

Winnipeg Public Library Board Meeting

Tuesday, September 1, 2020 at 5:00 p.m.

Conference Call

Minutes

	<u>Present</u>			<u>Regret Absent</u>				<u>Present</u>			<u>Regret 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Melanie Bidzinski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Councillor Schreyer	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Carla Epp	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Karon Chester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Guests: Carole Marshall, George Procner, Ian Keenan, Cristiana Gheorghe, Elizabeth Redston

1. Call to order, welcome, housekeeping

The meeting was called to order at 5:01 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. Guest

See Appendix A for guest highlights

4. Approval of agenda and of the previous meeting minutes

See Appendix C for motions

5. Manager's Report – Ed Cuddy

See Appendix B for report

Comments

- Thanks given to the Library Board for providing funding to the community meeting re: Millennium Library screening
- Laila and David attended on behalf of the Board
- Masks will be supplied to the public at library branches until supply runs out
- There will be sanitization processes for high-touch areas and staff will ensure that facility is kept clean

6. Chair's Report

Item	Description	Action
2021 Grant Application Update	<ul style="list-style-type: none">• Application has been submitted to the City Clerk's department• Next step is to wait for the budget presentation timelines• Will be asking a Board member in future to advocate for 2021 budget	
Strat Plan Update	<ul style="list-style-type: none">• Document posted online• Board/LAC members have been e-mailed	
Annual Recruitment	<ul style="list-style-type: none">• City has started their annual recruitment to fill their 2021 vacancies on their Boards/Commissions• Board/LAC members whose terms are ended December 31, 2020 have been notified and encouraged to reapply	

Item	Description	Action
Recruitment Advertisements	<ul style="list-style-type: none"> ● Will be purchasing ads in the 5 community newspapers and a WFP weekend ad to help promote ● WPL will also be posting on their Facebook, Instagram and Twitter accounts for people to apply ● Will also be paying for a Facebook ad to boost post from September 1 – October 16, 2020 ● A request has been made to the City’s Corporate HR to make a feature post on the City’s Linked In page – confirmed ● A request has been made to the City’s Corporate Communications to re-share WPL’s social media posts – <i>pending response</i> ● Board and LAC members are encouraged to promote people to apply by sharing information or re-sharing social media posts ● Morley will be appearing on CTV to promote ● Morley will also look into having an article in the volunteer section in the Winnipeg Free Press and Volunteer Manitoba website ● Library branches are also displaying information on their message boards and digital signage 	
	<p><i>Post meeting update:</i> Thanks to Jaideep for agreeing to do an interview with the Winnipeg Free Press to promote the work the Board/LACs</p>	

7. Vice-Chair's Report

Nominations Committee Update

- Part of Vice-Chair's duties
- Thank you for all those who have indicated interested; will be selecting 2 non-Executive members
- Applications will close on October 16 and the Nominations Committee should have the applications by the week of October 26
- There are currently 6 Board vacancies to fill

8. Treasurer's Report – *Stephen Kennedy*

- *Q2 revisions were completed and redistributed*
- *See Appendix C for motion*

9. Strategic Plan Update – *Carla Epp*

- Document circulated prior to meeting
- Carla thanked working group members for assisting with the creation of the document
- Executive Committee has endorsed the document
- *See appendix B for motion*

10. LAC Updates

Item	Description	Action
Assiniboia LAC <i>Cristiana Gheorghe</i>	<ul style="list-style-type: none">• No update <p><i>Questions from the LAC</i></p> <p>Q: Is the library book sale available?</p> <p>A: It is suspended during COVID-19 until further notice. The Library is not accepting book donations as well. Friends annual book sale has also been cancelled.</p>	

Continued ...

Item	Description	Action
	<p>Q: Is there anything in the upcoming budget regarding branch closures or reduction in services?</p> <p>A: The manager is not aware of any discussions re: closures.</p>	
<p>City Centre LAC <i>Elizabeth Redston</i></p>	<ul style="list-style-type: none"> ● Planning for future meeting ● Will be connecting with Administrative Coordinator who oversees Cornish Library for ideas to use budget on 	
<p>East Kildonan-Transcona</p>	<p><i>No report</i></p>	
<p>Lord Selkirk-West Kildonan LAC <i>Ian Keenan</i></p>	<p><i>No report</i></p>	
<p>Riel LAC <i>George Procner</i></p>	<ul style="list-style-type: none"> ● Meeting scheduled for September 14, 2020 ● May have to defer outreach activities until 2021 	

11. Other Business

None

12. New Business

- Dean reported that a new Writer-in-Residence has been selected, official announcement forthcoming

13. Date and Location of Next meeting

Tuesday, October 6, 2020 at 5:00 p.m.
MS Teams Meeting

14. Adjournment

The meeting adjourned 6:11 p.m.

1st Stephen Kennedy

2nd Councillor Schreyer

Appendix A Guest Highlights

- The Winnipeg Public Library Board would like to welcome Carole Marshall, Executive Director of the Winnipeg Library Foundation
 - Carole has been the Executive Director since 2010
 - Participated in the redevelopment of the Millennium Library Park as well as the centennial renewal projects for Cornish and St. John's Libraries
 - Currently, Karen Keppler serves as Chair of the Winnipeg Library Foundation and as been part of the Foundation since its inception in 1996
 - She was instrumental in raising over \$21 million for the Millennium Library campaign and subsequent projects
- Background
 - Incorporated organization
 - Has registered charitable status
 - Formed in the late 1990s and was intended to play a fundraising / advocacy role for major library projects
 - The Foundation has also participated in smaller projects such as the renewal of Millennium Library Park
 - Recent projects were to raise \$5 million for Cornish and St. John's library renewal projects
- Current status
 - Projects have wrapped up and is currently inactive (i.e. not actively fundraising)
 - Originally was going to dissolve but there are donations still being received
 - Will continue to operate until financial donations can be distributed; then will discuss about dissolving
- Carole has been in contact with Morley and Assistant
 - Assistant will assist with some administrative turn over (e.g. records stewardship, office)
 - There is no timeline to dissolve/turnover
- Winnipeg Public Library would like to thank the Library Foundation for all its work and commitment to past projects

Q & A

QUESTION	ANSWER
Is there a website?	Yes, there is project and donation information http://winnipeglibraryfoundation.ca/
When did the Winnipeg Public Library Foundation start?	Organization was incorporated in the 1990s, but fundraising did not start until the 2000s because it is a multi-year process to fundraise.

QUESTION	ANSWER
Are there terms and conditions attached to the donations?	It is dependent on the donor. Some donations received have terms and conditions attached. The Winnipeg Library Foundation has a strict process in ensuring donors requests are honoured and that their information is kept confidential.
How were/are funds received?	<ul style="list-style-type: none"> • Individual donations • Government grants (requires applying / lobbying for support) • Events (discontinued)
Do donors receive tax receipts?	Yes, it is a requirement as the Foundation is a registered charity.
Is the Foundation sustainable?	For the time being, the Foundation is able to operate independently as there are reserve funds to cover operational costs. To maintain charity status, they still carry out an audit.
Is the Foundation sustainable?	When the Foundation was actively fundraising by campaigning and advocating for projects, the Library Board would provide a \$20,000 grant to cover operational costs including paying Executive Director. The Executive Director position would assist the Foundation's Board work but also do all the work relating to campaigns and completing grant applications. Quarterly reporting would be provided to the Library Board to receive funds. The Library Foundation has indicated they currently do not require the annual grant as they are not actively fundraising for a project.
What the funds used for?	There has also been a fund for books/materials. Sandy Hyman (former co-chair) was involved in raising funds for an adaptive books project that was included in the WPL collection.
What the funds used for?	There are also times where WPL makes request for assistance (e.g. branch renewal projects)
What the funds used for?	Lastly, donors can indicate what they want their donation to go towards.
If the Library Board would like the Foundation to be active again, or sustain it how would they go about doing it?	There is no mechanism that would reboot the Foundation. Carol is continuing as Executive Director while there are still funds available. However, if the Board is interested in Foundation being active again a meeting with Carole and Karen will need to be scheduled to further discuss and plan.
Can the Library Board direct the Foundation to become active again?	No, as the Foundation is their own legal entity. To change the current status, it will have to be initiated by its own Board of Directors.
Can the Library Board direct the Foundation to become active again?	<i>Note: Library Board is ex-officio of the Board of Directors</i>

Appendix B

Manager's Report September 1, 2020

1. FACILITIES UPDATE

a) Cornish Library

- The project is on track for completion in September/October 2020.
- We are working to add funds to cover the replacement of the exterior storm windows, currently out of scope in the project.

b) Bill & Helen Norrie Library

- Work is proceeding safely during the pandemic.
- Due to a few days associated with COVID-19, the revised completion date is year-end 2020 with the library opening to the public in early 2021.

c) Community Connections space – Millennium Library

- Design process underway to transform the former MILL library coffee shop into a public-facing community space for library crisis workers and other staff to partner with community on services for vulnerable individuals
- Estimated timeline for completion: early 2021

d) Munroe Library interior renovation

- Project to update service desk, paint, flooring in this neighbourhood branch
- Construction contract in process
- Library will update on timeline for completion in 2021

2. CITY OF WINNIPEG FACE MASK REQUIREMENT

As part of a commitment to ensuring the health and safety of our residents and employees, effective Saturday, August 29, 2020, the City of Winnipeg is requiring that everyone entering City-operated facilities or using City vehicles, including Winnipeg Transit or Winnipeg Transit Plus, must wear a face mask to help prevent the spread of COVID-19 in our community.

Single-use disposal face masks will be available at public City-operated facilities where masks are required, including City Hall, recreation and leisure facilities, libraries, and administrative office buildings until supplies are exhausted. A limited number of face masks are currently available at public City-operated facilities where masks are required. A limited number of face masks are also currently available for Transit riders to pick up at [Transit kiosks](#) and [City libraries](#) during regular operating hours. On Council's approval, additional masks will be made available.

The complete City of Winnipeg news release on face masks is available [here](#).

Millennium, St. Boniface and Sir William Stephenson library branches are open Saturday August 29 and will have a supply of giveaway disposable masks on hand for the public. The remaining branches will be ready to hand these out on Monday, August 31.

3. WPL REOPENING PLAN – PHASE 3

The Library Manager will provide a verbal update on the next phase of reopening Winnipeg Public Library branches.

4. WPL BOARD SCREENING PROJECT UPDATE

The Library Board screening review was launched at Millennium Library on August 5, 2020 at a community get-together attended by library staff, community stakeholders and Board representatives. While individual viewpoints varied on the details of new approach, there was consensus on the following key points:

- The group consistently assessed security screening as an oppressive and harmful barrier that must not be reinstated
- The Library must reach out to the communities most impacted by screening to acknowledge the harm it has caused over the past year and a half and learn from this feedback
- While the Library is responsible to do the work to develop an inclusive, accessible environment at Millennium Library, community feedback on this direction must be heard and applied to an alternate approach
- Comprehensive staff training on anti-racism, anti-oppression, harm reduction and working with the homeless community and accountability for applying these lenses moving forward were strongly supported
- The group discussed the success that other organizations have had with replacing security with community hosts with lived experience and relevant training
- Most of the community attendees at this meeting expressed their willingness to continue their involvement in this process

Next steps:

- The Library will reach out to the participants from August 5 to invite them to attend a working group meeting to develop a consensus-based plan for a new approach to making Millennium Library a safe, welcoming and accessible space. This invitation will be extended to groups who were unable to attend the August 5 get together.
- The library team will continue to reach out to community groups that were negatively impacted by the screening process to learn more about their experience and take their feedback to the working group.
- Library staff will be included in this process through participation in the working group and by having an opportunity to provide feedback on the preliminary plan.
- Jackie Hogue, the facilitator hired by the Board for this process, will stay on to facilitate the next steps in the process.
- The goal is to produce a consensus plan to replace screening by October/November 2020.

Appendix C

September 1, 2020 Motions

MOTION	1ST	2ND	DISPOSITION
That the agenda be approved as distributed	Michael Wenezs	Judith Littleford	Carried
That the August 5, 2020 minutes be approved as distributed	Laila Yesmin	David Robinson	Carried
That the Q2 report be received as distributed	Stephen Kennedy	Laila Yesmin	Carried