

Winnipeg Public Library Board Meeting

Tuesday, May 5, 2020 at 5:00 p.m.

Conference Call

Minutes

	<u>Present</u> <u>Regret</u> <u>Absent</u>				<u>Present</u> <u>Regret</u> <u>Absent</u>		
Michael Wenezs (Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dean Scaletta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Robinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laila Yesmin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaideep Johar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Morley Walker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Cuddy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Judith Littleford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Rollins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Melanie Bidzinski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Schreyer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stephen Kennedy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trevor Surgenor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kim Coss	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carla Epp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Karon Chester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Guests: Brenda Antonyshyn, Ian Keenan, Lucille Eustache, Cristiana Gheorghe, Elizabeth Redston

1. Call to order, welcome, housekeeping

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

2. Acknowledgment of Indigenous Territory and Homeland – Michael Wenezs

I would like to acknowledge that we are in Treaty #1 Territory, the traditional lands of the Anishinaabe, Cree, Oji-Cree, Dakota, Dene Peoples and the homeland of the Métis Nation.

3. Approval of agenda and of the previous meeting minutes

See Appendix B for motions

4. Manager's Report – Ed Cuddy

See Appendix A for report and see Appendix B for motion

5. Chair's Report – Michael Wenezs

Item	Description	Action
Multilingual Study Update	<ul style="list-style-type: none">● Final report e-mailed to the Board on March 4, 2020● Report will assist WPL in collection development such as accessibility, marketing and size● <i>See appendix B for motion</i>	
Writer in Residence Report and Funding Request	<ul style="list-style-type: none">● Current program ended on April 2020● Final report received and distributed to the Board● Next program will start again with recruitment process in the Summer and start up again in the Fall for 2020/2021● Dean will be the on the WPL selection committee to choose the next Writer-in-Resident (WIR)● WIR helps inspiring writers with their work but also will participate in various programs in branches other than Millennium and in the community● Funding request for 2020/2021 program has been received● <i>See appendix B for motions</i>	

6. Vice-Chair *No report*

7. Treasurer's Report – *Stephen Kennedy*

Item	Description	Action
Financial Report Update	<ul style="list-style-type: none">• Financial report update dated April 24, 2020 received• <i>See appendix B for motion</i>	
2nd Budget Amendment	<ul style="list-style-type: none">• Accountant provided a forecast report to Treasurer to assist with analyzing the current budget• It is a challenge to expense lines due to COVID19 pandemic• Projected a carryover, however it is necessary in order to help with next years expenses as there might be a delay to receive funding from City• Highlighted changes<ol style="list-style-type: none">1. Updated City funding amount. Original budget amount was for the request, the new amount reflects the actual amount received by the City2. Adjusted sponsorship line to be zero as MLA/CFLA cancelled their conference. No other sponsorship requests are anticipated3. Adjusts projects 2020 line to increase amount to fund additional projects as requests are received4. Adjusted carryover Multilingual Study amount as the carryover amount was incorrect; correction made to reflect actual carryover amount• <i>See appendix B for motion</i>	

8. Other Business

Item	Description	Action
Strat Plan Update	<ul style="list-style-type: none">● Waiting for final report● Carla request members to contact her if they are interested in joining working group <p><i>Post meeting update: Thank you Jaideep for volunteering to join the working group. Still requesting for 1-3 more volunteers to help with work.</i></p>	

9. New Business

Item	Description	Action
Board Expectations During COVID19 Pandemic	<ul style="list-style-type: none">● Committee work can still be done● Call for additional members for Strat Plan and TRC Committee● Meetings may be postponed until facilities re-open and WPL can accept room bookings● Will provide notice if meetings are postponed● Critical items can be dealt with via e-mail● Orientation was cancelled this year due to facility closures because of COVID19 pandemic but may consider rescheduling at a later date● Concerns were raised about fulfilling the Board's mandate as per the by-law re: consulting Manager if meetings are cancelled	

Continued ...

Item	Description	Action
LAC Expectations During COVID19 Pandemic	<ul style="list-style-type: none"> ● Reminder given that timelines to review, provide feedback may not align with approval timelines, however Manager will try to keep Board up to date ● Manager will continue to provide updates to the Board and is open for discussions; however, Board can only provide advice on processes. Final operation decisions remain with WPL. ● For phase 1, plan is pending approval ● Staff are working hard to continue to provide online services and on re-opening plan ● Manager attends regular Canadian Urban Library Council (CULC meetings) ● WPL proposed re-opening plan aligns with other CULC members <p><i>Post meeting update: Partial re-opening plan approved. WPL will re-open with limited services on Monday, June 8</i></p>	
	<ul style="list-style-type: none"> ● Meetings cannot be held at branches at this time until further notice ● It is possible that the 3-meeting quota won't be met and LACs are not expected to meet quota due to COVID19 ● Recommended that meetings be cancelled ● If LAC would like to have meetings, they can either use a free virtual meeting platform (e.g. Zoom) or contact Assistant to set up MS Teams meeting 	

Item	Description	Action
	<ul style="list-style-type: none"> ● LAC Chairs will be invited to June meeting and encouraged to share information back with their members ● LSWK currently has no WPL Liaison; WPL will assign one when one is identified ● WPL is aware that customers would like to services such as Home Bound services to be restored; plans are being worked on but it will take time as the safety of the volunteers and the customers is important 	
<p>Meeting Documents Judith Littleford</p>	<ul style="list-style-type: none"> ● Concerned that members do not have sufficient time to review documents before meeting ● Request that documents are provided a week before or at least the Friday before a meeting ● Executive Committee response <ul style="list-style-type: none"> ○ This is a new issue, and partly because of COVID19 ○ Generally, there is not a lot to review or there is time to prepare ○ Will re-examine Executive Committee meetings schedule ○ There are times when it is not possible cause there is work that is done between Executive Committee and Board meeting ○ Executive Committee will endeavour to provide as much notice and time needed for members to prepare for meetings 	

10. Date and Location of Next meeting

Tuesday, June 2, 2020 at 5:00 p.m.
MS Teams Meeting

11. Adjournment

The meeting adjourned 6:15 p.m.

1st Michael Wenezs

2nd Stephen Kennedy

Appendix A

Manager's Report May 5, 2020

Restoring Library Services:

The Province of Manitoba unveiled the new [Restoring Services](#) (Phase One) plan on Wednesday April 29. The plan outlines a phased approach to re-opening services across several sectors, including Museums, Galleries and Libraries:

Effective May 4, museums, galleries and libraries may reopen if the organization can maintain an occupancy level to allow staff and customers to maintain a physical distance of at least two metres, except for brief exchanges. All organizations will be required to limit occupancy to 50 per cent of normal business levels or one person per 10 square metres, whichever is lower. These requirements will be enforceable under public health orders.

Winnipeg Public Library is currently working on a gradual approach to restoring services at specific library locations. Our first priority is the safety of all staff and citizens and the plan will align with Provincial health orders and the City of Winnipeg's safe work protocols.

Based on the feedback we've received from the public over the past few months, the most requested service is holds pickup. We are reviewing our existing staff resources and working out the details and requirements to provide this service at specific locations in phase one. I will share more details as they are available.

Current WPL Services:

Winnipeg Public Library has offered several online services and programs since the closure of our branches on March 16. We plan on maintaining these e-resources as we work on restoring direct public service in the months ahead. This aligns with how libraries across the country are working out the "new normal" for service during and after the current pandemic. Here's a brief update on those activities:

Online Registration

WPL launched online registration for new borrowers on April 6th. At the time, this was the most requested service from the community. We've registered over 2,100 borrowers online to date.

Online Services & Programs

We continue to move forward with new programs and services online. Our adult and children's programmers have teams working on new digital content and improved access to all our digital media resources. While overall web visits were down in March/April 2020 due to significantly decreased use of our library catalogue, Lib Guide visits were up over 200% as they are the primary source for [information](#) on available resources during the closure.

Downloadable content is, not surprisingly, very popular. Our e-circulation is up 31% in March/April 2020 over the same period last year. This includes Overdrive, Kanopy, Hoopla and others.

Outreach Kits

The Outreach Services reading kits and boxes of books and activities are for high needs individuals and families. Agencies such as shelters, neighbourhood agencies, and food bank pick up sites can contact the library through our [Ask Us](#) service. The coordinator will get in touch with the agency as to their needs.

There are limits as to how many kits and books can be provided as the kits draw on donated materials and used books. The coordinator discusses options with the site and then arranges contactless drop-off to their offices.

This project draws upon existing used library materials and donations and funding support from the Winnipeg Public Library Board. I would like to thank the Winnipeg Public Library Board for their generous support of this project.

Winnipeg Public Library requests additional funding in the amount of \$675 for the following supplies needed to continue this program:

\$175 – for a pallet order of First Books Canada reading material

\$500 – for children's activity materials

Thank you for considering this request!

Appendix B

May 5, 2020 Motions

MOTION	1 ST	2 ND	DISPOSITION
<p>That the agenda be approved as distributed with the following changes:</p> <ul style="list-style-type: none">• Add: New Business - Meeting Documents	David Robinson	Carla Epp	Carried
<p>1. That the Winnipeg Public Library Board approved the Winnipeg Public Library's request of \$675 for give away books and activity kit supplies to be used for the Outreach kits for child, youth and adults that will be delivered to resource centres, shelters and neighbourhood associations serving communities in need.</p> <p>2. That the Administrative Assistant be authorized to coordinate the intent of the foregoing.</p>	Michael Wenezs	Dean Scaletta	Carried
<p>1. That the World Languages Collection final report by Lord Consultants that was distributed on March 4, 2020 electronically be accepted</p> <p>2. That Winnipeg Public Library may use the report to their discretion for their collection development</p> <p>3. That the final report be posted on the Library Board website</p>	Judy Littleford	Michael Wenezs	Carried
<p>That the Writer-in-Residence 2019/2020 final written report be accepted as distributed.</p>	Judy Littleford	Dean Scaletta	Carried

MOTION	1ST	2ND	DISPOSITION
That the Winnipeg Public Library Board authorize the following:			
1. That the 2020/2021 Writer-in-Residence funding in the amount of \$12,000 be released	Morley Walker	Karon Chester	Carried
2. That the Assistant be authorized to do all things necessary to implement the foregoing			
That the Financial Report dated April 24, 2020 be approved as distributed	Stephen Kennedy	Morley Walker	Carried
That the second 2020 budget amendment be accepted as distributed	Stephen Kennedy	David Robinson	Carried

Meeting Minutes Note

Tuesday, February 4, 2020 at 5:00 p.m.

February 4, 2020 meeting minutes were approved electronically and will be posted to website.

Tuesday, March 3, 2020 at 5:00 p.m.

In accordance with Article 11 section 11(2) of Winnipeg Public Library Board Regulations and Procedures due to the lack of quorum, no minutes are available for the March 3, 2020 meeting.

Tuesday, April 7, 2020 at 5:00 p.m.

**** Meeting Cancelled****

Appendix C

In accordance to Article 9 of the regulations, the Chair had authorized the following business to be done electronically due to the time sensitivity of the matter and/or no immediate meeting was scheduled.

VOTING PERIOD	MOTION	IN FAVOUR	OPPOSED	ABSTAIN
<p>March 4 – 8, 2020</p>	<p>That the February 4, 2020 minutes be approved as distributed</p>	<p>14</p>	<p>0</p>	<p>0</p>
<p>March 4 – 8, 2020</p>	<p>That the December 3, 2019 approved consultant study for the assessment of the Millennium Library screening process be rescinded and that the new amended proposal to hire a facilitator to assist with the working group discussions regarding the Millennium screening process be approved as outlined in the Manager’s report presented at the March 3, 2020 meeting.</p>	<p>13</p>	<p>1</p>	<p>0</p>
<p>March 4 – 8, 2020</p>	<p>That the Board sponsor the 2020 MLC conference in the amount of \$5,000 and the 2020 CFLA-FCAB forum in the amount of \$2,500 with the following conditions:</p> <ol style="list-style-type: none"> 1. That the \$5,000 go towards the Opening Keynote speaker Julie Jergens from Chicago, Illinois. Where her keynote will offer a brief overview of the history of library outreach, and discuss why reaching out and being inclusive is important (as stated in letter received) 	<p>14</p>	<p>0</p>	<p>0</p>

VOTING PERIOD	MOTION	IN FAVOUR	OPPOSED	ABSTAIN
	<p>2. That the \$2,500 go towards the CFLA-FCAB Gallery Tours and Welcome Reception at the Canadian Museum for Human Rights on April 7th</p> <p>3. That the sponsorship benefits outlined in the sponsorship request letter by accepted</p> <p>4. That the Assistant by authorized to fill and submit documents on behalf of the Board regarding the sponsorship</p> <p>5. That the Assistant to be authorized to coordinate or further negotiate if necessary, any of the intended foregoing</p>			
<p>April 17-21, 2020</p>	<p>That the Winnipeg Public Library Board approve the funding request</p> <p>1. In the amount of \$450 for a bulk purchase of crayons and markers to be used for the Outreach kits for child, youth and adults that will be delivered to resource centres, shelters and neighbourhood associations serving communities in need.</p> <p>2. That the Administrative Assistant be authorized to coordinate the intent of the foregoing.</p>	<p>13</p>	<p>0</p>	<p>1</p>