

**Winnipeg Public Library Board (WPLB)
February 7, 2011 at 5:00 p.m.
Millennium Library, Anhang Room**

Final approved minutes

Present: R. Burgess, Chair; Councillor J. Browaty, D. Chung, V. DePape, Councillor R. Eadie, A. Hoefft, D. MacEwan, J. Mabee, B. MacDonald, I. Michalchyshyn, J. St. Hill, K. Shwaluke, S. Singh, T. Surgenor, R. Walker, A. Wallace, B. Zuk and H. Graham

1. Call to order

Chair R. Burgess called the meeting to order at 5:07 p.m. and welcomed new Board members D. Chung, I. Michalchyshyn, K. Shwaluke and B. Zuk.

2. Approval of the agenda

One item was added to the agenda, as 4 b: Median Cut on Keewatin. A correction was noted: the Treasurer is A. Hoefft. The amended agenda was approved on a motion by V. DePape and seconded by J. Mabee.

3. Approval of January 10, 2011 minutes

A correction was requested: on page 1, item 5 a: the name of the art piece is The Literary St. Petersburg. The amended minutes were approved on a motion by B. McDonald and seconded by S. Singh.

4. Matters Arising from the Minutes

a. Administrative Assistant's contract for 2011

Motion: D. MacEwan / B. McDonald

That Winnipeg Public Library Board approve the contract between Heather F. Graham and the Board for 2011 administrative services.

Carried

b. Keewatin Median Cut

Ms. Burgess provided the background of a request, initiated by the Lord Selkirk-West Kildonan Library Advisory Committee, for a median cut on Keewatin, to provide easier access to Sir William Stephenson Library by southbound vehicles, and for access to Keewatin by southbound vehicles exiting the Library's parking lot. On behalf of the LAC, the Board subsequently made presentations to the local Community Committee and the Standing Policy Committee on Infrastructure Renewal and Public Works. City staff was asked to investigate. A rough design and cost estimate was prepared. On September 9, 2008, the Standing Committee, as recorded in Minute #142, referred this matter back to City staff for a further review on options available, with a request to report back. Ms. Graham will write to the Standing Committee Clerk to ask the status of the further review, and will copy the message to Councillor Browaty.

5. *The Board meeting was suspended while a group photo was taken for the Library's web pages.*

6. Reports

a. Chair

Ms. Burgess was a Board delegate to the Ontario Library SuperConference in Toronto, February 2 – 5, 2011. She will submit a written report, but commented on some of the sessions she attended, including one presented by two Winnipeg Public Library (WPL) staff. Sophie Walker, Teen Services Librarian at Millennium Library, and Lindsay Schluter, Youth Services Librarian, presented "Thinking Inside the Box: Portable

Programs for Public Libraries". Ms. Walker had been the winner of the Library Board's 2009 Community Outreach award of \$5,000 which she used to implement Teen-Programs-in- a-Box. Both also spoke about another successful WPL program, Family Literacy Fun Days, and showed videos of these programs. Ms. Burgess said theirs was the best presentation she had seen at any library conference.

At another session, entitled The Contemporary Meaning of the Public Library, one of the speakers gave background on Andrew Carnegie, a Scottish-American industrialist, businessman, entrepreneur and a major philanthropist, who funded the establishment of many libraries in the early 1900s. Winnipeg received grants to develop three Carnegie libraries. The first Winnipeg Carnegie Library, was built at 380 William Avenue, which now houses City Archives; the other two are Cornish and St. John's Branches. (See Manitoba Historical Society site: <http://www.mhs.mb.ca/news/carnegielibrary.shtml>.)

OLA arranged for delegates' attendance at a taping of *George Stroumboulopoulos Tonight*. He said that a library helped raise him: he spent considerable time there in his youth.

Two of the conference keynote speakers were Diana Swain, TV news anchor, and CBC broadcaster Jian Ghomeshi, broadcaster, writer, musician and producer.

Ms. Burgess said that in Winnipeg the Board is lucky to have such a positive relationship with the Manager of Library Services and our City Councillors. Such seems not to be the case in many Ontario communities.

Strategic Planning

The Library Board met in November to develop a new long range plan for 2011 - 2014. The session was facilitated by an outside consultant, who has submitted a report and will work with the Board to prepare the final strategic planning document. Dr. Singh, as the WPLB Executive's Member-at-Large, now has the responsibility of ensuring that the plan is implemented.

b. Treasurer

New Treasurer A. Hoeft said that accounting processes are in transition from the former Treasurer. Mr. Hoeft will produce reports from new software that he will acquire for the Board.

2010 Audit

A draft version of the auditor's report was distributed. One variation was noted.

MOTION: V. DePape / J. Mabee
That Winnipeg Public Library Board approve the 2010 Audited
Financial Statements.
Carried

Delegate to the Canadian Library Association (CLA) conference:

MOTION: V. DePape / Bill McDonald
That Vice-Chair J. St. Hill be funded to attend the Canadian Library
Association conference in Halifax, May 25 – 28, 2011.
Carried

Councillor Browaty will be in Halifax for a municipal conference around that time, and might be able to attend some of the CLA conference sessions. R. Walker and one of WPL's Outreach Librarians, M. Woroniak, will also be attending.

c. Executive Committee

Advocacy

Ms. Burgess and Ms. St. Hill met with three Winnipeg Police Service (WPS) officers on January 27, to exchange information on WPS programs and also on the effects of low literacy on crime. Ms. Burgess has found useful information on CrimeStat, an online resource that provides statistical information relating to crime in Winnipeg (<http://www.winnipeg.ca/CrimeStat/>). She and Ms. St. Hill stressed that there is a strong correlation between low literacy and high crime levels. LiveSAFE was also mentioned; it is "a City of Winnipeg crime prevention policy that is intended to address the root causes of crime by working collaboratively with the community and partners in implementing social, economic, health, educational and recreational measures with a particular emphasis on vulnerable children and youth." (*Source of quote: City of Winnipeg website.*)

Another meeting will be held with a larger group of WPS officers, including those who work in schools. Ms. St. Hill, Ms. Burgess and Mr. Hoefft will do a representation focusing on youth strategy.

Councillor Eadie referred to the Early Development Instrument (EDI) report (<http://www.gov.mb.ca/healthychild/edi/>) that comes in a Province-wide version and a community basis. (*From website: "The EDI measures how a community of Kindergarten children is doing compared to children in other communities or provinces... in the following areas of child development: physical health and well-being, social competence, emotional maturity, language and thinking skills, communication skills and general knowledge."*) The inner city information can be determined from the report by checking various Winnipeg neighbourhoods.

Board 2011

Ms. Burgess explained that the Board in 2011 will have 13 citizen members, one more than usual. Generally Board members' terms are for two years; however for 2011, two new members will have one-year terms, to balance the number of terms expiring in alternate years.

LAC vacancies

The five Library Advisory Committees are grass roots groups. Lord Selkirk-West Kildonan LAC has two remaining vacancies. East Kildonan-Transcona and City Centre have one vacancy each. We are receiving expressions of interest, perhaps due to the LAC brochures that were placed in libraries. To publicize the vacancies, we will invite local Councillors to suggest possible candidates, and will send a public service announcement to the community newspapers.

Grant request

Annually the Board requests an operating grant from the City. In December, the Board asked for a grant of \$88,128 for 2011. The Mayor replied that the request had been forwarded to the 2011 Operating Budget process.

City's 2011 Operating Budget

Ms. Burgess encouraged Board members to go to the City website, to the Chief Financial Officer's blog, to provide input about the 2011 operating budget, and to complete a survey (<http://winnipegcfo.wordpress.com/>).

Annual report

The preparation of the Board's 2010 annual report is underway. Ms. Burgess will present the report to the Standing Policy Committee on Protection and Community Services (PCS) on Monday, February 28. The meeting, in the North Committee Room of the Council Building, 510 Main Street, will begin at 9:00 a.m.

Ms. Burgess might return to address PCS in March, depending on the content of the Library portion of the City's 2011 Operating Budget Estimates.

June Board meeting: date change

Members agreed to change the June 6 Board meeting to June 13.

Orientation

The annual orientation for new and returning Board and LAC members will take place on the morning of Saturday, March 12 at Millennium Library. The Board's portion of the meeting will take till about 1:00 p.m. For this occasion, participants can enter the Library from the second floor Skywalk from 9:30 a.m. The session will include a tour of some lesser known areas of Millennium Library, presentations by Writer-in-Residence Melissa Steele and Manager of Library Services Rick Walker, and general information on the Board and LACs.

d. Community Outreach (CO) Committee

Committee Chair J. Mabee reported. The Committee met on January 20, 2011 at St. Boniface Library.

Jack Montgomery Community Outreach award for Library staff

The 2009 winner of the \$5,000 grant, Sophie Walker, will provide a report on her Teen-Programs- in- a-Box initiative after the OLA SuperConference. Ms. Walker will be a guest at the next meeting of the Community Outreach Committee to report both on the conference and the JMCO award outcomes. The 2010 JMCO grant was won by Millennium Library's Outreach Librarian Chris Laurie. A photo and article appeared in @ *the Library*, January-February issue. Ms. Mabee circulated related certificates. Presentation times are to be arranged after consultation with Mr. Walker

Web content updates

The Committee manages the Board's online content on pages hosted by the Library.

- Approved Board minutes, which are in folders for each of five years, are current to December.
- Grants: Information in English and French about the Board's other Community Outreach grants' program is posted on the website. Up to three \$1,000 grants are provided to assist community groups, agencies or schools in developing language or literacy projects in partnership with a Winnipeg Public Library branch or Millennium Library division.
- The Board's 2011 meeting schedule is listed.
- Recruitment: directions for applying for Board and LAC positions have been modified to recruit and refer applicants directly to the Board. (City Clerk's Department has removed application information, as the regular application deadline was in November.) The list of appointees is on the City Clerk's website posted on the Board's web page.

Library newsletter:

The CO Committee arranges for articles on Board activities for the Library newsletter. For the March-April issue of @ *the Library*, Ms. Burgess welcomed new Board members and thanked departing members. The group photo might be included.

Language and Literacy grants: After the last CO meeting, members prepared envelopes with the Language and Literacy grants' application information, for distribution

to Winnipeg schools and other educational facilities, courtesy of the Department of Education's courier distribution system. Application information will also be sent electronically and by mail to other groups. H. Graham has been asked to provide a cost breakdown on the Language and Literacy grant mailings: printing, envelopes, postage, etc.

We are looking for new members for the Outreach committee. This year the committee will look at the Strategic Plan for Community Outreach direction and will also review both of the grants' programs.

The next meeting will take place on April 28th at 5:00 pm in the Anhang room at Millennium Library.

e. Manager of Library Services

Mr. Walker distributed his report (attached as Appendix A). The report dealt with the City's Capital Budget, the Aboriginal Youth Services initiative, a recent survey, the success of e-books, On the Same Page program, and the National Book Count. Mr. Walker added that a report on a heritage design for St. John's Library would be on the February 8 meeting agenda of City Council's Standing Policy Committee on Property and Development.

f. Board Reps to LACs

Each Library Advisory Committee has two Board reps.

East Kildonan-Transcona LAC

B. McDonald reported. The LAC met on January 31 at Munroe Library, and appointed K. Faber as Chair. Branch Head R. Plant shared information on the branch's activities, including the significant circulation increase during the closure of Henderson Library for renovations in 2010. The River East Transcona Teachers' Association provided a \$3,000 grant to Munroe Library for the purchase of children's materials. The Transcona Library's 50th anniversary (at the current location) is coming up in December 2011.

Riel LAC

J. St. Hill said that the LAC met on January 31 at St. Boniface Library. Branch Head E. Boulet presented an overview of the Library's activities, particularly Family Literacy Fun Days. The LAC will attend a St. Boniface Library event on Saturday, April 2 to provide information about their role. (The event will be of parent-child interest, with a magician). Also, the LAC will provide information about the April 9 Books2Eat event at Millennium Library.

Library liaison S. Graham provided updates from the other area branches. Of note was the ongoing negative impact, on attendance at St. Vital Library, of the construction on St. Mary's Road, and concerns expressed at St. Vital and Windsor Park Libraries about the announced amalgamation plans. Discussion ensued about the City process for determining a new site for the Library. Riel LAC Chair A. Geary relayed to the Board representative the fact that the LAC would like to be informed and to be involved in ensuring that the public also has information about the status of their library branches.

\$63 of the LAC 2010 budget was carried over into 2011, with the expectation that it would be spent at the April 2 event.

The LAC has full citizen membership, but requires another Board representative.

The next meeting was set for Monday, May 9 at Louis Riel Library.

g. Books2Eat

On Saturday, April 9 at Millennium Library, the Books2Eat event will celebrate books and food. Events will include a participatory cake decorating session, and two contests. The contests' challenge is for participants to recreate book-themed edible items. Celebrity judges will award prizes in two categories: (a) for culinary schools; (b) for the public. The goal is to lure people into the Library to see the Library in another way, and to return again as regular users. The Library Board is contributing \$2,000; the Library is contributing in-kind services. Volunteers will be needed. There will be family aspects, including a program for children.

h. Manitoba Library Trustees' Association

The MLTA annual general meeting will take place on Saturday, March 19 at 1:30 p.m. at Portage la Prairie Regional Library. At the meeting, former Winnipeg Public Library Board Chair Sandy Hyman will receive the MLTA Trustee of Distinction award, one of two being given this year. Ms. Burgess encouraged Board members to attend. MLTA also will also vote on a change to their by-law.

i. Winnipeg Library Foundation

In 1996 Winnipeg Public Library Board established the Winnipeg Library Foundation. Their first project was to raise funds for the Millennium Library project. Their second major project is for the Library Park behind Millennium Library. They also have some other programs underway. Their annual meeting will be held on Tuesday, March 8 at 7:00 p.m. at Millennium Library. New website: <http://winnipeglibraryfoundation.ca/>.

j. Aboriginal Needs' Assessment Implementation Committee

Leskiw and Associates was hired in August 2009 to conduct a needs assessment of public library service to the Aboriginal community. The study was funded by the City's Aboriginal Youth Strategy, and Winnipeg Public Library Board. A. Wallace, the Board's rep on the implementation committee, said that the Leskiw report was submitted to the Board and Library Administration in June 2010. A task force, comprising Mr. Walker and a staff working group, was established to develop an implementation strategy. In January and early February 2011 the task force reviewed two drafts of the plan. On February 18 the group will meet to finalize the implementation strategy. The document should be ready for the March Board meeting. Mr. Walker added that there are 38 recommendations about facilities, customer service and the need to break down barriers.

k. Speakers' Bureau

Mr. Hoelt explained that the concept of a speakers' bureau came from the Board's 2006-2010 strategic plan, in which one of the objectives was to recruit board members. However, following presentations at pilot sessions, it became evident that the audiences were more interested in learning about the Library system. The current intent is to keep the concept simmering, till a clear direction is determined. It was noted that the next step might be to tell audiences about WPL services that are less well known.

l. Manitoba Public Library Services

The Provincial representative on the Library Board, T. Surgenor, provided highlights of the roles of Public Library Services. Through *The Public Libraries Act*, Public Library Services Branch of the Manitoba Department of Culture, Heritage and Tourism, ensures Manitobans have access to quality library services. The branch fulfills this role by administering provincial legislation, policy, and targeted support programs. Libraries are a municipal responsibility.

The Province provides an annual grant of \$1.9 million to Winnipeg Public Library. PLS works with WPL on initiatives such as e-Libraries Manitoba, also known as eLM.

PLS has three staff teams: technicians provide Books by Mail and other services, Administrative staff processes grants, and consultants work with library boards and staff on governance and training issues. PLS priorities include the Task Force on Accessible Libraries, and Aboriginal Library Services. How to improve resource-sharing is another focus, particularly when serving immigrant populations such as newcomers to the Morden-Winkler area, for which library service is provided by the South Central Regional Library.

In response to a question, it was noted that Winnipeg Public Library is a considerable contributor to Manitoba's Interlibrary Loans program. And there is a strong network across Canada for interlibrary loans.

7. New Business

a. Committees and representatives 2011

A list of committees and Board representatives was distributed.

The Board nominates, and Community Committees approve, Board representatives to Library Advisory Committees. For 2011, the following were nominated for two-year terms:

- Assiniboia LAC: D. MacEwan and B. Zuk
- City Centre: incumbents will continue
- East Kildonan-Transcona: K. Shwaluke and B. McDonald
- Lord Selkirk-West Kildonan: I. Michalchyshyn and D. Chung
- Riel: J. St. Hill and V. DePape
 - Note that this is Mr. DePape's final year on the Board, so his LAC appointment would be for one year.

Ms. Graham will forward the above nominations to the respective clerks for consideration by Community Committees. To Board members she will send the list of all Board committee members and representatives.

The Speakers' Bureau will become a responsibility of the Community Outreach Committee.

b. Business Cards

Ms. Graham will order WPLB business cards for R. Burgess, J. St. Hill, D. Chung, B. Zuk, and D. MacEwan.

8. Other Business

a. Library news

It was suggested that a folder of library-related articles be circulated at each Board meeting. Mr. Walker also suggested that members might wish to register for the Library Link of the Day, <http://www.tk421.net/librarylink/>, to receive library news.

b. Presentation

Ms. Burgess presented Winnipeg Public Library mugs and Library Board badges to the new Board members.

9. Date and Location of Next Meeting

Monday, March 7, 2011

St. Vital Library

6 Fermor Avenue (south side, across from the Y)

10. Adjournment

The meeting was adjourned on a motion by S. Singh at 7:55 p.m.

Appendix A

Manager's Report
February 7, 2011

1. Capital Budget Update

Capital budget has been tabled at Executive Policy Committee and has now been presented by the Community Services Department at the Standing Policy Committee on Protection and Community Services.

2011 Library Highlights include:

Library Shelving and Furniture	\$200,000
Library Replacement	\$1,000,000
Renovate and Refurbish Various Library Branches	\$500,000
Library Technology Upgrade and Replacement	\$500,000 (2014)
Library Signage, Safety & Accessibility	\$200,000 (2012)
Mobile Library Service Vehicle	\$650,000 (2013)

2. Aboriginal Youth Services Initiative Update

Here is a quick summary of AYS initiatives in 2010 at the library.

- 102 youth from Aboriginal organizations have received Winnipeg Public Library orientations since September.
- 191 Aboriginal youth have taken part in cultural programs with the Winnipeg Public Library's Elder-in-Residence, Betson Prince.
- 133 children and youth worked under the guidance of designer Destiny Seymour and Art City to create the suspended artwork above Millennium Library's Aboriginal Reading-in-the-Round.
- 70 attendees of parent-child programs in inner Winnipeg have received off-site Library programs since October.
- 427 new Aboriginal language resources have been added to the Library's existing Aboriginal collections.
- 17 staff attended Aboriginal Youth Strategy Awareness Sessions.

Expanded Hours for the Princess White Dove Library's Just for YOUth Program

The Princess White Dove Library's Just for YOUth program will now be open for drop-in programming on Sunday afternoons from 1:00-4:00 p.m., in addition to its regular program hours on Monday and Wednesday evenings. On Sunday afternoons, the Library room will be open for youth (teenagers and younger adults over 18) to hang out, use the computers and access a collection of 2000 books, including Aboriginal language materials, graphic novels and more!

Winnipeg Public Library Elder-in-Residence Program

Elder Betson Prince will guide culturally relevant programming at the Winnipeg Public Library. Working alongside Library staff, Elder Prince will lead programs based on traditional knowledge, and that incorporate the many Aboriginal resources found in the Winnipeg Public Library's collections. Programs will be held both out in the community and in the Library.

3. Survey Monkey

The Library is currently in the process of developing a new survey that will be posted shortly on the Library's Website. The survey will take a look at one specific issue: the way that patrons get to the library and if they have any concerns or suggestions.

The results may help the library in determining if we have sufficient bike racks, need to make improvements to our parking lots, or look at other concerns about getting to libraries.

4. E-Books

Usage continues to grow. In 2010 over 53,000 e-books or e-audiobooks were checked out by library users on a collection of about 12,000 items. This is about a 50% increase over 2009. We will be investing more heavily in this format in 2011 to keep up with user demands. We are also looking at other ways to market and promote the service. We are also looking at our staff training needs around helping customers with the different devices that are increasing on the market.

5. On the Same Page Update

We are now about 2/3 of the way through this year's program. There have been 4 major events with over 200 participants. We have over 200 copies of the book currently in circulation with a waiting list as well. All of our book club kits are checked out. Over 1,600 copies of the book have been given away at events and through schools along with the reading guide. The program has been highlighted on the Ace Burpee Show and Breakfast Television and there are great displays at the Millennium Library and City Hall to promote the book and the program.

6. National Book Count Update

Winnipeg Public Library, as a member of the Canadian Urban Libraries Council, took part in the inaugural National Book Count campaign in support of the National Reading Campaign (NRC). For the week of January 10-16, 2011 libraries and book stores recorded the number of books sold or borrowed. According to the numbers recorded, Canadians bought or borrowed 2,714, 946 books. For WPL's part, 72,466 print books and 1,061 e-books were borrowed during that time.

The National Book Count is intended to help focus influencers, policymakers, and the general public on the issues that will be discussed and debated at the National Reading Summit and, in doing so, will help publicize the NRC's larger goal of "nudging" public opinion and public policy discourse towards programs that support high levels of reading today, protect high levels of reading for the next generation and which aim to bring higher reading rates to all Canadians.