



MINUTES

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Toronto Public Library Board

Meeting No. 7: Monday, September 23, 2013, from 6:10 p.m. to 11:00 p.m.

Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

Members Present:

Councillor Paul Ainslie (Chair)
Mr. Michael Foderick (Vice Chair)
Ms. Lindsay Colley
Councillor Janet Davis
Councillor Sarah Doucette
Mr. Cameron MacKay
Mr. Kevin McGuire
Mr. Ross Parry
Councillor Jaye Robinson
Mr. Kenneth Stewart
Ms. Andrea Tagalakakis
Mr. Benjamin Wulffhart

Regrets:

Councillor Cesar Palacio

13-131 Call to Order

Councillor Paul Ainslie called the meeting to order at 6:10 p.m. He welcomed Kevin McGuire as a new member of the Board.

13-132 Declarations of Conflict of Interest

There were no *Declarations of Conflict of Interest* by members of the Library Board at the September 23, 2013 meeting.

13-133 Approval of Agenda

Moved by B. Wulffhart, seconded by A. Tagalakakis:

That the Toronto Public Library Board approves the agenda as revised to:

1. *move Agenda Item No. 13 – Paid Parking Pilot Project at Fairview Branch – Toronto Parking Authority Assessment and Agenda Item No. 14 – Results of City's Shared Services Study to earlier on the agenda to accommodate guests in attendance at the meeting for these items.*

Carried

Toronto Public Library Board

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13-134 Confirmation of June 24, 2013 Toronto Public Library Board Meeting Minutes

Moved by K. Stewart, seconded by Councillor Davis:

That the Toronto Public Library Board:

1. *confirms the minutes of the June 24, 2013 Toronto Public Library Board meeting.*

Carried

13-135 Confirmation of June 24, 2013 Toronto Public Library Board Closed Meeting Minutes

Moved by K. Stewart, seconded by C. MacKay:

That the Toronto Public Library Board:

1. *confirms the minutes of the June 24, 2013 Toronto Public Library Board Closed meeting.*

Carried

13-136 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the September 23, 2013 meeting.

13-137 Chair's Report

The following highlights from the Chair's Report were noted:

- a. free e-magazines from Zinio to Toronto Public Library cardholders;
- b. more than 1,600 e-books from Macmillan Publishers through Overdrive for Canadian public libraries;
- c. upcoming 100th anniversary of the Bloor/Gladstone Branch on October 23rd; and
- d. Toronto Public Library's participation in the Word on the Street Festival at Queen's Park on September 22nd.

Moved by Councillor Doucette, seconded by K. Stewart:

That the Toronto Public Library Board:

1. *receives the Chair's Report for information.*

Carried

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**13-138 Paid Parking Pilot Project at Fairview Branch – Toronto Parking Authority
Assessment****Library Board Decision**

The Toronto Public Library Board on September 23, 2013 adopted the following:

The Toronto Public Library Board:

1. *receives the information from the Toronto Parking Authority and decides not to proceed with the paid parking pilot project at Fairview Branch; and*
2. *requests staff to report back on how access to the Fairview Branch parking lot can be better restricted to Library patrons only, including the potential installation of a gate.*

Carried as amended

Councillor Ainslie introduced Councillor Shelley Carroll, Ward 33 Don Valley East in attendance at the meeting as requested by the Board at the June 24, 2013 meeting.

Councillor Carroll outlined her concerns regarding implementation of the proposed paid parking pilot project at Fairview Branch without community consultation.

Councillor Ainslie introduced Marie Casista, Vice President of Real Estate, Development and Marketing, Toronto Parking Authority in attendance at the meeting as requested by the Board at the June 24, 2013 meeting.

Ms. Casista responded to questions of the Board regarding her letter to Larry Hughsam, Director, Finance and Treasurer dated June 4, 2013 (see Agenda Item No. 13 – *Paid Parking Pilot Project at Fairview Branch – Toronto Parking Authority Assessment – Appendix 1 – Attachment 1*).

See the following recommendation in the staff report:

That the Toronto Public Library Board:

1. *considers the additional information provided by Toronto Parking Authority, including the advice that the Board reconsider its decision to proceed with the paid parking pilot project at Fairview Branch.*

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**Paid Parking Pilot Project at Fairview Branch – Toronto Parking Authority
Assessment – continued****Motions**

See the following motion:

Moved by Councillor Davis, seconded by Councillor Doucette:***That the Toronto Public Library Board:***

1. *receives the information from the Toronto Parking Authority and decides not to proceed with the paid parking pilot project at Fairview Branch.*

Carried

See the following motion:

Moved by M. Foderick, seconded by Councillor Robinson:***That the Toronto Public Library Board:***

1. *requests staff to report back on how access to the Fairview Branch parking lot can be better restricted to Library patrons only, including the potential installation of a gate.*

Carried as amended**13-139 Results of City's Shared Services Study****Library Board Decision**

The Toronto Public Library Board on September 23, 2013 adopted the following:

That the Toronto Public Library Board:

1. *endorses the following principles for the Library's participation in shared services discussions:*
 - i. *that Board governance and authority be recognized;*
 - ii. *that implementation of shared services programs be cost neutral to the Board and provide a return on investment;*
 - iii. *that Toronto Public Library have on-going participation in the planning and implementation of applicable shared services programs and there be on-going reporting back to the Board; and*
 - iv. *that Toronto Public Library maintain control over the collective bargaining function while continuing to work collaboratively with the City; and*
2. *requests the City Librarian to report to the January 2014 meeting with an update on the shared services discussions with the City.*

Carried as amended

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Results of City's Shared Services Study – continued

Councillor Ainslie introduced Rob Rossini, Deputy City Manager and Chief Financial Officer; Bruce Anderson, Executive Director, Human Resources; and Robert Reynolds, Director, Employee & Labour Relations, Human Resources, City of Toronto, in attendance at the meeting as requested by the Board at the June 24, 2013 meeting.

Mr. Rossini and Mr. Anderson provided details on the *Results of the City's Shared Services Study*, including scope of the Shared Services Study, current shared services, opportunities identified by KPMG relevant to TPL, initiatives with a short-term implementation timeline and longer-term transformational initiatives, city-wide labour relations strategy, common IT infrastructure, procurement of common goods and services, potential cost savings, shared services governance structure and implementation strategy, and next steps.

Dan Keon, Director, Human Resources responded to questions of the Board.

See the following recommendations in the staff report:

That the Toronto Public Library Board:

1. *endorses the following principles for the Library's participation in shared services initiatives:*
 - i. *that Board governance and authority be recognized;*
 - ii. *that implementation of shared services programs be cost neutral to the Board and provide a return on investment;*
 - iii. *that Toronto Public Library have on-going participation in the planning and implementation of applicable shared services programs and there be on-going reporting back to the Board; and*
 - iv. *that consideration be given in the planning and implementation process to potential labour relations issues.*

At the request of Councillor Ainslie, Michael Foderick presided over the meeting.

Motions

See the following motion to amend:

Moved by Councillor Ainslie, seconded by M. Foderick:

That the recommendations in the staff report be amended as follows:

1. *replace 1.iv. with "that Toronto Public Library maintain control over the collective bargaining function while continuing to work collaboratively with the City".*

Carried

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Results of City's Shared Services Study – continued

See the following motion to amend:

Moved in amendment by Councillor Davis, seconded by Councillor Doucette:***That the recommendations in the staff report be amended as follows:***

1. *replace the word “initiatives” with “discussions” in Recommendation 1.*

Carried

See the following motion to amend:

Moved in amendment by Councillor Davis, seconded by Councillor Doucette:***That the recommendations in the staff report be amended as follows:***

1. *add “requests the City Librarian to report to the January 2014 meeting with an update on the shared services discussions with the City” as Recommendation 2.*

Carried

Councillor Ainslie returned to chairing the meeting.

13-140 Presentations

Maureen O'Reilly, President, Toronto Public Library Workers Union, Local 4948 (CUPE) addressed the Board regarding Agenda Item No. 10d – *2014 Operating Base Budget Submission*. A communication to the Board from Maureen O'Reilly regarding the *2014 Operating Base Budget Submission* was distributed at the meeting. The Board was encouraged to adopt the staff recommendation of a 1.3% increase to the 2014 operating base budget submission. In addition, the Board was requested not to support the implementation of a pilot project for After Hours Study Hall as outlined in Agenda Item No. 11 – *Service Levels and Options for Open Hours Enhancement and After Hours Study Hall*.

Moved by Councillor Doucette, seconded by K. Stewart:***That the Toronto Public Library Board:***

1. *receives the Toronto Public Library Workers Union, Local 4948 (CUPE) presentation regarding Agenda Item No. 10d – 2014 Operating Base Budget Submission for information.*

Carried

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13-141 Communications*Moved by K. Stewart, seconded by L. Colley:**That the Toronto Public Library Board:*

1. receives Communication (a) from Councillor Paul Ainslie, Chair and Michael Foderick, Vice Chair, Toronto Public Library Board dated August 8, 2013 to Martha Bucci, Hachette Book Group Canada; Kevin Hanson, Simon & Schuster Canada; David Kent, HarperCollins Canada; Brad Martin, Penguin Random House Canada; John Sargent, Macmillan Publishers; Jacqueline Hushion, Canadian Publishers' Council; and Carolyn Wood, Association of Canadian Publishers regarding e-books for Canadian public libraries, for information;
2. receives Communication (b) from David Kent, HarperCollins Canada to Jane Pyper dated August 20, 2013 in response to a letter from Councillor Ainslie and Michael Foderick dated August 8, 2013 [see (a) above], for information;
3. receives Communication (c) from Joe Cascone dated February 6, 2013 regarding the Paid Parking Pilot Project at Fairview Branch, for information; and
4. receives Communication (d) from Linda Ervine dated September 19, 2013 regarding the Paid Parking Pilot Project at Fairview.

Carried**Budget Committee:****13-142 a. Approved Minutes of the Budget Committee Meeting of June 10, 2013***Moved by Councillor Doucette, seconded by L. Colley:**That the Toronto Public Library Board:*

1. receives the Approved Minutes of the Budget Committee meeting of June 10, 2013 for information.

Carried**13-143 b. Operating Budget Comparative Increases***Moved by L. Colley, seconded by C. MacKay:**That the Toronto Public Library Board:*

1. receives the Budget Committee: Operating Budget Comparative Increases report for information.

Carried

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13-144 c. 2014 – 2023 Capital Budget and Plan Submission – Update

Larry Hughsam, Director, Finance and Treasurer provided the following information to update the Board regarding the 2014 – 2023 capital budget and plan submission approved by the Board at the June 24, 2013 meeting:

- a. It was noted that a revised approach to reduce the contribution from the operating budget to fund the Technology Asset Management Program (TAMP) capital budget by \$100,000 each year over the 2014 – 2023 period provides more sustainable relief than a one-time \$1 million relief to the operating budget in 2014 as presented to the Board in June. This revised approach will adjust sources of funding for TAMP capital, and is reflected in the 2014 operating budget submission;
- b. Capital funding of \$160,000 is being provided in 2014 by the City from a reserve for the Library's participation in the Toronto 2015 Pan American/Parapan American Games;
- c. The 2012 City Council approval to acquire the former First Parliament Site included funding for the relocation of the Library Processing Centre to 1076 Ellesmere; the funding to be provided by the City's Land Acquisition Reserve Fund (LARF). Council approval acknowledged additional funding could be provided from LARF when the final budgets are confirmed. Additional projects costs of approximately \$800,000 have been identified associated with remediation of site conditions at 1076 Ellesmere, and discussions are underway with City staff regarding required funding in 2014; and
- d. Council approved a motion on July 26, 2013 to allocate \$82,000 for the Bendale Branch funded from LARF, to be allocated towards children's computer workstations, new shelving and a reading garden.

These budget adjustments, which involve 2014 cash flows and do not impact debt, will be made to the 2014 capital budget submission and reviewed at a future board meeting.

Moved by C. MacKay, seconded by K. McGuire:

That the Toronto Public Library Board:

1. *receives the Budget Committee: 2014 – 2023 Capital Budget and Plan Submission – Update verbal report for information.*

Carried

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Items for Approval:**13-145 d. 2014 Operating Base Budget Submission**

Larry Hughsam provided an overview of the 2014 operating base budget submission for the Board.

Moved by M. Foderick, seconded by Councillor Davis:

That the Toronto Public Library Board:

1. *approves the 2014 operating base budget submission of \$167.477 million net (\$184.050 million gross), which represents a \$2.118 million or 1.3% net increase over the 2013 budget.*

Carried

13-146 Service Levels and Options for Open Hours Enhancement and After Hours Study Halls

Discussion of *Service Levels and Options for Open Hours Enhancement and After Hours Study Halls* was deferred to the end of the meeting to allow the Board to ask questions in a Closed meeting as the subject matter being considered involves labour relations or employee negotiations.

13-147 Eglinton Square Branch – Lease Renewal

Moved by Councillor Doucette, seconded by R. Parry:

That the Toronto Public Library Board:

1. *approves a lease renewal agreement for unit 126 at 1 Eglinton Square with KS Eglinton Square Inc. for a five-year term to commence on January 1, 2014 and expire on December 31, 2018 with:*
 - a. *annual base rent as follows:*
 - i. *from January 1, 2014 to December 31, 2016 - \$21.00 per square foot for an annual base rent of \$99,036 excluding Harmonized Sales Tax (HST);*
 - ii. *from January 1, 2017 to December 31, 2017 - \$21.50 per square foot for an annual base rent of \$101,394 excluding HST;*
 - iii. *from January 1, 2018 to December 31, 2018 - \$22.25 per square foot for an annual base rent of \$104,931 excluding HST;*
 - b. *common area maintenance to be fixed at \$20.59 excluding HST for the first two years of the term, and capped at a maximum increase of 5% for each of the remaining three years of the term; and*
2. *authorizes staff to forward this report to the City for Council approval.*

Carried

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13-148 Live Web Broadcasts of Board Meetings and Board Meeting Locations*Moved by R. Parry, seconded by C. Mackay:**That the Toronto Public Library Board:*

1. *investigates further the option of a shared service arrangement with the City to delivery live broadcast services for the Library, and report back with options and recommendations; and*
2. *schedules two Board meetings in alternate branches to Toronto Reference Library, locating meetings in each of the four quadrants of the city over the course of a two-year period.*

*Carried***13-149 Youth Participation in Library Board Decision Making***Moved by Councillor Robinson, seconded by R. Parry:**That the Toronto Public Library Board:*

1. *approves a pilot project to appoint two Youth Advisors with a review after the completion of the pilot in June 2015;*
2. *appoints Andrea Tagalakakis as the Board liaison at the September 23, 2013 meeting; and*
3. *directs staff to work with the appointed Board liaison to establish the position of Youth Advisors, including the development of the application and appointment process and consultation strategies.*

*Carried***Items for Information:****13-150 Canadian Urban Libraries Council: Accessible Library Service Project***Moved by A. Tagalakakis, seconded by L. Colley:**That the Toronto Public Library Board:*

1. *receives the Canadian Urban Libraries Council: Accessible Library Service Project report for information.*

*Carried***13-151 Operating Budget Monitoring Report – June 30, 2013***Moved by Councillor Doucette, seconded by C. Mackay:**That the Toronto Public Library Board:*

1. *receives the Operating Budget Monitoring Report – June 30, 2013 for information.*

Carried

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13-152 Capital Budget Monitoring Report – June 30, 2013

Moved by M. Foderick, seconded by B. Wulffhart:

That the Toronto Public Library Board:

1. receives the Capital Budget Monitoring Report – June 30, 2013 for information.

Carried

13-153 Board Resolutions – Status Report

Moved by A. Tagalakis, seconded by C. MacKay:

That the Toronto Public Library Board:

1. receives the Board Resolutions – Status Report for information.

Carried

13-154 Closed Meeting

At 10:15 p.m., it was:

Moved by Councillor Doucette, seconded by Councillor Davis:

That the Toronto Public Library Board:

1. conducts a Closed meeting as the subject matter being considered (Service Levels and Options for Open Hours Enhancement and After Hours Study Halls) involves labour relations or employee negotiations.

Carried

At 10:50 p.m. the Board resumed its meeting in public.

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13-155 Service Levels and Options for Open Hours Enhancement and After Hours Study Halls**Library Board Decision**

The Toronto Public Library Board on September 23, 2013 adopted the following:
The Toronto Public Library Board:

1. *recommends that the 2014 operating budget be amended to include Option 2 for Open Hour Enhancements at a cost of \$260,000;*
2. *recommends that the 2014 operating budget be amended to include the After Hours Study Hall pilot at a cost of \$140,000;*
3. *requests staff to contact universities and colleges in Toronto to request a financial partnership in expanding study hall hours and in promoting their availability.*

Carried as amended

See the following recommendation in the staff report:

That the Toronto Public Library Board:

1. *considers the options for open hours enhancements and the After Hours Study Hall pilot.*

Motions

See the following motion:

Moved by Councillor Davis, seconded by Councillor Doucette:

That the Toronto Public Library Board:

1. *recommends that the 2014 operating budget be amended to include Option 2 for Open Hour Enhancements at a cost of \$260,000.*

Carried

Recorded Vote Requested:

Yes – 10

Councillor Paul Ainslie, Lindsay Colley, Councillor Davis, Councillor Doucette, Michael Foderick, Kevin McGuire, Ross Parry, Kenneth Stewart, Andrea Tagalakakis and Benjamin Wulffhart

No – 2

Cameron MacKay and Councillor Jaye Robinson

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Service Levels and Options for Open Hours Enhancement and After Hours Study Halls – continued

See the following motion that was defeated:

Moved by Councillor Davis, seconded by Councillor Doucette:***That the Toronto Public Library Board:***

1. *refers the proposal for the After Hours Study Halls pilot to the City Librarian for further discussion with the Union related to staffing of the proposed Study Halls.*

Defeated

Recorded Vote Requested:

Yes – 4

Lindsay Colley, Councillor Davis, Councillor Doucette,
and Kenneth Stewart

No – 8

Councillor Paul Ainslie, Mike Foderick, Cameron
MacKay, Kevin McGuire, Ross Parry, Councillor Jaye
Robinson, Andrea Tagalakakis and Benjamin Wulffhart

See the following motion to amend:

Moved in amendment by M. Foderick, seconded by B. Wulffhart:***That the motion moved by Councillor Davis and seconded by Councillor Doucette be amended as follows:***

1. *add “recommends that the 2014 operating budget be amended to include the After Hours Study Halls pilot at a cost of \$140,000” as Recommendation 2.*

Carried

Recorded Vote Requested:

Yes – 7

Councillor Paul Ainslie, Mike Foderick, Cameron
MacKay, Kevin McGuire, Ross Parry, Andrea Tagalakakis
and Benjamin Wulffhart

No – 5

Lindsay Colley, Councillor Davis, Councillor Doucette,
Councillor Robinson and Kenneth Stewart

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Service Levels and Options for Open Hours Enhancement and After Hours Study Halls – continued

See the following motion to amend:

Moved in amendment by M. Foderick, seconded by B. Wulffhart:

That the motion moved by Councillor Davis and seconded by Councillor Doucette be amended as follows:

1. *add “requests staff to contact universities and colleges in Toronto to request a financial partnership in expanding After Hours Study Hall Hours and in promoting their availability” as Recommendation 3.*

Carried

13-156 Adjournment

Moved by Councillor Robinson, seconded by K. Stewart:

That the Toronto Public Library Board:

1. *adjourns the September 23, 2013 Toronto Public Library Board meeting.*

Carried

The meeting ended at 11:00 p.m.

Signed: _____