

**Winnipeg Public Library Board Meeting**  
*Tuesday, December 5, 2017 at 5:00 p.m.*  
 Millennium Library – 251 Donald Street (2<sup>nd</sup> Floor – Anhang Room)

**Minutes**

	<b>Present</b>	<b>Regret</b>	<b>Absent</b>		<b>Present</b>	<b>Regret</b>	<b>Absent</b>
Alison McCullough-Butchart (Chair)	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trevor Surgenor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michael Wenezs	<input checked="" type="checkbox"/>	<input 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 Joan Blakley and Pamela Zorn for their time served on the Winnipeg Public Library Board and wishes them well in their future endeavours.

**Guests:** Kathleen Williams, Administrative Coordinator of Community Outreach and Marketing

**1. Call to order, welcome, housekeeping**

The meeting was called to order at 5:00 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*

Note: Manager will provide an update on the Kindergarten Card Campaign at a future Library Board meeting

**5. Reports**

Item	Description	Action
<b>Chair's Report</b> <i>Alison McCullough-Butchart</i>	Interim Treasurer Appointment - Pamela's term ends December 31, 2017 and require an interim Treasurer to be appointed until elections in February - See appendix C for motion	

Item	Description	Action
Assiniboia LAC Printing Proposal	<ul style="list-style-type: none"> <li>- Feedback from Chair was discussed at previous Executive meeting</li> <li>- Decided that because the currently the City of Winnipeg budget is being reviewed that this issue cannot be raised</li> <li>- However, there might be a possibility in the future to address proposal via study / further discussions</li> <li>- Will encourage LAC member to raise issue again in early 2018 for 2019 budget preparation</li> <li>- Chair will be update Assiniboia LAC Chair on decision</li> </ul>	
Winnipeg Library Foundation	<ul style="list-style-type: none"> <li>- Q4 report received</li> <li>- Library Foundation has indicated they will still be in operation for the next 2 years but will not be actively fundraising for capital projects</li> <li>- They have reduced their funding request for 2018 by half</li> <li>- It was suggested that in lieu of quarterly reports that it be considered for next year a funding request letter and audited financial statements be submitted and that the 2018 Library Board decide how their 2018 funding will be disbursed</li> <li>- See appendix C for motion</li> </ul>	
MLTA Representative	<ul style="list-style-type: none"> <li>- Monique will be the new representative to MLTA</li> <li>- Assistant will notify MLTA of new rep</li> </ul>	
Books2Eat Board Member Discussion	<ul style="list-style-type: none"> <li>- The Board discussed WPL's proposal to complete the Books2Eat program series with the 2017 event so that the Library can move forward with a new program in future.</li> <li>- Discussion: <ul style="list-style-type: none"> <li>• While WPL values the ongoing support of the Library Board, Library staff has the expertise and experience to assess programs and make changes based on customer input and a number of factors</li> <li>• Ed Cuddy reviewed Books2Eat's unique history (as a Board-generated program)</li> <li>• The discussion included feedback from both the Library and Board committee perspective.</li> <li>• The group concluded to end Books2Eat and acknowledged the success of the program over the past seven years</li> <li>• See appendix C for motion</li> </ul> </li> </ul>	
<b>Treasurer's Report</b> <i>Pamela Zorn</i>	<ul style="list-style-type: none"> <li>- Q4 report distributed prior to meeting</li> <li>- All receipts need to be submitted by December 13 2017</li> <li>- <i>See appendix C for motion</i></li> </ul>	
<b>Library Advisory Committee Updates</b>  <i>LAC reps</i>	<i>Assiniboia LAC</i>  Post meeting update: One (1) resignation received	

Item	Description	Action
	<p><i>City Centre LAC</i>            - Will be spending funds on supplies to support YAC programs within the district</p>	
	<p><i>East Kildonan-Transcona</i>            - Held meeting on November 20</p>	
	<p>Post meeting update: Will be spending funds on giveaway materials at a event in early 2018</p>	
	<p><i>Lord Selkirk – West Kildonan</i>            - No update</p>	
	<p>Riel            - Will be spending funds on sponsoring partial cost of giveaway bags for Windsor Park Library grand opening in 2018</p>	

**6. Other Business**

*None*

**7. New Business**

*None*

**8. Date and Location of Next meeting**

Tuesday, February 6, 2018 at 5:00 p.m.  
 Millennium Library – 251 Donald Street (Buchwald Room)

**9. Adjournment**

The meeting adjourned 6:11p.m.

1<sup>st</sup>: Monique Ireland

2<sup>nd</sup>: Brenda Dyck

## Appendix A

### Guest Speakers Highlights November 7, 2017

- The Winnipeg Public Library Board welcomes Kathleen Williams, Administrative Coordinator of Community Outreach and Marketing
- Career highlights
  - o Obtained Master in Library & Information Services from Dalhousie University
  - o Worked in Halifax Public Libraries for 7 years as the librarian overseeing public services specializing in programming on business, employment and technology
  - o Winnipeg Public Library welcomed her in 2002
  - o One of the founders of the Prison Libraries Committee and is on the board of the Manitoba Library Association
  - o Portfolio includes overseeing outreach services, communications, publicity and oversight for programming for adults
- Presented update and thanks the WPLB for supporting the giveaway materials at outreach activities/events in efforts to promote literacy in the community; verbal and written report taken as information
- Books2Eat
  - o Issue discussed: should Books2Eat continue after the 2017 event?
  - o Kathleen reviewed the Books2Eat's unique history as a program that originated with a Board member's suggestion. The program continued as led by the Board and planned annually by a Board/LAC/Library committee
  - o The Library Board and WPL have run the program for 6 years

Questions arising from discussion:

Q: Is there an evaluation matrix?

A: No. Event head counts are recorded but program evaluation is based on other factors including:

- Overall quality of the program and individual sessions
- Alignment with strategic plan and WPL programming goals
- Does the program address a gap in WPL's program plans?
- Does the program reach a specific audience? Is this a previously un-reached community?
- Does the program lead to an increase in library membership?
- What are the staffing and operating resources required to plan and deliver program?

Q: If staff wanted to end Books2Eat, why did they not express their concerns to the Board?

A: WPL staff expressed their concerns to Library administration and to the Manager of Library Services to bring forward to the WPL Board. The Manager supports this proposal and first brought this to the Board's executive committee in November 2017.

Q: How did staff come to their conclusion?

A: Like other programs run at WPL, staff review, evaluate and discuss whether program(s) should change, continue or end. As subject matter experts, Library staff and their supervisors assess programs continually based on experience, customer feedback and the criteria listed above.

## Appendix B

### Manager's Report December 5, 2017

#### 1. Facilities Update

##### a) St. Vital Library

- Roof work is complete and repair/replacement of fascia panels is proceeding. The ongoing work is focused on the building interior mechanical and electrical.
- Final completion is anticipated in March 2018

##### b) Transcona Library

- Installation of concrete floor spans, structural steel framing and roof joists is complete. The installation of metal roof decking is underway.
- The contractor intends to have the building enclosed in early in 2018. We anticipate Hydro on site in the next month to install electrical power.
- We are reviewing proposed building façade signage with Councilor Wyatt.
- The project is on time and on budget with final completion anticipated in August 2018.

##### c) Windsor Park Library

- Concrete paving of the approach, exit and sidewalks is complete.
- Landscaping details are to be completed this month.
- Building systems startup and commissioning is ongoing through December.
- The proposed opening date is mid-January

##### d) River Heights Library (Grant Park Campus Plan)

- The next step for the River Heights Library project is dependent on the outcome of the City of Winnipeg's 2018 capital budget process. In 2016, Council adopted a budget of \$5.6 million for a new River Heights Library. In 2017, this was increased to \$5.7 million. The 2018 Preliminary Capital Budget includes an additional \$3.57 million for the project.

##### 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. The construction bid opportunity is currently delayed due to riverbank stabilization requirements at the site. The consultant is working to submit permit applications to the City of Winnipeg and Department of Fisheries and Oceans.

##### f) Millennium Library ideaMILL

- As the City has lifted the 2017 hiring freeze, we are moving forward with bulletining the remaining positions for the ideaMILL including 1 full-time Library Services Assistant 4 and 5 part-time Library Services Assistants 3.

## 2. Budget Update

On November 22, 2017, the Executive Policy Committee tabled the Preliminary 2018 Operating and Capital Budget, and referred the 2018 Budget to the budget review process. The key dates for Community Services/Library Services are indicated below (note: SPC = Standing Policy Committee). ***I will provide a separate document for review.***

- Monday, November 27, 2017 SPC on Property and Development, Heritage & Downtown Development
- Tuesday, November 28, 2017 SPC on Water and Waste, Riverbank Management & the Environment
- Thursday, November 30, 2017 SPC on Innovation
- Friday, December 1, 2017 SPC on Infrastructure Renewal & Public Works
- Friday, December 1, 2017 Winnipeg Police Board
- **Monday, December 4, 2017** **SPC on Protection, Community Services & Parks**
- Tuesday, December 5, 2017 Executive Policy Committee – Delegations
- Friday, December 8, 2016 Executive Policy Committee – Recommendation to Council
- **Tuesday, December 12, 2017** **Council**

## 3. Board-funded project update: “Book Report” & Multilingual

- Kathleen Williams, Admin Coordinator of Community Outreach and Marketing, has provided a “**Book Report**” on the WPL Board-funded giveaway books for 2017.
- I reported on the **Kindergarten Card Campaign** at the November Board meeting. I will provide an update and “show and tell” at the February board meeting.
- I am still working on the **consultant proposal for multilingual collections** and will bring a draft for approval to the February 2018 Board meeting.

## 4. Digital Resources Contract

Winnipeg Public Library’s Digital Resources RFP was awarded on November 10, 2017. This contract provides for the supply and delivery of downloadable eBooks, eAudiobooks as well as streaming music, audiobook and video service. The contract, awarded to 4 vendors, provides digital content and cataloguing records and is based on a 2-year term with the option of 5 mutually agreed upon one year extensions.

We believe this that this complex and extensive contract is a first for Canadian and possibly U.S. libraries.

## 5. Reuse of Existing Transcona Library

On May 25, the East Kildonan-Transcona Community Committee approved a \$1,000.00 per capita grant, funded from the Transcona Ward allocation, to The University of Winnipeg’s Institute of Urban Studies. The grant will support third-year urban geography students in a project to study strategic reuse options for the existing Transcona Library (111 Victoria Avenue West).

Students have been tasked with studying the question: “Can the existing Transcona Library be converted and used as a community learning commons?” Students will explore the potential use of the building for post-secondary education and examine various scenarios related to the process of redeveloping the building, including reviewing the types of community learning commons that could be created, reviewing the characteristics of the existing site, reviewing possible site alignments in conjunction with existing City of Winnipeg city planning documents, and gauging public interest in the project.

*<the above from the University of Winnipeg Press Release, November 20, 2017>*

## 6. Smartlocker update

The new 124-unit Smartlocker was installed in the Millennium Library skywalk last week and plans are underway to have the unit up and running in mid-December 2017. According to the vendor, this is the largest Smartlocker installation they have handled to date.

## Questions & Answers from November 7 WPL Board Meeting

*Re: Kindergarten Card Campaign*

### **Q. What's the process for children who already have library cards?**

- A.** All students will receive the same envelope with a free book voucher, stickers, etc. For those who have a library card, we will enclose a friendly note to parents about why their child wasn't issued a card. We will also alert teachers so they are prepared to explain to a 5 year old why they didn't get a card.

In the package parents will receive, there is a flyer about Take Your Child to the Library Day on Feb. 3 which features the opportunity to swap out any card for the children's card - at no cost on that day. We will also enclose a note to any parents who submit an application with a non-res address.

*Re: Library Catalogue Checkout History feature*

### **Q. Are eBooks and other electronic resources listed on the Library Catalogue Checkout History page?**

- A.** eBooks, eaudiobooks and other electronic resources are listed on the library catalogue but they are checked out on a different system, such as Overdrive, Hoopla or RBDigital. Therefore, these items do not display in your checkout history. Overdrive does have a new checkout history feature that displays upon logging into your account.

## Appendix C

### Motions December 5, 2017

#### *Meeting motions*

<b>MOTION</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>DISPOSITION</b>
That the agenda be approved as distributed	Monique Ireland	Michael Wenezs	<b>Carried</b>
That the minutes of November 7, 2017 be approved as distributed	Joan Blakley	Brenda Dyck	<b>Carried</b>
That Michael Wenezs be appointed as interim Treasurer effective December 19, 2017 until the next Executive elections in February 2018	Pamela Zorn	Joan Blakley	<b>Carried</b>
That the Winnipeg Library Foundation Q4 be accepted as distributed	Joan Blakley	Pamela Zorn	<b>Carried</b>
That the Q4 payment to the Winnipeg Library Foundation in the amount of \$5,000 be released	Joan Blakley	Michael Wenezs	<b>Carried</b>
That the Books2Eat program end with 2017 program	<i>Member vote – majority voted to end program</i>		
That the Q4 Treasurer's report be accepted as distributed	Michael Wenezs	Alison McCullough-Butchart	<b>Carried</b>