



# MINUTES

## Winnipeg Public Library Board

### General Monthly Meeting

**DATE/TIME** Tuesday, May 7, 2024 at 6:00 p.m.

**LOCATION** Teams

**CHAIR** Linda English

	Present	Regret	Absent		Present	Regret	Absent
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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Karin Borland	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nunziata Masi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Santos	<input checked="" type="checkbox"/>	<input 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: Irmay Nikkel, Matejo Maroti, Cindy Elliott, David Chadwick, Sarah Giesbrecht

Public: Ben McGillivray, Cheryl Barber

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#### 1. **Call to Order** – Linda English

Meeting called to order at 6:04 p.m.

#### 2. **Acknowledgment of Indigenous Territory and Homeland** – Dean Scaletta

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. **Agenda** – Linda English

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

#### 4. **Minutes** – Linda English

Minutes of April 2, 2024 has been approved as distributed with changes - *See Appendix A for motion.*

Due to a lack of quorum, there are no minutes for March 5, 2024.

#### 5. **Presentation** – Sarah Giesbrecht

The Winnipeg Public Library Board welcomes Sarah Giesbrecht, Branch Head Librarian of St. John's Library.

Sarah Giesbrecht has been working at WPL as the Branch Head Librarian at St. John's for one and a half years. Before coming to WPL, she worked at academic libraries including the University of Winnipeg and

the University of Northern BC. She has degrees in Library and Information Studies and Archival Studies from the University of British Columbia with a subject Masters degree from the University of Toronto and Bachelors degree from York University. Her main projects at St. John’s are community engagement and digital literacy.

See Appendix C for summary of presentation

6. **Manager’s Report** – Irmy Nikkel obo Karin Borland

See Appendix B for report

Summary discussion

- Incident report type definitions have been updated overtime
  - There is a challenge to drill down to types
  - Reliant on staff reports
  - Scenarios when staff, security, and/or Community Safety Hosts can de-escalate a situation may not generate a report
  - There is room for improvements
- Winnipeg Public Library has multiple resources including Community Crisis Workers who also visit branches to help with safety debriefs, talk to staff and customers

7. **Chair’s Report** – Linda English

Item	Summary
<b>7.1 WPL Funding Requests</b>	<ul style="list-style-type: none"><li>• See appendix A for motions</li></ul>
<b>7.2 Presentations</b>	<ul style="list-style-type: none"><li>• April 10, 2024 – appeared in delegation at the Standing Policy Committee on Community Servies to present the 2023 annual report and audited financial statements</li></ul>
<b>7.3 Expenditure Updates</b>	<ul style="list-style-type: none"><li>• First charge to LAC funding line has been approved by Executive Committee; will be working on project funding request process in future</li><li>• Executive Committee had approved to provide food allowances for the Writer-in-Residence Selection Committee has previous years (\$50 per member)</li></ul>
<b>7.4 Committee Updates</b>	<ul style="list-style-type: none"><li>• MLA Trustee rep – Nunziata attended April 19 AGM, will be reporting back to Board at June meeting</li><li>• Writer-in-Residence Selection Committee – Stephen Kennedy has been connected with Kathleen Williams; meeting date TBD</li><li>• Strat Plan Committee – meeting has been called for June 11 (members: Linda, Lisa, Dean, and Ramy)</li></ul>
<b>7.5 Increasing Accessibility</b>	<ul style="list-style-type: none"><li>• Memo sent prior to meeting</li><li>• Proposed draft motion would formalize practices from the past</li><li>• Intent is not used on a regular basis but is an option for members if there are barriers or safety concerns identified</li><li>• Proposed process will allow for check and balances (Chair or Treasurer pre-approval required)</li></ul>

Item	Summary
	<ul style="list-style-type: none"> <li>In addition, expenses are reviewed by Chair and Treasurer prior to signing/releasing cheque</li> <li>See appendix A for motion</li> </ul>
<b>7.6 Writer-in-Residence Report</b>	<ul style="list-style-type: none"> <li>See appendix a for motion</li> </ul>

8. **Treasurer's Report** – Stephen Kennedy

*No report*

9. **Administrative Report** – Annabel Perez

- See appendix D report
- Action items to report back on at a later date
  - Total expenditure for Community Connection Space and branch supplies to Councillor Santos
  - OLA information to Councillor Wyatt

10. **Library Advisory Committee Updates**

Item	Summary
<b>Chair Update</b>	<ul style="list-style-type: none"> <li>Organizing an all-LAC Chair meeting to discuss activities and funding request process</li> <li>Will report back to the Board after meeting is held</li> </ul>
<b>Assiniboia</b>	<ul style="list-style-type: none"> <li>Meeting called for May 15</li> </ul>
<b>City Centre</b>	<ul style="list-style-type: none"> <li>David will be stepping down as Chair</li> <li>Meeting called for April 21 to select LAC Officers</li> </ul>
<b>East Kildonan – Transcona</b>	<ul style="list-style-type: none"> <li>Meeting held on April 11</li> <li>Have been holding drop-ins at area branches – well attended by public</li> <li>Teen spring quiz received 6 entries; had 3 prize draws – considering on creating quiz for adult/seniors</li> <li>Contacting Kathleen Williams re: staffing at outreach events</li> <li>Have been investigating various programming ideas and will contact Kathleen Williams in future</li> <li>Cindy and Carly have been appointed as EKT LAC Officers for 2024</li> </ul>
<b>Lord Selkirk-West Kildonan</b>	<ul style="list-style-type: none"> <li>No update</li> </ul>
<b>Riel</b>	<ul style="list-style-type: none"> <li>Meeting held on April 6</li> <li>Will be reviewing project and activities for next meeting</li> </ul>

## 11. New Business

None

## 12. Adjournment

The meeting be adjourned at 7:40 p.m.

1<sup>st</sup> Linda English

**2<sup>nd</sup> Dean Scaletta**

NEXT MEETING	
<p>Tuesday, June 4, 2024 at 6:00 pm</p> <p>In person (Transcona Library   1 Transcona Boulevard) and Teams</p>	

## Appendix A: Motions | May 7, 2024

MOTION	1 <sup>st</sup>	2 <sup>nd</sup>	DISPOSITION
That the Winnipeg Public Library Board approve the agenda as distributed	Linda English	Dean Scaletta	<b>Carried</b>
That the Winnipeg Public Library Board approve the minutes of April 2, 2024 as distributed.	Linda English	Councilor Santos	<b>Carried</b>
That the Winnipeg Public Library Board approve the annual request of \$12,000 for the Writer-in-Residence 2024/2025 program and that the assistant be authorized to do all things necessary to execute the intent of the foregoing.	Linda English	Dean Scaletta	<b>Carried</b>

MOTION	1 <sup>st</sup>	2 <sup>nd</sup>	DISPOSITION
<p>That the Winnipeg Public Library Board approve the 2024 Winnipeg Public Library funding request of \$8,550 for the following projects and that the assistant be authorized to do all things necessary to execute the intent of the foregoing:</p> <ul style="list-style-type: none"> <li>• Community Connection Space and Branch Supplies (e.g. water, granola bars, bus tickets, feminine hygiene products) = \$4,000</li> <li>• World Languages (dual language) Family Story time = \$1,200</li> <li>• World Storytelling Series = \$1,350</li> <li>• Give away books (French and English) = \$2,000</li> </ul>	Councillor Santos	Dean Scaletta	<b>Carried</b>
<p>That the Winnipeg Public Library Board make reasonable attempts to increase accessibility, reduce barriers to meetings, and approve the following:</p> <ul style="list-style-type: none"> <li>• Transportation costs (including up to 10% tip) for Library Board and LAC members to attend in-person meetings when there are personal mobility needs identified, when there is a safety concern identified, <u>and</u> no other reasonable option is available.</li> <li>• That notice be provided to <a href="mailto:wpllibraryboard@winnipeg.ca">wpllibraryboard@winnipeg.ca</a> at least 48 hours advance of the meeting indicating the following: <ul style="list-style-type: none"> <li>○ Name of meeting (e.g. Library Board, LAC, stakeholder)</li> <li>○ Date of meeting</li> <li>○ Reason</li> </ul> </li> <li>• That the Chair or Treasurer be authorized to provide pre-approval for expense</li> </ul>	Dean Scaletta	Ramy Penner	<b>Carried</b>
<p>That the Winnipeg Public Library Board receive the 2023/2024 Writer-in-Residence report as information</p>	Linda English	Wara Chiyoka	<b>Carried</b>

## 1. Facilities Update

### *Winnipeg Public Libraries Attendance and Incident Report – Quarterly Report*

On July 13, 2023 Council directed the public service to provide quarterly reports to the Standing Policy Committee on Community Services. Reports were to cover the following:

- Attendance
- Incidents (by type)
- Number of referrals to other agencies (by type)
- Interventions and Outcomes (by [Community Safety Hosts])

### Reports

[May 8, 2024 \(Jan – Mar 2024\)](#)

[Feb 6, 2024 \(Oct – Dec 2023\)](#)

### *Millennium Library Contracts*

- [RFP 24-2024 Provision of Security Services](#), Millennium Library awarded to [Blackbird Security](#) (effective May 1, 2024)
- [RFP 92-2024 Provision of Community Safety Hosts Services](#) for Library Services Division awarded to [Persons Community Solutions](#) (current provider)

### *Millennium Library Lobby Redesign*

- 1X1 architecture continues to work on design options
- Another stakeholder meeting will be planned once designs are reviewed by the internal project team

### *West Kildonan Library*

- The Public Service is working on an administrative report to present the 3 options to members of the Standing Policy Committee on Community Services
- The 3 options were previously shared with stakeholders and community members
- In addition, the 1X1 architecture building condition study will be included
- Tentatively, the reports are scheduled to be heard at the June 3 Standing Policy Committee on Community Services (subject to change)
- Project page: [West Kildonan Library Building Review | Engage Winnipeg](#)

## 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. Events

- April 8 – Attended the annual Poverty and Homelessness Symposium (organized by Al Wiebe).

- April 22 – Co-hosted a webinar for rural libraries with Manitoba Library Association. Presented the Canadian Urban Library Council [Safety and Security Toolkit](#) and had discussion groups.

#### **4. Honouring and Awareness of Missing and Murdered Indigenous Women and Girls and Two-Spirited People**

All library branches are hanging red dresses for two weeks starting May 5 to honour and bring awareness to Missing and Murdered Indigenous Women and Girls and Two-Spirit people.

Learn more on the City's website: <https://legacy.winnipeg.ca/indigenous/MMIWG/default.stm>

#### **5. Youth Services Update**

We are over halfway through the 6-week Spring Early Literacy session (April 8 - May 18). The session will be 414 individual early literacy programs and to date has seen an attendance of 4,378 children and their caregivers

Four of the sessions will be continuing for a 3-week mini session from June 3-21. Registration will open for the mini session on May 13

Winnipeg Public Library tied for second place in the national TD Summer Reading Club Awards. We were recognized for running an innovative and effective program and awarded \$3,000.00 at the Saskatchewan Libraries Conference on May 3, 2024.

#### **6. Adult Programming and Outreach Update**

Adult programming has been very busy this spring with a range of offerings including book and other clubs, movie showings, presentations, information tables, maker and computer workshops. From January - April there have been 349 programs for adults with 5,559 in attendance.

- The Writer-in-Residence has wrapped up for the year. Selection for the new Writer-in-Residence will be in June (the Board representative will be contacted as to this). The program's [website](#) will be updated with the callout for 2024-2025.
- Outreach Services and branch staff are very busy with plans for community events. Branch staff and Outreach Services receive requests for classroom presentations, pop-up libraries and to attend festivals, fairs and special events throughout the year - June is an especially busy month for this.
- Tech Tuesdays with North End Connect have been very successful. This partnered program runs every two weeks at St. John's Library offering one on one help with technology. [May poster](#) to read more about it.

*Highlighted programs and events for May and June 2024*

- May 25 - Get on your bike and join us for Tour de WPL: a community bike ride from Cornish Library to Millennium Library and St. Boniface Library. [Register here](#)
- Another bike program is Bike Route Planning 101 ([online program](#))

- June 12 at 7:30 pm - Library Happy Hour: adult story time is being held at the Little Brown Jug [Poster here](#).
- June 17 at 6:30 pm the Louis Riel Institute is hosting a presentation on learning about the buffalo hunt and how Indigenous peoples organized the hunt. Furs will be on hand. Please share widely! [Register here](#).

## 7. Volunteer Opportunities

*Board and LAC members who are available to help, contact Kathleen Williams (see WPLB email dated April 24 for details)*

- Saturday, May 25 from 10 am - 5 pm (Doors Open at Cornish and St. John's Libraries)
- Saturday, June 15 from 12 pm – 4 pm (Newcomer Welcome Fair)

## 8. Pride Parade

June 1-2, 2024 visit Winnipeg Public Library's booth at the Pride Mart  
June 2, 2024 11 am – 2 pm (walking group)

Library Board and Library Advisory Committee members are welcome to walk with the City of Winnipeg group during pride parade. More information will be provided on how to register.

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

### Appendix C: Presentation Discussion | May 7, 2024

#### *Summary of presentation*

- St. John's Library is the smallest branch in the Winnipeg Public Library system
- St. John's Library is also one of the Carnegie libraries in Winnipeg Public Library Board
- Primary catchment area is Point Douglas
- Population is substantially Indigenous and recent immigrants
- Customers frequently ask about Indigenous resources
- Programs offered include: Tech-Tuesdays which aims to meet digital literacy needs of customers and build skills; and Bound Rebellion book club which attendees discuss a variety of books related to resistance, rebellions, uprisings, and conflicts
- Working on developing and maintaining community partnerships
  - Currently, partnering with North End Connect which is a local nonprofit organization that is dedicated to providing free digital literacy classes and used computers to North End residence.
  - This has brought in new customers into the library who have never visited or used the branch
  - They also help with Tech-Tuesday programs
- Since working at the library branch, there have been safety and security initiatives that have helped with concerns and improve staff morale and wellbeing
- Community Safety Hosts have helped with increasing safety in the library branch
  - They take their role seriously and are an integral part of the team



- They are regularly scheduled at the branch
- The goal is to ensure that the library branch is a safe and welcoming place; and where staff are committed to customers and community

#### *Summary of discussion*

- Compliment received for the May 4, 2024 social media submission
- St. John's Library was one of the branches that participated in the Community Safety Host program in 2022. Since then and with regular funding, there is a Community Safety Host almost always scheduled during regular open hours

## Appendix D: Administrative Report | May 7, 2024

### 1. Grant and Expenditure Updates

#### *Grant Update*

- Grant agreement is in review with City's Legal Services and Risk Management
- Projected grant transfer end of May

#### *Expenditures Update*

- No Q1 Treasurer report available
- Some expenses have been paid as of April 29

### 2. Library Advisory Committee Updates

- All Board members have been appointed except for Karon which will be considered in May
- Contact lists will need to be updated
- There have been some customer inquiries to apply to LACs
  - City Clerk's department has approved off season recruitment applications
  - Instructions have been provided to customers

### 3. Project Updates

#### *Website Updates*

- **DUE May 10** Picture and write-up have been requested from members to update the "Meet the Members" website
- <https://wpl.winnipeg.ca/library/board/default.asp>

#### *De-escalating Training*

- Will pursue obtaining price quote and will report back