

# Winnipeg Public Library Board Meeting

Tuesday, February 2, 2021 at 5:00 p.m.

MS Teams Meeting

## Minutes

	<u>Present</u> <u>Regret</u> <u>Absent</u>				<u>Present</u> <u>Regret</u> <u>Absent</u>		
Morley Walker (Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trevor Surgenor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaideep Johar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emmanuel Oluwadare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen Kennedy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ian Keenan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Scaletta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Judith Littleford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karon Chester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kim Coss	<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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nikica Subek Simon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Winnipeg Public Library Board would like to welcome back reappointed members Dean Scaletta, Judith Littleford, and Laila Yesmin.

The Winnipeg Public Library Board would like to welcome newly appointed members Emmanuel Oluwadare, Ian Keenan, and Nikica Subek Simon.

**Guests:** Elizabeth Redston, Lucille Eustache, Donna Kormilo

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

The meeting was called to order at 5:02 p.m.

### 2. Acknowledgment of Indigenous Territory and Homeland – Morley Walker

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. Welcome of members and Roundtable

*Member Introductions*

### 4. Approval of agenda

*See Appendix B for motions*

### 5. Approval of previous meeting minutes

*See Appendix B for motions*

### 6. 2020 Financial Statements – Stephen Kennedy

Item	Description	Action
<b>Year-End Report</b>	<ul style="list-style-type: none"><li>● 2020 year-end report circulated prior to meeting</li><li>● Matches the audited financial statements and City's requirements</li><li>● It was a challenging year because of the pandemic</li><li>● Will be redistributing amounts in the 2021 amended budget which will be presented at a future Board meeting</li><li>● There is a grant agreement that the Board signs with the City of Winnipeg that outlines the terms and conditions of the grant</li><li>● It is possible that the City may request for unspent funds to be returned; has not happened to date but will assess when new grant agreement is received</li><li>● <i>See Appendix B for motion</i></li></ul>	<ul style="list-style-type: none"><li>● Update report's colour coding and redistribute to the Board</li></ul>
<b>2020 Audited Financial Statements</b>	<ul style="list-style-type: none"><li>● Documents distributed before the meeting</li><li>● Updates to Signing Authority Officers have been received</li><li>● <i>See Appendix B for motion</i></li></ul>	

## 7. Chair's Report – Morley Walker

Item	Description	Action
<b>2021 Schedule</b>	<ul style="list-style-type: none"><li>● Orientation date has been moved from March 20 to March 27</li><li>● Tentatively it will be from 10:30 am – 12:30 pm</li><li>● Please mark your calendars</li><li>● More information will be coming in March</li></ul>	
<b>Annual Report Update</b>	<ul style="list-style-type: none"><li>● As part of the annual grant agreement a written and verbal report is required to be made every year to the Standing Policy Committee on Protection, Community Services and Parks</li><li>● Morley will be attending as the Board's delegate on March 10, 2021</li></ul>	
<b>Committees</b>	<ul style="list-style-type: none"><li>● A list of committees and vacancies was distributed prior to the meeting</li><li>● Thank you to Board members who have filled vacancies</li><li>● All Board members are encouraged to sign-up to a committee(s) with vacancies</li></ul>	<ul style="list-style-type: none"><li>● Assistant to send follow-up email</li></ul>
<b>Training Opportunities</b>	<ul style="list-style-type: none"><li>● A list of opportunities was provided prior to meeting</li><li>● Morley, Karon, Ian will be attending OLA along with 3 other LAC members</li></ul>	<ul style="list-style-type: none"><li>● Assistant to send follow-up email</li></ul>

*Continued...*

Item	Description	Action
	<ul style="list-style-type: none"> <li>● If any Board members are interested in attending a library conference or any other training opportunity notify the assistant</li> <li>● The assistant will bring forward to the Executive Committee for review</li> </ul>	
<b>Electronic Motions</b>	<i>See Appendix C</i>	
<b>Regulations Document</b>	<ul style="list-style-type: none"> <li>● Final document circulated</li> <li>● Document is a living document</li> <li>● Any additional amendments can be submitted to the assistant before April 30, 2021</li> <li>● Request will be reviewed by the Executive Committee and if accepted will be brought forward to the Board for final approval</li> </ul>	<ul style="list-style-type: none"> <li>● Assistant to resend documents</li> </ul>

**8. Vice-Chair’s Report**

*No report*

**9. Treasurer’s Report – Stephen Kennedy**

*See appendix B for motions*

**10. Manager’s Report – Ed Cuddy**

*See Appendix A for report*

## **11. Strat Plan Goals (2021) – Morley Walker**

- Draft goals circulated prior to meeting
- Will help guide projects and activities for 2021
- Board members are to review and provide any feedback before or on Tuesday, February 16, 2021
- Final list will be presented to the Board for consideration at the March meeting

## **12. LAC Updates – Morley Walker**

*Assiniboia* – They have expended their 2020 budget. Their last purchase was in December for gift cards to be used by WPL staff.

*City Centre and Riel* – They have expended their 2020 budget. They used their budget to provide funding for supplies for WPL Outreach kits during the pandemic.

*East Kildonan – Transcona* – They expended their 2020 budget and their last December purchase was to purchase items for a future activity. Items are being held by the Library Liaison.

*Lord Selkirk – West Kildonan* – They did not expend their 2020 budget because they had already used the remainder of their 2019 budget to purchase gift cards (5) that are being held with the Assistant to be used at a future activity.

## **13. Other Business**

## **14. New Business**

## **15. 2021 Executive Committee Elections**

*See Appendix B for motions*

*See Appendix D for results*

## **16. Date and Location of Next meeting**

Tuesday, March 2, 2021 at 5:00 p.m.  
MS Teams Meeting

## **17. Adjournment**

The meeting adjourned 7:00 p.m.

1<sup>st</sup> Morley Walker

2<sup>nd</sup> Dean Scaletta

**Appendix A**  
**Manager's Report February 2, 2021**

**1. Facilities Update**

**a) Cornish Library**

- Project completion date estimated as February/March 2021
- Opening event TBA – due to pandemic

**b) Bill & Helen Norrie Library**

- Project completion date estimated as March 2021
- Opening event TBA – due to pandemic

**c) Community Connections Space @ Millennium Library**

- Construction tender posted
- Construction phase estimated as April – August 2021

**d) Munroe Library**

- Construction tender to be posted February 2021

**2. WPL Curbside Pickup Service**

Ed Cuddy will provide a verbal update on the status of curbside pickup and returns service at the February meeting.

**3. Kindergarten Card Campaign**

Thank you to the Library Board for providing \$500 to cover the cost of mailing 190 new library cards to the students in the St. James-Assiniboia School Division who participated in the 2020 campaign. In addition, students will be able to receive a free book from any of the branches that are currently open by contactless pick-up.

**4. Read by Queens Program**

Thank you to the Library Board for providing \$1,000 to support the Reads by Queens program in partnership with Sunshine House. The family story time will feature eight Winnipeg Drag Queens who will perform readings, sing songs, and demonstrate crafts. The virtual video will be posted on WPL's YouTube channel on February 20, 2021 and there will be social media promotion around the program. Craft kits were purchased with the funds and will be available for pickup by customers at any of the 10 branches that are currently open.



## Appendix B

### February 2, 2021 Motions

MOTION	1 <sup>ST</sup>	2 <sup>ND</sup>	DISPOSITION
That the agenda be approved as distributed with the following changes: <ul style="list-style-type: none"><li>• Change Item 7.2 Annual to Annual</li></ul>	Morley Walker	Ian Keenan	<b>Carried</b>
That the December 1, 2020 minutes be approved as distributed	Morley Walker	Karon Chester	<b>Carried</b>
That the 2020 year-end report be approved as distributed	Stephen Kennedy	Councillor Schreyer	<b>Carried</b>
That the following be approved/authorized for the 2020 financial statements:  a) That the 2020 audited financial statements be approved as distributed with the following changes: <ul style="list-style-type: none"><li>• Engagement Letter to be updated to have Morley Walker as the Chair</li><li>• Representation Letter to be updated to have Morley Walker as the Chair and Stephen Kennedy as the Treasurer (Director)</li></ul>			
b) That the WPLB Accountant be authorized to submit the 2020 audited financial statements to the City of Winnipeg Corporate Finance Department.	Stephen Kennedy	Judith Littleford	<b>Carried</b>
c) That the 2020 audited financial statements be submitted to the City of Winnipeg City Clerk's Department with the written 2020 annual report.			
d) That the Administrative Assistant be authorized to coordinate the intent of the foregoing.			

<b>MOTION</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>DISPOSITION</b>
That Kym Shwaluke be retained as the accountant in the amount of \$2,000 for 2021	Stephen Kennedy	Melanie Bidzinski	<b>Carried</b>
That Scarrow and Donald LLP be retained as the financial auditors for 2021	Stephen Kennedy	Karon Chester	<b>Carried</b>
That the 2021 Winnipeg Public Library Board Executive Committee general elections be opened at 6:42 pm.	Dean Scaletta	Judith Littleford	<b>Carried</b>
That the Winnipeg Public Library Board temporarily suspend Article 9 c) that mandates electronic motions be open for 96-hours for the purpose of having the elections conducted online and only open for 24-hours from the time of the notification being sent.	Ian Keenan	Dean Scaletta	<b>Carried</b>
That the 2021 Winnipeg Public Library Board Executive Committee general elections be closed at 6:57 pm.	Melanie Bidzinski	Emmanuel Oluwadare	<b>Carried</b>

## Appendix C

In accordance with 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	DISPOSITION
<b>December 17-20, 2020</b>	That the Winnipeg Public Library Board approve the interim appointment of Dean, Jaideep and Karon to the Executive Committee effective January 1, 2021 until the next general elections on February 2, 2021.	13	0	1	Carried
<b>January 10 – 13, 2021</b>	That the Winnipeg Public Library Board approve the Kindergarten Card Campaign funding request in the amount of \$500 to cover postage to distribute library cards to the St. James-Assiniboia School Division.	14	0	0	Carried
<b>January 10 – 13, 2021</b>	That the Winnipeg Public Library Board approved approve the Read by Queens funding request in the amount of \$1,000 to provide honoraria for performers and materials for craft kits.	14	0	0	Carried

## Appendix D



Winnipeg  
Public Library  
Board

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### MEMORANDUM

**To:** Winnipeg Public Library Board

**From:** Ed Cuddy,  
Presiding Election Officer

**File:** -

**Date:** February 4, 2021

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**RE: 2021 Executive Committee Election Results**

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By acclamation the following Board members have been appointed to the Executive Committee for 2021:

<b>Chair</b>	Morley Walker
<b>Vice-Chair</b>	Jaideep Johar
<b>Treasurer</b>	Stephen Kennedy

On February 3, 2021 an electronic voting poll was issued and open for 24-hours. The following members have been selected to fill two (2) Member-at-Large positions on the Executive Committee:

- Dean Scaletta
- Karon Chester

Thank you to all who have put their name forward.

This concludes the 2021 election process.

*Originally signed*

Ed Cuddy,  
Presiding Election Officer