

**Winnipeg Public Library Board Meeting
Monday, October 6, 2014 at 5:00 p.m.
St. John's Library – 500 Salter Street**

Minutes

In Attendance: Bill Zuk; Bob Foster; Bonni Book; Joan Blakley; Jeff Kovalik-Plouffe; James Houston; Diana Szymanski; David Chung; Gordon Crook; Orest Kinasevych; Trevor Surgenor and Rick Walker

Guests: Toby Cygman, St. John's Library: Branch Head

Regrets: Councillor Havixbeck; Councillor Smith; Aengus Bridgman and Iyvan Michalchyshyn

1. Call to order, welcome, housekeeping

Bill Zuk

- The meeting was called to order at 5:10 p.m.

2. Guest

Toby Cygman, St. John's Library - Branch Head

- Rick Walker introduced St. John's Library Branch Head, Toby Cygman
- Toby previously comes from the University of Manitoba Neil John Maclean library
- St. John's library is 1 of 2 [Carnegie Foundation libraries](#) (the other one being Cornish library) in Winnipeg still operating as libraries
- Resources such as computers are well used and programs are well attended
- There is a vault and winding stair case
- St. John's library had some renovations done in previous years but the next phase is to make the branch accessible and modernize the building ensuring that the characteristics and original architectural elements stay intact. Floor plans for this next phase can be viewed at the branch on the main floor.
- The branch will be celebrating its 100th birthday in 2015

3. Approval of Agenda

Bill Zuk

Motion: Joan Blakley / David Chung

That the Agenda be accepted as distributed

Carried

4. Approval of September 8, 2014 Meeting Minutes

Bill Zuk

Motion: Diana Szymanski / Bonnie Book

That the minutes from the September 8, 2014 meeting be accepted as distributed

Carried

5. Reports

a. Chair

Bill Zuk

Housekeeping

- Ex Libris Association newsletter was circulated to Board members
- Inventory of name tags and business cards of Board members was discussed

Correspondence

- An e-mail was received from a Lord Selkirk – West Kildonan LAC member requesting to use funds for name tags / business cards
 - o Concurrence was received from the Treasurer that the yearly allocated funds per LAC can be used for the above purchases if the LACs decide they want the items

b. Treasurer

Bob Foster

- 3rd quarter report was distributed and reviewed

c. Library History Project

Bill Zuk

- Executive committee met with the author, Eve Dutton on Monday, September 29, 2014 to discuss progress of the manuscript
- The author indicated that a manuscript will be available by the end of the December and that she would be interested in continuing working with the Library Board in the editing and production phases
- Library History Project team is currently drafting up criteria for a Request for Proposal (RFP) for a company that can edit, design and publish the book
 - o Joan has sked Aengus Bridgman if he will be the Contract Administrator for the RFP – *answer is pending*
- Rick Walker will follow up with materials management on drafting the RFP and the extension of the author's contract
- Reminder was given that Eve Dutton's 2nd payment will need to be processed in December

d. Community Outreach

Bill Zuk

Jack Montgomery Grant

- Webpages for the Jack Montgomery and Language & Literacy grants has been temporarily suspended until review of Strat Plan is complete

e. Strategic Plan

Joan Blakley

Motion: Joan Blakley / David Chung

That the Strategic Plan report (2014) be accepted as information

Carried

- A review subcommittee Library Board By-law / Regulations & Procedures was formed
 - o Committee members: Rick Walker, Bill Zuk, Bob Foster, Joan Blakley and James Houston
- It was suggested that a Board member should be responsible for the management and follow up of the Strategic Plan once finalized

f. Books 2 Eat

Joan Blakley

- April 25, 2015 is the date of the event (5th anniversary)
- Continuing to investigate/contact schools and organizations to participate
- Consideration was made to give no more than \$50 to participants for reimbursement for supplies
- Subcommittee of Board members and WPL staff are working on creating more tween/teen/hands on activities and inviting celebrity judges

g. Manager of Library Services Report

Rick Walker

- Refer to page 5 for full report

Does the Board have any suggestions on what the library should do as part of the opening celebration for the new library?

- It was confirmed that a ceremonial human book chain involving schools, board members, LAC members and residence of the area will be part of for the opening of the new Charleswood Library

Does the Library Board think that the Library should start lending computer games to the public? Should the Library provide gaming stations/ and or Board games in libraries to attract new users and the meet the changing needs of users.

- Questions were raised on the selection process of the games
 - o WPL will investigate other library systems who currently loan out games to patrons
- It was suggested that the Youth Advisory Committees (YAC) be involved with the selection process
- It was asked how the use of the collection be measured?
 - o Other systems will be analyzed on how outcome measurements are being gathered. Some areas that will be analyzed are circulation and program attendance
- It was suggested that this initiative has potential to increase/enhance (gamer) literacy

Do Board members want copies of the annual report for distribution?

Does the Board have any suggestions on where the library should distribute its Annual Report?

- Board has indicated that they would like hardcopies – copies will given to each member
- It was suggested that LACs also get the report – copies will be given to Chairs

h. Public Library Services Report

Trevor Surgenor

- Provincial staff have been sent to Thompson, MB to conduct a Accessibility consultation and to meet with northern libraries to discuss potential partnerships
- Accessibility focus groups in western Manitoba have been completed. Future focus groups in other parts of Manitoba will be scheduled. Goal is to identify issues and build up the knowledge base to create customer service manuals and develop policy.

i. LACs

Board Representatives

- Assiniboia LAC is planning a Halloween event
- Riel LAC's next meeting will be November 10, 2014. Investigating a basket give away and have been actively seeking feedback from library patrons
- The Board was reminded that WPL has a survey that LAC members can promote. Please see links below:
 - o [Counting Opinions Survey](#)
 - o [Counting Opinions Survey – Feedback Updates](#)

6. Other Business

Naming Opportunity

- The Board is currently investigating a naming opportunity at the St. James – Assiniboia Library

Re-application / Recruitment

- Eligible Board and LAC members whose terms expire December 31, 2014 have been reminded to re-apply

7. New Business

None

8. Date and Location of Next meeting

Monday, November 3, 2014 at 5:00 p.m. – Louis Riel Library

9. Adjournment

Motion: Joan Blakley / Orest Kinasevych

That the meeting be adjourned at 6:48 p.m.

Carried

Winnipeg Public Library Board Meeting

Manager's Report

October 6, 2014

As part of our recent Strategic Planning session, one of the goals of the Board was to increase their advisory role as a Board. The Library welcomes the Board member's input into the development and delivery of services to our library customers.

To help accommodate that goal, I have changed the format of my report so that it will include both providing information and seeking advice/input of the Board on library matters.

1. Facility Update

a. Charleswood Library

Construction is on schedule for completion by December 15th. Most of the furniture and shelving have now been ordered. Public art has been purchased for the branch. The self-check in unit has been selected and we are negotiating the contract. Library staff toured site on September 24th. There are new pictures on website. The library is working with the Charleswood Historical Society on pictures of the community to be put up in the branch. Next tour of site will be end of October. The Library is starting to plan for grand opening of the library. Looking at an early January date. Date to be confirmed.

Does the Board have any suggestions on what the library should do as part of the opening celebration for the new library?

b. Windsor Park Library

Evaluation on architectural submissions completed. Successful firm should be awarded this week. Remediation work is underway on the site at 1201 Archibald Ave.

c. Transcona Library

Site remediation underway. RFP for architectural services scheduled to be posted next week.

d. St. Vital Library

Display boards with elevator rendering now on display at the branch. RFP for construction services for elevator closes today. Signage for building going up shortly. Facilities study anticipated by end of October.

The Board is encouraged to drop into the St. Vital Library to see the plans for the elevator.

e. Cornish & St. John's Library

Working on RFP for architectural services this month.

2. @ the Library

The November/December edition of the newsletter is currently being prepared.

If the Library Board would like to put something in the newsletter, can you please send to Kathleen Williams by October 13th.

3. Materials Budget

The Library is continually examining how it spends its materials budget to ensure that it meets the changing needs of library users. Some library systems in Canada are loaning out computer games to the public, and they are very popular with users. Some libraries are putting computer gaming stations and/or providing board games and programming in libraries. Winnipeg Public Library currently has a gaming station at Millennium only.

The Library would like the Board's input on this issue.

- 1. Does the Library Board think that the Library should start lending computer games to the public?***
- 2. Should the Library provide gaming stations/ and or Board games in libraries to attract new users and meet the changing needs of users.***

4. Annual Report

The Library's Annual report for 2013 is at the printer and should be available soon for distribution to branches. It will also be on the library's website.

Do Board members want copies of the annual report for distribution?

Does the Board have any suggestions on where the library should distribute its Annual Report?

5. Questions, Suggestions, Concerns?

Are there any other questions, suggestions or concerns that the Board would like to raise regarding library service that has come up since the last Board meeting.