

**Winnipeg Public Library Board Meeting
Monday, January 12, 2015 at 5:00 p.m.
West Kildonan Library – 365 Jefferson Avenue**

Minutes

In Attendance: Bill Zuk; Bob Foster; Bonni Book; Joan Blakley; Jeff Kovalik-Plouffe;
Diana Szymanski; David Chung; Orest Kinasevych; Aengus Bridgman;
Trevor Surgenor; Councillor Dobson; Councillor Allard and Rick Walker

Regrets: Gordon Crook

Guests:

- Clive Wightman, Director of Community Services Department
 - Evelyn Piush, Branch Head West Kildonan Library
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1. Call to order, welcome, housekeeping

Bill Zuk

- The meeting was called to order at 5:11 p.m.

2. Guests

Clive Wightman, Director of Community Services Department

- Winnipeg Public Library Board (WPLB) welcomed Clive Wightman to the meeting
- The Director discussed and highlighted the importance of front line service delivery of the department. Specifically, the deliverables Winnipeg Public Library (WPL) provides to its customers.
- Acknowledged that literacy is important for a person's development; and the impact it has on families and the community.
- Acknowledged that library staff understand the importance and create innovative ways to provide service in order to bring positive outcomes in life
- Thanked Rick Walker for leading the Library Redevelopment Strategy
- Thanked WPLB for their work and dedication to WPL. Especially through their events such as Books 2 Eat, their community outreach, strategic plan and the library history book project

Evelyn Piush, Branch Head West Kildonan Library

- WPLB welcomed Evelyn Piush, Branch Head for West Kildonan Library to the meeting
 - o Experience includes being a consultant for Public Library Service (PLS) and former branch head at Louis Riel Library
 - o Has been branch head for West Kildonan Library since August 2005
- West Kildonan Library has its beginnings in the 1960's formally located in the shopping centre and Garden City school
- In June 1967 the library opened at its present location
- A plaque from the Federal Government was presented to acknowledge the library as a public and cultural centre
- In June 2002 an elevator was installed
- From Monday to Friday the library hosts a program for 30 students from Seven Oaks Middle school (grades 6-8)
- Various programs are offered at the library which include the popular Baby Rhyme Time program

- This past summer West Kildonan Library partnered with Frontier College to provide three (3) literacy camps
- Two (2) book clubs are offered at the branch
- West Kildonan Library's staff have developed strong connections with the community in order to better serve its customers and work hard to provide strong customer service
- One of the challenges that the branch faces is balancing the delivery of traditional and newer (innovative) services
- Evelyn Piush thanked WPLB for its support it has given to WPL

3. Approval of Agenda

Bill Zuk

Motion: Orest Kinasevysh / Aengus Bridgman

That the Agenda be accepted as distributed

Carried

4. Approval of December 1, 2014 Meeting Minutes

Bill Zuk

Motion: Bonni Book / Diana Szymanski

That the minutes from the December 1, 2014 meeting be accepted as distributed with the following changes

- Bob Foster's name be moved to "Regrets"

Carried

5. Reports

a. Manager of Library Services Report

Rick Walker

- See page 6

Discussion

- Charleswood Library opening: Board members can forward names to Annabel Perez for invitation list
- Winnipeg Public Library (WPL) strategic plan: Action plans will be developed based on goals indicated in the strategic plan. Board members will be advised.
- Display Bookings:
 - o There are opportunities at Millennium Library for organizations to showcase exhibits or displays
 - o 1st and 2nd floor display cases are popular sites for displays and exhibits. There is also walls on the 2nd and 3rd floor that organizations may use.
 - o Requires advance bookings through Special Services
- Literacy for Life: WPL can apply to the Winnipeg Foundation to request for funding of projects with the monies collected from the Literacy for Life fund.

b. Chair**Bill Zuk**

- James Houston has resigned from the Library Board effective January 12, 2015. The Library Board wishes James the best of luck in his future endeavours.
- Annabel to contact the City Clerk's Department to notify them of the vacancy
- Executive elections will be held on February 2, 2015 board meeting
- Frontier College Language & Literacy report
 - o Report was circulated to the Board prior to the meeting for information only
 - o Frontier College was 1 of 2 recipients of the 2014 Language and Literacy Grant
 - o Discussion was held about the report
 - o Will review application and discuss application/final report criteria at the next Executive Board meeting

c. Treasurer**Bob Foster**

- Drafts of year-end Statement of Financial Position, Statement of Operations and Budget Report were distributed at the meeting
- Auditor's report should be available by next Board meeting
- Bob Foster briefly reviewed document and noted that there will be carry over funding into 2015 due to future deliverables

d. Library History Book Project**Jeff Kovalik - Plouffe**

- Draft manuscript was received and circulated to the Board prior to the meeting for review
- Eve Dutton has been granted an extension for the final draft manuscript to January 31, 2015
- RFP Update (Joan Blakley)
 - o One proposal has been received
 - o An interview will be scheduled with the vendor
 - o A list of vendors were given a copy of the RFP. Materials Management will follow-up with vendors to find out the reason why they did not bid.
- Retail price of the book will be determined at a later date
- Author has been promoting book on social media and is generating interest

e. Library Board Strategic Plan**Joan Blakley**

- Suggested changes to the WPLB and Library Advisory Committees (LACs) regulations and summary committee report were distributed to the Board at the meeting
- Sub-committee was formed in October 2014 and consisted of Rick Walker, Joan Blakley, Bill Zuk, Bob Foster and James Houston
- Possible changes to the WPBL By-law were circulated however, subcommittee recommends that the WPLB does not pursue changing the by-law at this time
- Annabel will circulate track changes document to the Board and ask members to review prior to the February 2, 2015 meeting.
- Sub-committee is meeting after January 12, 2015 WPLB meeting

Motion: Bill Zuk / Jeff Kovalik-Plouffe

That suggest changes to the WPLB and LAC documents be tabled until the next meeting.

Carried / TABLED

f. Books 2 Eat

Joan Blakley

- Joan provided a brief progress report to the Board on the Books 2 Eat Event. Over 300 people attended the 2014 Books 2 Eat event.
- A meeting of subcommittee will meet January 13, 2015
- Only professional cakes will be served to the public
- Joan thanks Tec Voc high school on their involvement. Tec Voc has been asked to provide cupcakes and decorations as an activity station for families to participate in.

SAVE THE DATE: April 25, 2015 at the Millennium Library

g. Public Library Services Report

Trevor Surgenor

- Public Library Service (PLS) grant cycle has begun
- Two (2) major events are coming up:
 - o 2017: Canada's 150th birthday
 - o 2020: Manitoba's 150th birthday
 - o Federal committee has been established and a Manitoba representative has been selected to be a liaison between the government levels. The purpose of the committee is to plan and keep in touch with the other provinces on what they are doing for the event.
 - o Library Services might want to consider on what to do for the events
- PLS is using an open source [DIY Book Scanner](#) which allows for the following:
 - o Changes readable text to voice over recognition text
 - o Enhances service to individuals with print disabilities
 - o Allows to scan (rare) books in a non-destructive way
- The province of Manitoba continues to work on the deliverables outlined in the [Accessibility for Manitobans Act](#). One of the first deliverables is a Customer Service Standard. Currently waiting for the regulation to be released and then PLS along with other committee members will be developing a Customer Service Standard.
- At the Ontario Library Association (OLA) 2015 Super Conference there will be an important meeting in regards to the Canadian Library Association (CLA) organization. Board members attending conference are encouraged to attend the meeting and get involved in the process.

h. LACs

Board Representatives

- Assiniboia LAC met on December 2, 2014 and are planning a fall event
- LAC Brochure has been requested by the LACs
- Currently LAC contact information is through the WPLB. Will discuss other alternatives.

6. Other Business

Meeting with Mayor / Councillor Eadie

Bill Zuk

- Mayor Bowman and Councillor Eadie have responded to WPLB's request letter to meet
- Meetings have scheduled in February 2015

7. Date and Location of Next meeting

Monday, February 2, 2015 at 5:00 p.m.
Charleswood Library
6-4910 Roblin Boulevard

Guests:

 Nadine McCaughan, Branch Head

8. Adjournment

Motion: Bonni Book / Joan Blakley

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

Carried

Winnipeg Public Library Board Meeting

Manager's Report

January 12, 2015

1. Facility Update

Charleswood Library – The Library is nearly ready and we are planning to open January 19, 2015 at 1 p.m. If the date changes we will confirm the new date with all Board members. All Board members are invited to attend.

Let me know if there is anyone you want to ensure is invited to the opening.

St. Vital Library – The tender has been awarded for the installation of a new elevator as the first phase in the redevelopment of the branch. New exterior signage has also been added to the building. We are in the process of determining when the work will begin and if/when the building will be closed at some point in the work.

Windsor Park Library – The tender for the architectural services has been awarded to David Penner Architects/H5 Architects. The first integrated design process meeting will occur tomorrow morning with all the sub-consultants (E.g. Mechanical, electrical, etc.). The process will be approximately five months to prepare drawings to 100% readiness for the construction tender. The project will take about a year from that date (approximately May 2016).

Transcona Library – The RFP for architectural services has closed and a team is now evaluating the proposals. We hope to select a firm within the next few weeks and then begin work on the architectural plans for the building.

Cornish & St. John's Libraries – The RFP for architectural services was posted last week and expected to close January 28, 2015.

2. WPL Strategic Plan

We continue to work on the final components of the Strategic Plan documentation with the consultants. We are currently working on a public document that will be available in print and electrical form for the public that will outline the process we followed, the input we received and the priorities and goals that have come out of that process.

Next step will be providing information to the political level; then we will analysis the ideas/comments /suggestions to come up with concrete actions to achieve the goals we have laid out for ourselves.

Does the Board have any questions about the goals and priorities that were presented to the Board at the last meeting? Do you think they reflect the direction the library should be focusing on for the next five years?

3. Chengdu City Exhibit

The library has a new exhibit up at the Millennium Library from January 10 – 19, 2015 courtesy of the Winnipeg Chinese Cultural and Community Centre. It is located on the second floor of the library in the area closest to the Chinese language collection.

If the Board knows of other exhibits, or has an idea for a community organization to prepare an exhibit for display in one of our Branch, please let me know.

4. Literacy for Life

January 27, 2015 is National Literacy Day and for the third year in a row, Winnipeg Public Library will be donating all fine and fee revenue collected on that day to the Literacy for Life Fund at the Winnipeg Foundation. We have information in our newsletter and on our website encouraging library customers to return their overdue material and/or just pay any outstanding fines on that day to help ensure that we make as large a contribution to the fund (which we benefit from) as possible.

If the Board members could promote this with friends/family and the general public it would be appreciated. Any idea how we can get the message out would be appreciated.