

**Winnipeg Public Library Board meeting
Monday, February 3rd, 2014
West End Library – 999 Sargent Avenue
Minutes**

In Attendance: Bill Zuk; Orest Kinasevych; David Chung; Rick Walker, Councillor Havixbeck; Councillor Smith; Bob Foster; Bonni Book; James Houston; Gordon Crook; Trevor Surgenor and Corie Seburn

Regrets: Iyvan Michalchyshyn; Joan Blakley; Aengus Bridgman; Jeff Kovalik-Plouffe and Reesa Cohen

Guest: Joey Olafsson, Branch Head, West End Library.

1. Call to order, welcome, housekeeping

Bill Zuk called the meeting to order at 5:12 p.m. and he welcomed everyone to the meeting.

2. Guests:

Rick Walker introduced Joey Olafsson to the Board members. He informed them that Joey began her career with Winnipeg Public Library in 1979. Joey thanked the Board for inviting her to the meeting and distributed her report.

3. Approval of Agenda

MOTION: Councillor Smith/David Chung

That the agenda be approved with the addition of the OLA Conference Update under Other Business.

Carried.

4. Approval of January 13th Meeting - Minutes

Motion: Councillor Smith/James Houston

That the minutes from the January 13th meeting be approved as distributed, with the added note that under Item 7 – Gordon Crook also attended the OLA Conference.

Carried.

5. Reports

a. Chair

Bill Zuk

Bill Zuk reported that a MLTA survey has been received and will be sent out to the Board.

Bill also reported that the annual report is now ready to be submitted and he will attend the Standing Policy Committee meeting on February 19th.

Motion: Bonni Book/David Chung

That the Annual Report be approved as distributed.

Carried.

b. Treasurer

Bob Foster

Bob Foster reported on the Board's budget and that the final statements have been prepared for year end. Copies of these documents were sent to Board members prior to the meeting.

Motion: Bob Foster/Gordon Crook

That the 2014 budget and the 2013 Audited Financial Statements be accepted as distributed.

Carried.

Motion: Bob Foster/Gordon Crook

That the audited financial statement be approved and that Scarrow and Donald be appointed as the auditors for 2014.

Carried.

c. Community Outreach

Bill Zuk

Bill Zuk explained the Outreach Committee and what they are responsible for. He indicated that volunteers are needed for this committee and various other committee projects. He will send out an email briefly describing the various opportunities and where volunteers are needed.

d. Strategic Plan

Joan Blakley

Bill reported that we are looking at a one day event and there will be more information available at the next meeting. A draft letter has been crafted which will be sent to possible proponents.

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.

The East Kildonan/Transcona Library Advisory Committee needs to have Board members appointed to that committee. Gordon Crook and James Houston both live in that area. We will craft a letter to request that they be appointed as the Library Board representatives.

g. Public Library Services

Trevor Surgenor

Trevor reported that they are in the process of decentralizing the collections. He indicated that they are also in the process of hiring 3 new librarians. He reported that February is "I Love to Read" month and they will be tweeting about some of

the special events that will be happening. Trevor also reported that Freedom to Read Week is upcoming and it is a National program about censorship and banned books.

h. Orientation

The location for the Orientation had to be moved to Henderson Library as the meeting room at St. Boniface Library was booked. The orientation will be held March 1st at 9:00 a.m.

6. Other Business

Library History Project

Bill Zuk reported that Joan Blakley is working with Eve Dutton to organize – Meet and share your story events at several of our libraries. Date and times for these events will be announced in the near future.

OLA Conference

Bob Foster reported that the OLA Conference is a very big and very interesting conference. He indicated that the theme seemed to be about the Community and how to meet the needs of the community. He reported that there were lots of good ideas to get libraries to be more inclusive.

Gordon Crook reported that a lot of what he heard was about the relationship with the community that we serve. He indicated that there was a lot of discussion about book sales, fines, etc. Gord also reported that he heard the CEO of Thunder Bay Public Library speak on Community based library systems.

7. New Business

Bill Zuk

8. Date and Location of Next meeting

Monday, March 3rd @ 5:00 p.m. – Millennium Library

9. Adjournment

Motion: Gord/Orest

That the meeting be adjourned at 6:55 p.m.

Winnipeg Public Library Board Meeting

Monday February 3, 2014

West End Library

1. Facility Update

Fort Garry Library - Construction will be completed this week. Staff will spend the next three weeks moving in furniture, shelving, materials and setting up operations. The Library is scheduled to reopen on Friday February 28, 2014 at 10:00 a.m. There will be an official reopening ceremony at that time. All Board members are welcome to attend.

Charleswood Library - The City has had its first meeting with the owner of the Mall and the architectural firm hired to renovate the mall. Preliminary estimates are to have final design and working drawings for the end of March and construction to begin late April/early May. Completion tentatively mid to late November 2014.

St. Vital Library - In the next week a consultant will be hired to do a feasibility report on the St. Vital Library to determine the scope of renovations that can be done and prepare an estimate of costs involved.

Transcona Library - An Open House is being planned for the Transcona Library project towards the end of February. As soon as the date is confirmed I will send out and invite to all Board members. This is a preliminary meeting with the public to begin to gather ideas for what they would like to see in the new library.

Windsor Park Library – The Remediation Action Plan for the site is now complete. Planning, Property & Development are investigating site development options for the library on the proposed BoniVital Pool/ Public Works Yard site.

2. Strategic Plan Update

The Library held a two day planning session January 23 and 24 at the Millennium Library to kick off the project and layout what is to be done. This week we will be meeting with Corporate Communications to go over some of the details about communicating the project to the public, the use of social media, website development, and other communications strategies.

3. Theatre Access Pass

On February 1, 2014 the Library went live with these new services. Select branches will be offering these Passes for our patrons to access theatre productions that they may not have had the means, or have had the opportunity, to access otherwise. Passes are only available at select branches (MILL, MUNR, WSTN, STJN, SWST, PEMB). These branches were chosen for their demographics and potential to serve communities in need. Each Pass allows for complimentary entry to a theatre production of their choice from our partner venues.

Any active WPL cardholder can borrow a pass. Each pass gives 2 complimentary tickets to a production, unless otherwise noted (MTYP has up to 4 for families).

Passes are available monthly on the first of the month – i.e. the February Pass is available Feb. 1 and must be redeemed by the last day of the month (February pass: February 28).

Only one pass can be checked out in January-June and another in July-Dec (these time frames were chosen to match the theatre program season). This limit of 1 pass per those 6 months is to ensure availability of passes for others to have the opportunity. The number of passes available each month varies and depends on availability at our partners. There may be anywhere from 40 to 110 Passes available monthly.

4. Business Continuity Planning

The Library continues to work with a Library Disaster Planner Consultant on the development of a comprehensive plan for the Library. Later this week, the consultant returns to Winnipeg and will put two groups of Supervisory staff through a mock exercise that looks at handling a disaster in Winnipeg. In addition, the consultant will meet with the project team, review more branches in the system, and provide an update on the progress of his work.

5. Smartlocker

The Library has purchased its first set of “smartlockers” which allow the general public to request that when an item they have on hold is located, it be placed in our Smartlockers at the West End Library. In this way, people can pick up material outside the library’s hours of operation. The Unit should be in operation in the new couple weeks.

6. Canada Manitoba Business Service Centre

The Canada Manitoba Business Service Centre is in the process of changing its operations and has approached WPL with an offer to pull some material from their collection and add it to the Millennium Library.

Library staff is now reviewing the collection looking for titles to add to our business collections to support the ongoing needs of the community in this area. The staff expects to have their work completed by the end of March 2014.

Branch Head’s Report – West End Library Highlights 2013-14

West End Library continues to grow and become established as a valued community space. Library visitors are recognizing the Cindy Klassen Recreation Complex as a destination and appreciate the public space as well as the library’s collection and resources. Groups of students, laptop/tablet users and seniors, among others, enjoy the study tables and

comfortable seats. Young people use the library as a meeting place and a study spot. Parents and caregivers often include a visit to the library when activities bring them to the complex for leisure time activities with their children.

In late January, Smartlockers were installed in the lobby near the library. Soon patrons will have the added option of picking up hold items while the library is closed using the library card.

Usage:

Circulation:

2010- 114766
2011- 115663
2012- 119777
2013- 120823

Visitors:

2012- 90,195
2013- 87,583*
*CKRC fall closure for maintenance

Wifi Sessions (Shaw):

2013- 8,406 sessions; 4,727.18 hrs.
2014- 769 sessions; 542.95 (to date)

Current and Upcoming Adult Programming:

- *West End Library Book Club* meets monthly from September through June.
- *English Conversation Groups* meet on Saturday mornings until mid-March
- Computer programs are scheduled for Feb. 12 and 26, then April 23 and 30.
- Author Appearance: *Meet Anne Mahon and some contributors to The Lucky Ones* (February 18) – an **On the Same Page** program
- *ABCs of First Time Home Buying*; a **Law in the Library** program – April 23

Children's Programming:

- Preschool story time continues Friday mornings from February through June. Attendance at preschool storytime has climbed to 20+ participants consistently.
- During Spring Break and the holiday season, programs for school aged children and their families are offered. These include Family Literacy Fun Days and other themed programs.
- Programs for teens are also offered during these seasons.
- The 2013 Summer Reading Program had 179 participants – our highest number so far!
- Read Away Your Fines program has been extended from summer only to a year-round program at all locations. West End library's young readers have been taking advantage

of the RAYF program. There were 26 participants in 2013 and 6 participants so far in 2014.

Outreach Events and Community Connections

- For the third year in a row, the West End Library is partnering with Communities4Families, Frontier College, Bookmates, the Louis Riel Institute and Cindy Klassen Recreation Complex in a literacy event on February 6, 2014. Around 100 participants are expected for Feb. 6 event.
- This year Wii Chiiwaakanak Learning Centre will also be hosting a literacy event with the same groups on February 12. West End Library and Outreach Services will participate representing Winnipeg Public Library.
- Whenever possible, West End Library is represented at the West Central Network meetings. We value this opportunity to learn about activities and programs in the West End, and to connect with other groups for promotional or programming purposes.
- West End Youth Services staff participated in 2013 Ellice Street Festival for the second year in a row. We had about 235 visitors to our displays that day.

Literacy Programming:

West End Library is the home of West End Library Learning (WELL), an upgrading program for adult learners who want to improve their reading, writing, speaking and math skills. It is a popular program and openings for new students are filled very quickly.

The teacher/program coordinator is Kirsti Knight. The program also uses volunteer mentors who work one-on-one with the learners. Classes run four days a week, afternoons only. Beginning in 2012, learners were able to continue with the program during the summer thanks to further funding from Adult Learning and Literacy, Government of Manitoba.

J. H. Olafsson
Branch Head