

Winnipeg Public Library Board meeting
Monday, January 13th, 2014
Millennium Library – Anhang Room
Minutes

In Attendance: Bill Zuk, Joan Blakley, Orest Kinasevych, David Chung, Iyvan Michalchyshyn; Jacqueline St. Hill, Aengus Bridgman, Rick Walker, Jeff Kovalik-Plouffe; Councillor Smith; Bob Foster; Bonni Book; James Houston; Gordon Crook; Trevor Surgenor and Corie Seburn

Guests: Phil Bravo, Acquisitions Librarian and Elizabeth Flemming.

1. Call to order, welcome, housekeeping

Bill Zuk called the meeting to order at 5:10 p.m. and he welcomed the new members to the Library Board.

2. Guests:

Phil Bravo, Acquisitions Librarian was welcomed to the meeting. Phil gave a presentation on the software CollectionHQ which assists the Collection Librarians in managing the collection for Winnipeg Public Library. He also circulated samples of some of the catalogues that are used to purchase material for the library. He also noted that the public can also submit Suggestion for Purchase forms. A copy of Phil's presentation will be send to board members following the meeting.

3. Approval of Agenda

MOTION: Joan/Bonni

That the agenda be approved with the addition of the Library History Project under Other Business.

Carried.

4. Approval of December 2nd Meeting - Minutes

Motion: Jeff/James

That the minutes from the December 2nd meeting be approved as distributed.

Carried.

5. Reports

a. Chair

Bill Zuk

Bill Zuk explained the Board composition and welcomed the new members to the board. He explained that all meetings are open to the public and

that we meet monthly rotating our meetings between a branch library and Millennium Library. Bill also explained the role of the Library Advisory Committees (LAC) and that board members are represented on each LAC. Bill also explained that we receive our funding from the City of Winnipeg and we report to the Standing Policy Committee on Protection and Community Services.

- b. Treasurer Bob Foster
Bob Foster reported on the Board's budget and that the final statements are being prepared for year end. He reported that Kym Shwaluke, a former board member is now our bookkeeper and she has agreed to carry on in that capacity for another year.
- c. Community Outreach Bill Zuk
Bill Zuk reported that we offer Language and Literacy grants of up to \$3000 to outside groups who wish to partner with the library on special initiatives. He also reported that there is a Jack Montgomery Writers Grant of \$5,000 that is available for author readings and other similar types of programs.
- d. Strategic Plan Joan Blakley
Joan Blakley reported that the Library Board had a Strategic Plan prepared 5 years ago and ends at the end of 2014. She indicated that we will be planning another strategic planning session later this year. She noted that the current Strategic Plan is on the website.
- e. Manager of Library Services Report Rick Walker
Rick distributed and reviewed his report. A copy is attached to the minutes.
- f. LACs Board Reps.
Ilyan Michalchyshyn reported that any changes to the Library Advisory Committee structure or process would have to be approved by Council. He indicated that we will continue to look at other options.
- g. Public Library Services Trevor Surgenor

6. Other Business

Library History Project

Bill Zuk reported that we hired Eve Dutton through a Request for Payment process. She has been in her research phase since being awarded the contract. Bill reported that our goal is to have the book published in conjunction with the 100th anniversary of St. John's and Cornish libraries.

Joan Blakely reported that 5 events are being planned with the various Library Advisory Committees to share their stories & memorabilia with Eve. They are being scheduled on March 8th – 2 events and March 22nd – 2 events. Information

will be put in the next newsletter and posters will be distributed to library branches.

7. New Business

Bill Zuk

Upcoming Conferences

Bill Zuk asked if any board members would be interested in attending the OLA Conference in Toronto at the end of January. Bob Foster agreed to attend.

Bill indicated that there are other upcoming conferences that board members could attend. They are:

CLA Conference – Victoria, B.C. – Bill Zuk; Joan Blakely; Reesa Cohen and Gord Crook are interested in attending.

MLA Conference – Held in Winnipeg at the Delta Hotel in May – Bonni Book and Bill Zuk indicated their interest at this time.

8. Election of Library Board Executive Officers

J. St. Hill

Jacqueline St. Hill explained the process for the elections. She indicated that as her term has finished there will not be a past chair this year. The following nominations were presented:

Chair – Bill Zuk

Vice-Chair – Jeff Kovalik-Plouffe

Treasurer – Bob Foster

Member at Large – Joan Blakely

Member at Large – Orest Kinasevych

Motion: Councillor Smith/Gordon Crook

That we accept the nominations for the Library Board Executive positions.

Carried.

A presentation was given to Jacqueline in appreciation of her service to the Library Board.

9. Date and Location of Next meeting

Monday, February 3rd @ 5:00 p.m. – West End Library; 999 Sargent Avenue

10. Adjournment

Motion: Joan/Jeff

That the meeting be adjourned at 7:05 p.m.

Winnipeg Public Library Board Meeting

Manager's Report

January 13, 2014

1. Facility Update

Fort Garry Library

The branch renovations are on schedule for completion at the end of January after which the library will need a few weeks to move in all the shelving, furniture, materials and staff. We anticipate reopening toward the end of February. A reopening date is to be confirmed. Invites to the reopening will be sent to all Board members.

Charleswood Library

The lease has been awarded to Huntington Capital Corporation for approx. 14,000 sq. ft. of space in the Dieppe Mall, 4910 Roblin Blvd. The City is currently finalizing lease arrangements and a meeting is scheduled for next week to begin work on architectural details.

Windsor Park Library

The Project Team is working on a site remediation plan and procurement process. A briefing note has been sent to Directors of Community Services and Planning, Property & Development seeking approval for next steps in the process.

St. Vital Library

A consultant will be hired shortly to prepare a feasibility plan for the renovation of the library. It should be awarded by the end of January with an anticipated report in May outlining what can be done to make the facility more accessible/modern and the associated costs.

Transcona Library

Planning is underway to hold an open house to seek public input into proposed new library at 1500 Plessis Road in Transcona. Invites will be sent out to all Board members and input into the functional design will be welcomed.

2. Strategic Plan

The Library has hired Verlaan Engagement Services & Training (VEST) along with EDC Planning & Engagement, to prepare a new Strategic Plan for Winnipeg Public Library. The project will involve a series of phases over the next six months including – Community Assessment, Communications and Branding, Staff and Stakeholder Consultation, Community Engagement and Outreach, and a final report and Strategic Plan. Joan Blakely, Library Board member, has agreed to sit on the working group as part of this process.

3. Contingency Management and Business Continuity Planning

In light of a number of man-made and natural disasters that have impacted public libraries in Canada this past year (Lac Megantic, High River, Calgary Public Library, etc.), our library system wanted to make sure that it has an up-to-date contingency management and Business Continuity plans in place. The library also wants to ensure that staff is well trained to deal with crisis situations so we can better protect the City's library investment and ensure a quick recovery.

The Library has hired Guy Robertson, Robertson Emergency Planning Inc., to help develop and enhance the library's Contingency Management and Business Continuity plans, and provide appropriate training for staff.

4. Health & Safety Study

The Community Services Department's Health & Safety Officer has prepared a series of reports on each facility in the department, including libraries, to look at the health and safety of staff and public from a physical building perspective.

This study looks at the library facilities from a physical safety perspective using CPTED (Crime Prevention Through Environmental Design) principles. This is a multi-departmental initiative as we are working with other city Departments to address building, landscaping, street lighting, and personal safety issues for staff and public in and around our libraries. We will be working on the funding and implementation strategies involved over the new few years.

5. Hoopla

The Library has recently purchased a new on-line service for digital video, music and audiobook borrowing and is in the process of setting up the service. Hoopla allows library users to download digital media material and check them out like eBooks for a period of time. The service is expected to be launched March 1, 2014.

6. Zinio

As a result of the increase in the Library's materials budget in 2014, one of the new services that we have purchased is called Zinio. Zinio is an on-line magazine platform that allows library customers to download full magazines and keep the magazines. This is available within the library or remotely, and there is no limit on the number of titles or users of the service at any one time. Since launching this new service on January 2, 2014 we have circulated over 2000 magazines.

7. OLA/MLA/CLA

Just a reminder to the Library Board that with the new year, there are a number of library conferences occurring. The first is the Ontario Library Association (OLA) conference in Toronto from January 29 – February 1, 2014. The Library is sending two staff to this conference. There will be a Manitoba Libraries conference this year from May 12-14, 2014 at the Delta Winnipeg. The Library anticipates sending a number of staff to this local conference. The Canadian Library Association conference will be in Victoria, B.C. this year from May 28 – 31. The Library anticipates sending two staff to this conference. These conferences are great learning and networking opportunities for library Board members.

8. National Literacy Day

January 27, 2014 is National Literacy day. On that day, all fines and fees collected by the library are donated to the Winnipeg Foundation's Literacy for Life Fund. Winnipeg Public Library benefits from this fund annually through grants that we apply for from the fund. Since its establishment in 2004, the library has received funding for over 20 projects.