help reduce child victimization in library facilities, including procedures for observing, intervening, and reporting in different library-focused situations.

5. February Operating Hours

Monday, February 19, 2024 – all locations closed

Please check the [online Programs & Events calendar](#) for schedule details.
Feel free to share [Programs & Events Posters](#) with your contacts.