

Winnipeg Public Library Board Meeting

Tuesday, November 7, 2017 at 5:00 p.m.

West End Library – 999 Sargent Avenue

Minutes

	Present	Regret	Absent		Present	Regret	Absent
Alison McCullough-Butchart <i>(Chair)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Morley Walker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kemp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gordon Crook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Zorn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brenda Dyck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joan Blakley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wesley Takeo Konrad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Cuddy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laila Yesmin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trevor Surgenor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michael Wenezs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Dobson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monique Ireland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Wyatt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

The Winnipeg Public Library Board would like to thank Councillor Allard for his time served on the Winnipeg Public Library Board.

The Winnipeg Public Library Board would like to welcome back Councillor Wyatt as the Standing Policy Committee on Protection, Community Services and Parks representative, and Councillor Dobson as the Councillor-at-Large representative who had previously sat on the Library Board.

Guests: Maria Gheorghe (Assiniboia LAC Chair) and Kristen Wurmman, West End Library Branch Head

1. Call to order, welcome, housekeeping

The meeting was called to order at 5:03 p.m.

2. Guests

See Appendix A for presentation highlights

3. Approval of agenda and of the previous meeting minutes

See Appendix C for motions

4. Manager's Report

See Appendix B for report

5. Reports

Item	Description	Action
Chair's Report	<i>Board Book Donation</i>	
<i>David Kemp</i>	- As a departing Board member, Joan has selected Turtles All the	
<i>o.b.o.</i>	Way Down by John Green and will be placed in the River Heights	
<i>Alison McCullough-Butchart</i>	Library	

Item	Description	Action
<i>Assistant Position</i>	<ul style="list-style-type: none"> - Effective November 9, 2017 assistant position has been contracted out to Annabel Perez - Majority of work and communications will be done during the evenings/weekends - Scope of work was distributed prior to meeting - Any questions about the position are to be directed to the Chair 	
<i>2018 Appointment Recommendations</i>	<ul style="list-style-type: none"> - 22 applications were received - Selection committee met and presented short list to the Executive Committee - Recommendation will be submitted to the City Clerk's department for Council review and approval - Citizen appointment date TBD - Councillor representatives have been appointed for 2018 	
<i>December / Wrap-up Dinner</i>	<ul style="list-style-type: none"> - Board has decided to have a wrap-up dinner - Assistant will e-mail Board for RSVPs and location suggestions 	
Treasurer's Report <i>Pamela Zorn</i>	<i>None</i>	
Access Conference Report <i>Wesley Takeo Konrad</i>	<ul style="list-style-type: none"> - Wesley attended the Access Conference in Saskatoon, SK from September 27-29, 2017 - Verbal report received - Highlights <ul style="list-style-type: none"> o Focus on library technology and scholarly libraries o Mostly Ted Talk style sessions o Found it useful o However, would not recommend sending library board members o Would recommend that WPL staff that deal with library technology be sent 	
Library History Book Project <i>Joan Blakley</i>	<ul style="list-style-type: none"> - Finalizing art work - No dates have been received 	
MLTA <i>Pamela Zorn</i>	<ul style="list-style-type: none"> - Organization is still in discussions about amalgamating with MLA - It was expressed that it is hard to maintain memberships as it is hard to get quorum for meetings 	
Book Sale Update <i>Morley Walker</i>	<ul style="list-style-type: none"> - Attended and volunteered at the Friends of the Winnipeg Public Library Fall Book Sale - Friends raised approximately \$18 K to go towards library projects - Would recommend that Library Board members consider volunteering and/or attending future book sale events 	

Item	Description	Action
Library Advisory Committee Updates	<p><i>City Centre LAC</i></p> <ul style="list-style-type: none"> - Met yesterday - Disbursing giveaway books from 2016 purchased - Discussing potential ideas to spend 2017 funds 	
<i>LAC reps</i>	<p><i>East Kildonan-Transcona</i></p> <ul style="list-style-type: none"> - Next meeting is November 20 - Will be planning an event at Kildonan Place - Will be selecting new Chair 	
	<p><i>Lord Selkirk – West Kildonan</i></p> <ul style="list-style-type: none"> - Next meeting will be decided in January - Ian and Joan attended the Ex Libris screening - Will be participating in WPL's Book Fest on November 25, 2017 	
	<p>Riel</p> <ul style="list-style-type: none"> - Planning a mall event for next year - Need more members - Looking to reach out to some community centres as provided by Laila in a previous meeting 	

6. Other Business

MPI License Update

- Project is on hold while the Winnipeg Library Foundation is on a break

7. New Business

None

8. Date and Location of Next meeting

Tuesday, December 5, 2017 at 5:00 p.m.
 Millennium Library – 251 Donald Street (Anhang Room)
Dinner to follow

9. Adjournment

The meeting adjourned 6:36 p.m.

1st: Wesley Takeo Konrad

2nd: Gordon Crook

Appendix A

Guest Speakers Highlights November 7, 2017

- The Winnipeg Public Library Board welcomes Kirsten Wurmman, Branch Head of West End Library
- Career highlights
 - o Winnipeg Public Library welcomed Kirsten as a librarian in September 2011 as the Branch Head of Westwood Library and then moved to West End in 2015
 - o Prior to working for WPL, she worked as a Senior Librarian at the Legal Resource Centre, a public legal organization associated with the University of Alberta
 - o Co-founded the Prison subcommittee in 2007 with the Greater Edmonton Library Association
 - o Then founded the Manitoba Library Association (MLA) Prison Libraries Committee
- The branch looks to engage its customers both inside the branch and outside
- Trying to have programming in the Cindy Klassen Recreation Complex (CKRC) lobby and in the community (e.g. attended Ellice Street festival, Walking Tours and took out Book Bike)
 - o In addition, received approval to be open late night a couple of times a year to welcome teens into the branch during the CKRC free teen swim night
 - o Teens enjoy fun activities and the branch sees about 100 – 150 people come in
- Hosted Drag Queen Story time; feedback from attendees and presenters that they feel welcomed and accepted as part of the community
- Staff have done over 20 class visits both in the branch and offsite
- Branch hosts the Province of Manitoba funded West End Library Learning (WELL) program which tailors to adults who want to upgrade their literacy skills
- Branch has a partnership with Art beat Studio to have art pieces displayed in the display gallery
- Branch Head is also one of the readers for Adult Story time that is hosted at the Good Will Social Club

For more information about the West End Library please visit:
<http://wpl.winnipeg.ca/library/branchpages/branch.aspx?wstn>

For more information about the WELL program please visit:
<http://wpl.winnipeg.ca/library/well.asp>

- The Winnipeg Public Library Board welcomes Maria Gheorghe (Assiniboia LAC Chair)

Assiniboia LAC

- Provided cupcakes and refreshments to the Charleswood Library for the 3rd year anniversary
- Looking to do an outreach event
- The LAC is looking forward to helping the Westwood Library celebrate their 50th anniversary June 2018
- Presented printing cost proposal

Appendix B

Manager's Report November 7, 2017

1. Facilities Update

a) St. Vital Library

- Renovation work continues, including repair of existing fascia panels (exterior) and insulating behind panels. Final completion estimated at March 2018

b) Transcona Library

- Foundation pilings, grade beams and structural steel installed through October. The design consultant, Cibinel Architects, is completing final site signage plans.

c) Windsor Park Library

- Surface construction, including concrete and asphalt pavement is complete and landscaping is about 50% complete. Planning is underway for inspection, commissioning and occupancy review.
- The proposed opening date is mid-January with the exact date to be confirmed after we review options for a grand opening ceremony with the Mayor's Office.

d) River Heights Library (Grant Park Campus Plan)

- The Grant Park Master Plan final report is available on the Community Services website here: http://winnipeg.ca/cms/projects/grant_park/grant_park_rec_campus_final_report.pdf
- The report concludes that there is majority support for the relocation and construction of a new River Heights Library but acknowledges there are some area residents who are not supportive of this plan, despite the building infrastructure issues and lack of parking at the current branch.
- The next steps for the River Heights Library project is dependent on the outcome of the City of Winnipeg's 2018 capital budget process.

e) Carnegie Library renovations

St. John's:

- Foundation work on the addition to St. John's library has started. Renovation work will proceed upon receipt of the final building permit.

Cornish:

- The project team is reviewing final (100%) project drawings prior to issuing the construction tender for this project.

f) Millennium Library ideaMILL

- We are currently working on approval to bulletin 1 full-time and 5 part-time staff to report to the ideaMILL Librarian 1 section head. I will update on a planned opening date for the maker space after we move forward with hiring these staff.

2. TD Summer Reading Program

On October 6, 2017, WPL submitted a report to the Standing Committee on Protection, Community Services and Parks (SPCPCSP) recommending that the Library Services Division enter into a partnership agreement with the Province of Manitoba, Sport, Culture and Heritage Department, Public Library Services Branch so that WPL may participate in the 2018 national TD Summer Reading Club program.

The Standing Committee concurred with the Public Service's recommendation as did the Executive Policy Committee. The recommendation was adopted by City Council on October 25, 2017. This Council approval allows Winnipeg Public Library to continue participating in the TD Summer Reading program in 2018 and, subject to senior administrative approval in the following years, on a continuing basis.

3. Literacy for Life Fund

On November 6, 2017, WPL submitted a report to the SPCPCSP recommending that Council approve a grant of approximately \$3,000 annually which will include all library fines and fees revenue that is accumulated on Family Literacy Day, January 27 (or the next day if the majority of library branches are closed) for the five-year period 2018-2022 to the Winnipeg Foundation's Literacy for Life Fund.

The Standing Committee concurred with the Public Service's recommendation and this report will carry forward to the next Executive Policy Committee meeting before moving to the City Council meeting agenda.

The Library Services Division has donated operating revenue to the Literacy for Life fund from 2003 – 2017. The annual donation in the amount of approximately \$3,000, consists of the fines and fees collected by the Library Services Division on Family Literacy Day. In 2018, Family Literacy Day falls on January 27th.

4. Borrower History

The Checkout History option is now available via the "My Account" feature of our public catalogue. A few notes on this new feature:

- Customers activate this option through *Personal Information – Preferences – Record my Checkout History* in the My Account section
- This option is not accessible to library staff to view or setup in the Library staff catalogue
- The Checkout History keeps 10 years of items. In 10 years, the oldest items will "fall off" the list
- Borrower histories of checkouts are viewable in the Checkouts menu (Checkout History) in My Account.

5. Kindergarten Campaign Update

This WPL Board-funded pilot project will be carried out with the Pembina Trails School Division. The roll-out is scheduled for February 2018 to celebrate I Love to Read Month. Project plans include:

- Consulting with the school division's Early Years Consultant and Early Childhood Coordinator to target enrolled students (940) and incoming students (~1000) who attend *Kindergarten Here We Come* and *Literacy Links* programs to prepare for school entrance in fall 2018.
- All kindergarten teachers and KHWC & LL facilitators will receive a tote bag with WPL applications and letters to send home to parents.
- Teachers receive a free book for their classroom as thanks for their collaboration.
- Applications will be returned to school and forwarded to WPL branches for processing.
- New library cards will be delivered to classrooms along with WPL information, early literacy brochure, stickers, and a voucher to redeem at any branch for a free picture book and more stickers and bookmarks.
- Incoming students will receive the Going to Kindergarten booklist.

WPL also offered to provide 800 TD-SRC reading kits in June 2018 for the Literacy Links program which runs June-August. The school division is very happy to accept this offer and our staff will present at the training for education students who deliver Literacy Links.

2017 expenses for this project are at approximately 50% of the Library Board's allocation (\$5K) and include the cost of books (2,000 @ \$1.70), plastic bags, stickers, bookmarks and doorknob hangers. Other costs will include reprinting the booklists and early literacy brochure (WPLB logo to be added).

6. Windsor Park Opening Event – Funding Proposal

We plan to open the new Windsor Park Library in January 2018. At past opening events, WPL has received funds from the Library Board and local Library Advisory Committee to help cover the cost of decoration and refreshments.

I'd like to ask the Library Board to consider donating funds to cover the cost of a flower arrangement to decorate the main service desk at Windsor Park on opening day.

I would also like to invite the Riel Community Library Advisory Committee to cover the cost of refreshments (coffee, juice) on opening day.

Appendix C

Motions November 7, 2017

Meeting motions

MOTION	1 ST	2 ND	DISPOSITION
That the agenda be approved as distributed with the following changes <ul style="list-style-type: none"> • Move item 14 (Conference report) after Chair's report • Change next meeting date to Dec 5, 2017 	Wesley Takeo Konrad	Joan Blakley	Carried
That the minutes of October 3, 2017 be approved as distributed	Monique Ireland	Brenda Dyck	Carried
That the Executive WPLB review and discuss WPL printing costs at next meeting	Joan Blakley	Brenda Dyck	Carried
That the Board contribute up to \$250 (inclusive) to a floral arrangement to the Windsor Park Library grand opening	Brenda Dyck	Pamela Zorn	Carried