

**Winnipeg Public Library Board Meeting
Monday, March 2, 2015 at 5:00 p.m.
Millennium Library – 251 Donald Street**

Minutes

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

Regrets: Councillor Allard and Gordon Crook

Guests:

- Ed Cuddy, Administrative Coordinator of Support Services
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1. Call to order, welcome, housekeeping

Joan Blakley

- The meeting was called to order at 5:05 p.m.

2. Guest

Ed Cuddy, Administrative Coordinator of Support Services

- Rick Walker and the Winnipeg Public Library Board (WPLB) welcomed Ed Cuddy, Administrative Coordinator of Support Services to the meeting
- In 1986, Ed was first hired as a Reference Librarian. He has held librarian positions in Adult Services and Information Services and has been a Branch Head at Henderson Library and Fort Garry Library. In 2011, Ed was promoted to the Administrative Coordinator of Support Services position.
- Administrative Coordinator of Support Services Portfolio is responsible for:
 - Three (3) clerical staff and the Administrative Office (Human Resources, Accounts Payable/Receivable and Front Reception)
 - One (1) Social Worker that is located at the Millennium Library
 - Finance & Asset Management
 - Ensure financial rules and procedures are being followed
 - Review and provide projections, reports and account drilldowns
 - Participate in capital and operating budget reviews
 - Provide accounting and funding information when required
 - Health & Safety / Security
 - Management co-Chair for the Library Service Health & Safety committee
 - Working with Department's Health & Safety unit
 - Working with the Social Worker, Security and staff on dealing with safety issues
 - Working with other division and department staff to create staff training opportunities addressing safety, first aid and workplace emergency situations
 - Facilities & Building Services which includes replacement projects, monitor/managing ongoing building issues and ensuring that Branch and Section facility needs/concerns are being addressed.
 - Member of the Library Service Senior Management Team
 - Committee meets regularly to discuss divisional priorities, policies and directives

- Duties include being the Divisional Representative on special Department committees and initiatives such as Asset Management, PCI standards, 10-digit dialing and the implementation of VoIP telephones.
- Research and report writing support is provided to the Manager of Library Service with this position
- Statistics
 - Oversees the collation and review of WPL's performance metrics for Public Library Service, Canadian Urban Library Council (CULC) and Ontario Municipalities Benchmarking Initiative (OMBI)
- Customer Service
 - With the assistance of the Human Resources clerk, customer comments are gathered and reports are generated to review how WPL is doing in various areas
 - Develops and promotes customer training for staff
- Liaison to the Friends of WPL

Question: What is the most common misperception of WPL?

Answer: The public is unaware of the services or programs that WPL offers. This was brought to the forefront during the 2014 WPL Strategic Plan Inspiring Ideas Campaign.

Question: What is the one message you would like the public to take home?

Answer: WPL is a valuable resource and there is something for everyone.

3. Approval of Agenda

Joan Blakley

Motion: Bonni Book / Diana Szymanski

That the Agenda be accepted as distributed with the following additions:

- Other Business: Expense Policy (Joan Blakley)

Carried

4. Approval of February 2, 2015 Meeting Minutes

Joan Blakley

Motion: Bill Zuk / Orest Kinasevych

That the minutes from the February 2, 2015 meeting be accepted as distributed with the following changes:

- Book keeper **changed to** bookkeeper

Carried

5. Reports

a. Manager of Library Services Report

Rick Walker

- See page 5

b. Chair

Joan Blakley

- On February 19, 2015 Board representatives and the Manager of Library Services had a meeting with the Mayor. Discussion focused on services & programs offered through

Winnipeg Public Library; importance and impact of education and literacy and the opening of Charleswood Library.

- A meeting with Councillor Eadie has been scheduled for March 5, 2015
- In the next couple of months documents will be circulated to Board members for input on the roles and responsibilities of positions on the Board

c. Vice-Chair

Jeff Kovalik-Plouffe

- Will be monitoring and reviewing vacancies on Board committees and coordinating updates that may be provided to the Board
- Any Board member who is interesting in being part of one of the Board's committees can contact Jeff

d. Library Board Strategic Plan

Joan Blakley

- Role of Role of the Library Advisory Committee (LAC)
 - o Two (2) draft documents were circulated prior to the meeting for review and discussion
- Community Outreach
 - o A proposal was circulated prior to the meeting for the Jack Montgomery and Language & Literacy awards
 - o Will revisit awards purpose and criteria in May 2015

Motion: Bob Foster / Aengus Bridgman

That the 2015 award funds be allocated to the suggested WPL programs as outlined in the proposal.

Carried

e. Library History Book Project

Jeff Kovalik - Plouffe

- RFP 1050-2014 negotiations are on-going

f. Books 2 Eat

Joan Blakley

- For more information and poster please visit: <http://wpl.winnipeg.ca/library/books2eat.asp>

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

g. Public Library Services Report

Trevor Surgenor

- Monthly training calendar is available to view and specific to Libraries, Trustees and Boards
- Library Tool Shed is an online platform for partnering library systems to share programming resources and ideas. Only partners can contribute to this platform

h. LACs

Board Representatives

- All LACs reported that either they have met or have upcoming meetings

6. Other Business

Expense Policy

Joan Blakley

- Travel reimbursement rules were discussed and approved

Fun Facts about WPL

Bonni Book

- WPL is a great place for family and friends to visit
- There are many programs and services that are available to the public free of charge
- WPL assists with resume writing and job search materials
- People and organizations can book meeting rooms at Millennium Library and at the other 19 branches
- Recently WPL had done a City of Winnipeg Minute which featured the new Charleswood Library

Next meeting volunteer: Bill Zuk

7. Date and Location of Next meeting

Monday, April 13, 2015 at 5:00 p.m.
Transcona Library
111 Victoria Avenue

Guests:

- ✚ Di Brandt, Writer in Residence 2014-2015
- ✚ Alan Chorney, Branch Head of Transcona Library

8. Adjournment

Motion: Jeff Kovalik-Plouffe / Bill Zuk

That the meeting be adjourned at 7:07 p.m.

Carried

Winnipeg Public Library Board

Manager's Report

March 2, 2015

1. Facility Updates

a) Windsor Park Library

Work continues with the architectural team on design for the building. A second Integrated Design Process meeting will be occurring shortly. After that meeting we will be in a position to hold a public open house to share schematic design concepts with the public and seek feedback.

Board and LAC members will be invited to attend the Public Open House to hear comments from the public and help speak to the project.

b) Transcona Library

The RFP review process has been completed and we are working on the award of the contract to the recommended proponent. The project will focus solely on the library as the Rotary Club has indicated that they are unable to undertake the fundraising necessary to pay for the proposed move and development of suitable space for Locomotive 2747.

c) Cornish & St. John's Libraries

The evaluation team will complete its evaluations Monday Morning March 2, 2015.

d) St. Vital Library

Construction has begun on an elevator for the St. Vital Library. Work has begun in the basement demolishing part of the floor and pouring cement footings for the elevator shaft. Space has been hoarded off on the floor. The elevator will take 16 weeks to be delivered and is anticipated to be installed and in service by the end of July 2015.

2. Update On Video Games Added to Library

On February 1, 2015 WPL launched the video game collection. To date collection items have been circulated over 340 times in total. WPL is looking towards increasing items in the collection due to the success within its first month.

3. Easter Monday

For the past few years the Library has been opening some branches on Easter Monday to provide additional service to the public. Millennium, Henderson and Pembina Trail are currently open on Easter Monday's and the traffic has been similar to a typical Sunday shift.

This year we will be looking to expand it to additional libraries (Charleswood, Louis Riel, West End and West Kildonan) to ensure that the various quadrants of the city are covered.

The Library has also been asked this past year why we do not open libraries on Louis Riel Day as it is a family day and the library provides a great venue for family friendly activities.

What does the Board think of this request?

4. Gimlet

The Library has been using this software product for the past year and has now begun to pull some of the statistics from the system. This valuable tool will help the library in shaping information and reference services moving forward.

5. CEC Partnership and Education Institute

These initiatives are programs that fall under The Partnership (a national network of provincial and territorial library association (MLA) that collaborate on services and programs for the members of their associations.

The Continuing Education Certification (CEC) program is a self-directed online toolkit for individuals to plan and record their professional development activities. It allows individuals to gain points over a three year period towards a certificate that will demonstrate a pattern of professional behaviour and assist with career and employment opportunities. WPL is looking at this program as an option for its professional Librarians to assist with their career development. A portion of the funds from each member who signs up goes back to the provincial library association to support other initiatives.

The Education Institute (EI) is a continuing education program that offers webinars on a variety of library topics. We purchase about 30-40 per year and they are held in our training lab or individually on desktops. After the webinar we can download and save for future use. We are looking to negotiate a price that would allow access to all the sessions annually (approx. 60-70 annually). A portion of the funds from each member who signs up goes back to the provincial library association to support other initiatives.

Would the Board like to receive information on upcoming sessions to consider possibly attending?

6. Literacy Project – Children’s Hospital

Karin Borland, Administrative Coordinator of Youth Services, has been working for several months with Dr. Ceila Rodd, Associate Professor, Pediatric Endocrinology, department of Pediatrics and Endocrinology at the University of Manitoba on a new literacy initiative (READ) through Children’s Hospital. Dr. Rodd comes from Montreal where over the past 20 years she helped establish a similar literacy program that proved very successful.

The program is aimed at teaching families the importance of reading to children. Pediatric residents discuss with parents and their families the importance of reading as they come in contact with them and provide a free, age-appropriate book to each family on each visit. The goal being that by the age of five the children will have read at least 20-25 books

Our library system is helping to provide the literacy initiative and link families with the additional free materials and resources of the library.

Would the Board like me to invite Karin Borland and Dr. Rodd to a future meeting to learn more about the program?

7. New Administrative Coordinator of Library Information Technology Services

The Library has hired Debbie Bell as the new Administrative Coordinator of Library Information Technology Services. Debbie was the IT Coordinator for the Community Services Department Help desk area for the past 10 years. Prior to that, Debbie spent 13 years in Library starting as a shelver and working her way up in the Library's IT Area. She brings a wealth of knowledge and administrative skills to the position and will be a valuable asset to the Library.

Would the Board like me to arrange for Debbie to attend a future meeting to explain about the services her unit provides to the Library?