



**Board Meeting Agenda
Tuesday, January 15, 2019
4:00 p.m. Central Board Room**

1.	Call to order and regrets	Chair
2.	Adoption of Agenda	Chair
3.	Disclosure or Pecuniary Interest	Chair
4.	Presentations/Delegations	
5.	Communications	Chair
6.	Minutes <ul style="list-style-type: none">➤ Minutes of Previous Board Meeting	Chair
7.	Business Arising	
8.	CEO Report & Questions	K. Pope
9.	New Business <ul style="list-style-type: none">➤ Collection Services Department Report➤ Board Legacy Document 2015 - 2018	N. Peel K. Pope
10.	Review of Board Reimbursements	Chair
11.	Next Meeting – Tuesday, February 19, 2019	Chair
12.	In Camera	Chair
13.	Adjournment	Chair



Board Communications

Wednesday, January 9, 2019

❖ **Letters/Emails**

- Letter of thanks to Forest Glade Branch – December 2018

❖ **Newspaper/Radio Reports**

- Windsor Star November 20, 2018
[Moving Forward with \\$39M Downtown Branch, Library Board Contemplates Partnerships](#)
- AM800 November 20, 2018
[New Central Library Expected to Cost More than \\$38 Million](#)
- AM800 December 13, 2018
[Major Power Outage Closes Forest Glade Library](#)
- CBC News December 21, 2018
[Windsor Mayor Drew Dilkens said the \\$1 price tag was too good to pass up](#)

December, 2018

Dear Library,
Forest Glade Branch ☺

Just wanted to let you know how much we enjoy the programs you organize for the kids at your branch. Our Family loves to come in for those special occasions. We tell all our friends. Your latest "Holiday Carol Singing" organized by Miss Nicole was AWESOME. Two of our friend's families were here for it and enjoyed it very much. One of the little girls wouldn't stop singing afterwards ☺.

Thank You
again for all the
hard work and
thought you put
into organizing those
events

Mrs. Strelkova & family
and Friends

P.S. Happy holidays

☺



Windsor Public Library Board Meeting

Tuesday, November 20, 2018

4:00 p.m.

Present: Mayor D. Dilkens (arrived 4:20 p.m.), Councillor R. Bortolin, Councillor J. Gignac, Councillor I. Kusmierczyk, D. Lee, D. McFarlane, M. Payne, J. Stuart

Regrets: H. Reidel, V. Critchley

Guests: J. Grossi, Studio g+G Architects

Staff: K. Pope (CEO), C. Anson, A. Craig, N. Peel, C. Rideout-Arkell, C. Woodrow, A. Rutherford (Secretary)

1. **Call to Order:** J. Gignac called the meeting to order at 4:10 p.m.

2. **Adoption of agenda:**

85.18	Moved:	R. Bortolin	Seconded:	D. Lee
THAT the agenda be adopted as presented. CARRIED				

3. **Disclosure of Pecuniary Interest:** None

4. **Presentations/Delegations: New Central Library Functional Plan Presentation**

J. Grossi and K. Pope reviewed the key points of the Central Library Functional Plan. A full discussion ensued re: flexibility of site requirements, size, cost and the needs of Windsor for next 50 years.

Board members discussed:

1. What a unique opportunity this project would provide to find synergies with other businesses and educational institutions. WPL could be a catalyst for other developments in the core cultural hub.
 2. The need to find funders at all three levels of government.
 3. Board must be mindful of not escalating operating costs.
 4. Designing the new Central library for all residents and not just one sector, i.e. students, preschoolers or seniors – room for everyone.
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5. Building a new central library is a 13 step process as outlined in the report and needs to be followed.
6. The Functional Plan is a guiding document, a “roadmap”, to take forward to City Council and address steps and financing.

86.18	Moved:	R. Bortolin	Seconded:	I. Kusmierczyk
	THAT the Windsor Public Library Board accept the Central Library Functional Plan as presented and recommend it to Windsor City Council for their consideration. CARRIED			

The Board Chair, on behalf of the WPL Board, thanked Architect J. Grossi for his work on this plan.

5. Adjournment:

87.18	Moved:	D. McFarlane	Seconded:	D. Lee
	THAT the Board adjourn the meeting at 5:07 p.m. CARRIED			

APPROVED:

X

Mayor Drew Dilkens
Chair, Windsor Public Library Board

X

Kitty Pope
CEO, Windsor Public Library

X

Anne Rutherford
Manager Board Operations & Executive Assi...



Windsor Public Library Board Meeting

Tuesday, November 20, 2018

5:00 p.m.

Present: Mayor D. Dilkens, Councillor R. Bortolin, Councillor J. Gignac, Councillor I. Kusmierczyk, D. Lee, D. McFarlane, M. Payne, J. Stuart

Regrets: H. Reidel, V. Critchley

Staff: F. Isabelle Tunks, H. Turnbull, K. Pope (CEO), C. Anson, A. Craig, N. Peel, C. Rideout-Arkell, C. Woodrow, A. Rutherford (Secretary)

1. **Call to Order:** D. Dilkens called the meeting to order at 5:10 p.m.

2. **Adoption of agenda:**

88.18	Moved:	R. Bortolin	Seconded:	D. McFarlane
	THAT the agenda be adopted as presented. CARRIED			

3. **Disclosure of Pecuniary Interest:** None

4. **Presentations/Delegations:** None

5. **Communications:** None

6. **Minutes:**

89.18	Moved:	R. Bortolin	Seconded:	D. Lee
	THAT the Windsor Public Library Board approves the minutes of the WPL Board meeting of September 18, 2018 as presented. CARRIED			

7. **Business Arising:** None

8. Administrative Reports:

CEO Report: Discussion re: Glow Forge – WPL is still waiting for this equipment.

90.18	Moved:	I. Kusmierczyk	Seconded:	J. Stuart
	THAT the Windsor Public Library Board approves the CEO's Report of November 13, 2018 as presented. CARRIED			

Financial Report - Operating Budget Results as at September 30, 2018

91.18	Moved:	M. Payne	Seconded:	D. McFarlane
	THAT the Windsor Public Library Board accepts the Operating Budget Results as at September 30, 2018 as presented. CARRIED			

9. New Business:

1) Foundation and Friends of the Library Report: Discussion re: The reading room at Riverside, including new chairs, tables and lamps, is almost complete thanks to monies donated by the Friends of Riverside.

92.18	Moved:	J. Gignac	Seconded:	J. Stuart
	THAT the Windsor Public Library Board accepts the Foundation and Friends of the Library Report as presented. CARRIED			

2) 2017-2018 Library Programming Report:

93.18	Moved:	R. Bortolin	Seconded:	I. Kusmierczyk
	THAT the Windsor Public Library Board accepts the 2017-2018 Library Programming Report as presented. CARRIED			

3) 2017–2018 Library Outreach Report: Discussion re: FRED and in-person visits to schools is on the rise.

94.18	Moved:	R. Bortolin	Seconded:	I. Kusmierczyk
	THAT the Windsor Public Library Board accepts the 2017-2018 Library Outreach Report as presented. CARRIED			

10. Review of Board Reimbursements: None

11. Next Meeting: Tuesday, January 15, 2019

12. In Camera: see separate agenda

95.18	Moved:	J. Stuart	Seconded:	D. McFarlane
	THAT the Board move in camera at 5:14 p.m. CARRIED			

96.18	Moved:	R. Bortolin	Seconded:	J. Gignac
	THAT the Board accepts the Security Report from the in camera meeting. CARRIED			

13. Adjournment:

97.18	Moved:	M. Payne	Seconded:	R. Bortolin
	THAT the Board adjourn the meeting at 5:20 p.m. CARRIED			

APPROVED:

X

Mayor Drew Dilkens
Chair, Windsor Public Library Board

X

Kitty Pope
CEO, Windsor Public Library

X

Anne Rutherford
Manager Board Operations & Executive Assi...

WINDSOR PUBLIC LIBRARY

Windsor Public Library Board CEO's Report Wednesday, January 9th, 2019

Performance Indicators Dashboard

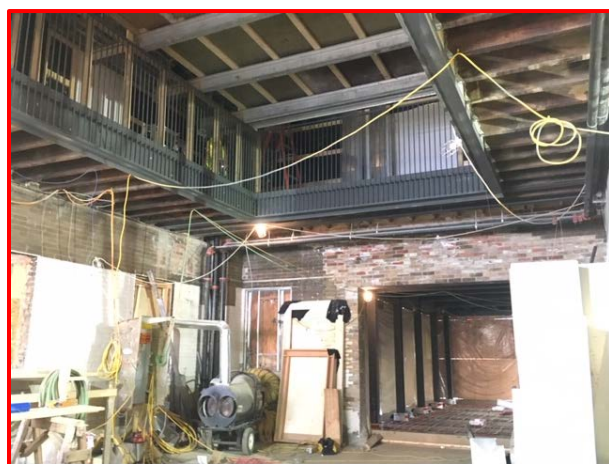
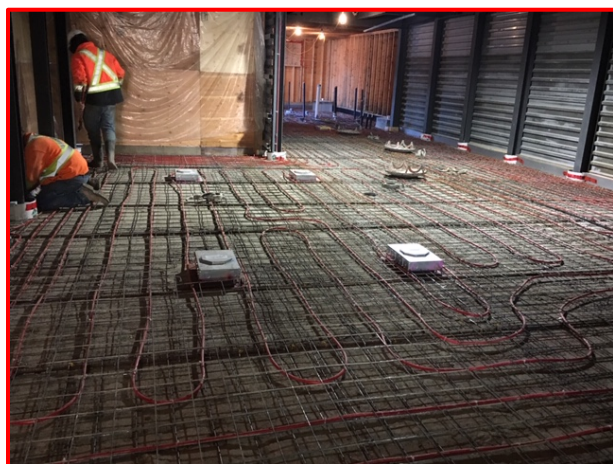
	Performance Indicators	Status / Issues
	Finances	Finance staff working on year end
	Usage	N/A
	Human Res.	Working on annual staff performance evaluations
	Facilities	As below

Facilities:

John Muir Branch: The heritage project is designed to renovate the 1921 Sandwich Fire Hall and stable on Mill Street into a 5,940 SF public library facility at a cost of \$5,482,855.

Intrepid General Ltd. began construction January 15, 2018. They are currently completing the exterior, restoring the drying tower and installing radiant heat flooring in the west end of the building. Completion of the restoration project is expected in late spring.

Library staff is currently working on the commissioning plan to move the Sandwich 12,500 volume collection to the new location in March/April and planning opening week celebrations.



Budimir Branch: The 6,000 SF, \$2,917,000 addition to Budimir includes more space for customers and resources plus improved sight lines. The WPL Board accepted the [Architecttura Inc](#) design in May 2018. Tender documents for renovations and construction have been prepared by the City and will be let January 23, with construction due to begin late March. The plan is to keep the library open as much as possible despite construction/renovations on all 4 sides of the building over the 11 month build. FRED will assist when there is limited access to the facility. Construction is expected to be completed by late spring 2020.



Proposed facility project completion dates as of January 2019

John Muir Branch Renovation	Library @ City Hall Relocation	Budimir Branch Renovation & Expansion
-----+-----	-----+-----	-----+-----
Spring 2019	June 2019	Spring 2020

Top Circulating Titles of 2018

What are Windsorites reading is an interesting question I get asked often. Below are the most borrowed titles based on the WPL 2018 circulation statistics. WPL has multiple copies of all the titles listed and depending on the resource; the loan period varies from 1-3 weeks.

	Most Borrowed Adult Fiction Books	# of Borrows
1	The Midnight Line; <i>Child, Lee</i>	358
2	The Rooster Bar; Grisham, John	304
3	Fifty Fifty; <i>Fox, Candice; Patterson, James</i>	292
4	The People vs. Alex Cross; <i>Patterson, James</i>	289
5	The 17th Suspect; <i>Patterson, James</i>	285
	Most Downloaded Adult E Books	
1	The Whistler; Grisham, John	334
2	Lilac Girls; <i>Kelly, Martha Hall</i>	207
3	The Teacher; Diamond, Katerina	189
	Most Borrowed Adult Nonfiction Books	
1	Guinness World Records 2018	158
2	Fire and Fury: Inside the Trump White House; Wolff, Michael	155
3	12 Rules for Life : An Antidote to Chaos; Peterson, Jordan B	119
4	The Subtle Art of Not Giving a F*ck; Manson, Mark	113
5	Fear: Trump in the White House; Woodward, Bob	90
	Most Borrowed DVD's	
1	Jumanji: Welcome to the Jungle	685
2	Justice League	687
3	The Greatest Showman	597
4	Wonder	591
5	The Shape of Water	574

Prepared by:

Kitty Pope, CEO

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Windsor Public Library Board
Collection Services Department Report
Wednesday, January 9, 2019



1. OBJECTIVE:

To provide the WPL Board with a capsule review of the activities of the Collections Department, January – December 2018.

2. BACKGROUND:

The Collection Services Department consists of:

- Acquisitions and cataloguing employees (3.5 FTE) order, process and provide access to over 47,000 physical and on-line items (books, DVDs, CDs, Findaways, magazines, games, [e-books](#)) selected by Automatic Release Plans and WPL librarians annually;
- Local History/Archives employees (2.3 FTE) develop and maintain WPL's collection of items related to the history of Windsor, including those in the [Archives](#). The full-time librarian and full-time archivist collaborate to assist customers find information in both collections, along with the collection of the Essex County branch of the Ontario Genealogical Society. Customers include historians, genealogists, the general public, and City of Windsor staff. Staff also promote the collection through [social media](#), outreach, and programming opportunities.
- [Accessibility Services](#) Librarian (1 FTE) ensures equitable access for those customers with a disability: maintains collections; oversees the delivery of materials to residences and residential institutions (including 8 hours/month on FRED); and delivers programs targeted specifically to those needing assistance accessing our collections.
- Digital Media Services (1 FTE) provides access to all collections by maintaining the smooth functioning of WPL's Integrated Library System (ILS), and [on-line catalogue](#); trouble-shoots and promotes [digital resources](#); provides training to staff, and coordinates access to online resources with City IT staff.

3. ANNUAL STATISTICAL REVIEW:

- Collections staff acquired, catalogued and processed 25,524 physical items; acquired 1,992 e-books and provided access to another 20,274; and added four electronic resources: [Lynda.com](#) (lifelong learning), [Free G-1 Practice Tests](#), [RomanceBookCloud](#) (ebooks), [Kanopy](#) (videos) and [NewYorkTimes.com](#);
- Accessibility Services served 187 registered customers, provided deposit collections at thirteen locations and [FRED](#) visits at another seven, and delivered materials to customers with accessibility issues at 135 locations;
- Local History/Archives staff hosted 2,102 customer visits, and answered 116 e-mail and 148 telephone questions. 3341 documents were consulted. First steps were taken to move digital images to a new server;
- 71 [Famous Windsorite](#) profiles completed;
- Training in the use of [apps](#) and [digital resources](#) was provided to 56 customers in direct programming;
- The Digital Media librarian introduced [electronic cards](#), allowing remote access to on-line resources, of which 210 have been issued; assisted 82 customers accessing digital resources, facilitated 2,805 [customer recommendations](#), and delivered hands-on tech programming to more than 200 customers.



4. ACTIONS:

In 2019, the Collections Department will:

- Continue to improve the value and circulation of WPL collections through use of evidence-based data in combination with the judgment of professional librarians to achieve a collection at the median range of MBNA libraries;
- Monitor innovative formats, e-resources and vendor opportunities to ensure WPL customers are being provided the best collection choices;
- Redistribute collections in preparation for move to temporary re-location of Central branch;
- Oversee the selection and implementation of a new ILS;
- Add another 100 profiles to the [Famous Windsorites](#) portal.

5. RECOMMENDATION:

Moved by _____ Seconded by _____

THAT the WPL Board accepts the Collection Services Department Report as presented.

Prepared by:
Nancy Peel, Manager, Collection Services



Windsor Public Library Board
Board Legacy Document 2015-2018
Wednesday, January 9, 2019

1. OBJECTIVE:

In preparation for the appointment of a new library Board in March/April, the Board Legacy Document highlights the accomplishments and issues addressed by the 2015 - 2018 Board and proposes a Board legacy project.

2. BACKGROUND:

Board Membership 2015 - 2018

The Windsor Public Library has been governed for 124 years by a public board since its inception in December 1894. The current Windsor Public Library Board was appointed by City Council in January 2015. As per the [Public Libraries Act, R.S.O. 1990,c.P.44 \(10\)](#), Board members are appointed for four years and the Board Chair is elected annually by the Board. At the first meeting of the new Board, Dr. Peter Fries was re-elected Board Chair and again in 2016 and 2017.

The WPL Board had a majority of citizen appointments (four) plus three City Councillors for a total Board complement of seven. However, with the passing of Board member Premier [Howard Pawley](#) in December 2015, City Council appointed Jim Stuart to the Board in February 2016, thereby returning to a total complement of seven members.

With the resignation of Board Chair Dr. Frise, in May 2017, Mayor Drew Dilkens, Donika McFarlane and Helga Reidel were appointed; bringing the complement to nine members; four Council members and five citizen appointments. At the June 20, 2017 Board meeting Mayor [Dilkens](#) was elected Board Chair.

The 2015-2018 WPL Board complement included:

Chair:

Dr. Peter Frise January 2015 – May 2017

His Worship Drew Dilkens, Mayor City of Windsor June 2017 – 2018

Councillors:

Rino Bortolin Ward 3 January 2015 – 2018

Jo-Anne Gignac Ward 6 January 2015 – 2018

Irek Kusmierczyk Ward 7 January 2015 – 2018

Citizen Appointees:

Dan Lee January 2015 – 2018

Donika McFarlane June 2017 – 2018

Margaret Payne January 2015 – 2018

Helga Reidel June 2017 – 2018

Howard Pawley January 2015 – December 2015

Jim Stuart February 2016 - 2018

3. BOARD ACCOMPLISHMENTS:

The accomplishments and challenges addressed by the 2015 - 2018 Board include:

2015

- Dealt with [inappropriate videos](#) taken in the library in March
- Initiated a security and sight line review of all branches in April
- Began a review and redrafting of all WPL Policies
- Authorized a new WPL/ CUPE contract January 2016 – December 2019
- Launched new WPLB [web portal](#) for Board members in September

2016

- WPL Board awarded the Library Board of the Year by the Ontario Library Board Association in Toronto in January
- Opened WPL [Automotive Archives](#) on January 30
- Began public consultation and development of a Functional Plan to build a new Central Library in March
- Purchased a [bookmobile](#) and named him FRED in July

2017

- Signed an Amending Agreement revising the WPL/City of Windsor 2014 Operating Service Agreement on March 21
- At the AGM, author C. Curtis, spoke about the power of the public library to change lives and build communities
- Authorized new WPL Foundation, Governance and Operational Policies in April
- Authorized [John Muir Branch](#) renovations of the old Sandwich Town Fire Hall in May
- Adopted a plan to better serve the Windsor Indigenous communities in August
- Opened the [W.F. Chisholm Branch](#) including \$112,000 raised by the Board to support the new branch on October 21

2018

- The WPLB [sells Central Library](#) to the Downtown Mission in March
- At the April AGM Vincent Georgie spoke “Reinventing our Public Libraries”
- The WPLB authorized hiring police to patrol the Central Library for 2 weeks in May
- The WPLB authorized the 6,000 sf expansion of the [Budimir Branch in](#) June
- The WPLB authorized temporarily relocating Central to the new City Hall in June
- The WPLB accepts new Central Library Function Plan in November

4. MOVING FORWARD:

The 2015 – 2018 Board Legacy

A library board legacy project is a gift handed down from one board to another, to support sustainability and move the library forward. For public library boards, it is a way of informing and encouraging the next board to build on the accomplishments of the previous board. In looking for a potential legacy gift or program, I thought about what was important to the late Manitoba Premier and Board member [Howard Pawley](#). He regularly talked to the Board about gratitude and the impact volunteers make on the community. To date WPL has not formally recognized any of its volunteers. However, as a legacy gift, the 2015 – 2018 Board could establish a Volunteer Recognition Program.



Proposed WPL Volunteer Recognition Program

Background: The term “volunteer” is defined as a person who performs a service without compensation. A volunteer does not replace staff members but rather augments them. The WPL [Volunteer Policy 0-19](#) provides a framework for the inclusion of volunteers to enrich, enhance and extend programs and services and in return give volunteers the experience and opportunity to engage with the community. WPL volunteers are involved in [library programs](#) such as Book Buddies, the home delivery of books to shut-ins, local history and literacy projects plus members of Friends Groups. Our volunteers also include students participating in: community service activities as an educational requirement; internships or cooperative placements plus retired educators and seniors. WPL relies on its volunteers.

Year	Number of Volunteers
2018	267
2017	257
2016	300
2015	287
2014	298

Libraries such as the [Calgary Public Library](#) have large volunteer cohorts and recognize the contributions of their volunteers with a public event and an annual thank you from library board members and staff.

Volunteer recognition at WPL could be part of the WPL Annual General Meeting in April where the Board could recognize:

- 1) **Years of Service Recognition:** The award would include a Certificate of Appreciation, presented by the Board. The recognition could be in five-year increments i.e. Year 5, Year 10, and Year 15...

- 2) **WPL Volunteers of the Year:** The award would recognize up to five volunteers who have provided exceptional service to the WPL and the community. The recognition would be appropriate to the recipient i.e. a gift certificate to a local bookstore.

This award could be called the Pawley Award, in honor of WPL Board member Howard Pawley.

The WPL Human Resources Department would be responsible for the Volunteer Recognition program with a volunteer recognition procedure developed to assure a consistent application process with an annual report to the Board. The budget for year one of this program would be \$1,500 with funds accessed from the Communications & Development budget. No new funds for this project would be required.

Award	Proposed Budget
Years of Service	\$1,000
Volunteers of the Year	\$500
Total	\$1,500

5. SUMMARY

The WPL Board of 2015 - 2018 has accomplished a great deal during its tenure. The Board drafted 46 new library polices, built one new library and renovated two other branches, plus charted a new course towards building a new Central Library in downtown Windsor in the next 5-7 years. Building on these accomplishments, the Volunteer Recognition Program would set the stage for the next library Board to build on your accomplishments.

On behalf of the 149 WPL staff, our 267 volunteers and over 90,000 library members, I would like thank each Board member for your service to the Windsor Public Library. Your thoughtful deliberations and ongoing support are truly appreciated and make Windsor a better place to live, work and raise a family.

Moved by _____ Seconded by _____

THAT the Windsor Public Library Board accepts the WPL Board Legacy Document 2015 – 2018 as presented, establishing the WPL Volunteer Recognition Program.

Prepared by:

Kitty Pope, CEO

kpope@windsorpubliclibrary.com