



## Toronto Public Library Board – Draft Meeting Minutes

### Meeting Details

Meeting Number: 02

Date: Monday, 24 February, 2025

Time: 6:00 p.m. to 7:39 p.m.

Location: Toronto Reference Library, Boardroom, 789 Yonge Street and  
via WebEx

### Members Present (in person)

Alim Remtulla (Chair)

Jonathan Hoss (Vice Chair)

Councillor Paul Ainslie

### Members Present (via WebEx)

Tamara Balan

Serda Evren

Amina Mohamed

### Regrets

Sakariya Ahmed

Deputy Mayor Amber Morley

Soo Wong

### 25-032 Call to Order

Alim Remtulla, Chair, called the meeting to order at 6:03 p.m. and welcomed all to the meeting.

Alim then introduced Vickery Bowles, City Librarian.

Vickery recognized that it is important to acknowledge that the land on which Toronto Public Library is located is Indigenous. She indicated this is the traditional territory of the Haudenosaunee Confederacy, the Wendat, and the Mississaugas of the Credit First Nation. Toronto Public Library gratefully acknowledges these Indigenous nations for their guardianship of this land.

Vickery then introduced the participants in the meeting and explained that it was the first day of Freedom to Read Week, which TPL is celebrating. She also advised the Board that TPL had received the 2024 Canadian Federation of Library Associations (CFLA-FCAB) Intellectual Freedom Award, recognizing the library's outstanding contributions to intellectual freedom in Canada.

Before proceeding with the agenda, Alim announced that Justice Faith Betty had resigned from the Board with immediate effect and thanked her for her public service and advocacy for the Library. He also acknowledged Freedom to Read Week and congratulated everyone at the Library for the CFLA Intellectual Freedom Award.

### 25-033 Declarations of Conflicts of Interest

There were no *Declarations of Conflicts of Interest* by members of the Library Board at the February 24, 2025 meeting.

### 25-034 Approval of Agenda

**Moved by** Councillor Paul Ainslie, **seconded by** Jonathan Hoss:

**That** the Toronto Public Library Board:

1. add 19.a Toronto Public Library Board April Meeting – Revised Date as an Urgent Matter, for approval; and
2. approve the revised agenda.

**Carried**

#### 25-035 Confirmation of January 27, 2025 Toronto Public Library Board Meeting Minutes

**Moved by** Jonathan Hoss, **seconded by** Tamara Balan:

**That** the Toronto Public Library Board:

1. confirms the minutes of the January 27, 2025 Toronto Public Library Board meeting.

**Carried**

#### 25-036 Confirmation of January 27, 2025 Toronto Public Library Board Closed Meeting Minutes

**Moved by** Jonathan Hoss, **seconded by** Serda Evren:

**That** the Toronto Public Library Board:

1. confirms the minutes of the January 27, 2025 Toronto Public Library Board closed meeting.

**Carried**

#### 25-037 Approval of Consent Agenda Items

**Moved by** Jonathan Hoss, **seconded by** Councillor Paul Ainslie:

**That** the Toronto Public Library Board:

1. approves the consent agenda.

**Carried**

#### 25-038 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the February 24, 2025 meeting.

#### 25-039 City Librarian's Report (*Received by Consent*)

**That** the Toronto Public Library Board:

1. receives the City Librarian's Report for information.

**Carried**

#### 25-040 Communications (*Received by Consent*)

**That** the Toronto Public Library Board:

1. receives the Communications report for information.

**Carried**

## **25-041 Presentations**

There were no presentations at the February 24, 2025 meeting.

## **25-042 TPL Board Education – Friends of Toronto Public Library – Annual Update**

Frank Velikonja, President, and Rosemary Fontaine, Vice President, Friends of Toronto Public Library, updated the Board on the efforts of the North and South chapters of the Friends of Toronto Public Library over the past year.

Frank announced that the Friends of the North and South Chapters were very pleased to have jointly raised \$199,000 from book sales for the TPL Foundation in 2024.

Along with sales, the team were kept busy reviewing recent bylaw and regulation amends, along with TPL's new Volunteer Policy, to ensure compliance.

Frank also shared that volunteer hours were growing for the South Chapter, but challenges for the group include recruiting supervisor volunteers and a slowdown in demand for set props from Toronto's film industry.

Rosemary shared that the North Chapter was seeing significant growth on Instagram, and the volunteer who runs the channel has been able to execute some very creative ideas.

She also shared that along with books, they have been selling TPL canvas bags, which remain very popular. After a strong year of sales and a strong holiday season, the South chapter has been able to continue supporting the Foundation's Leading to Reading program.

Finally, Frank and Rosemary thanked Vickery Bowles for all her support and wished her well in her retirement.

Alim Remtulla and the Board thanked the Friends of TPL for their continued hard work on behalf of the Toronto Public Library.

## TPL Board Education – Friends of Toronto Public Library – Annual Update (cont.)

**Moved by** Tamara Balan, **seconded by** Jonathan Hoss:

**That** the Toronto Public Library Board:

1. receives the Friends of Toronto Public Library – Annual Update presentation for information.

**Carried**

### Items for Action

#### 25-043 2025 Operating Budget – Adoption

Marco Cuoco, Director, Finance & CFO, reviewed highlights of the report for the Board. He reiterated some of the key points from the 2025 Operating Budget, including an expansion of Open Hours, three additional Youth Hubs, an additional Digital Innovation Hub and, through contributions from the Foundation, an expansion in the financial empowerment program (from two to four branches) and social services team (from four to 12 branches).

He explained that Council adopted a motion that requests the Library Board to direct the Chief Librarian to create a staffing model to support the expansion of the Toronto Public Library Open Hours, so a further update will be coming to the Board.

Marco reiterated this budget reflects a significant investment from the City in Library services, and Alim thanked staff and the Board's City Councillors for their advocacy.

**Moved by** Jonathan Hoss, **seconded by** Amina Mohamed:

**That** the Toronto Public Library Board:

1. adopts the Council-adopted 2025 operating budget of \$247.135 million net (\$268.903 million gross), which includes 1,950.8 full-time equivalent staff positions.

**Carried**

## 25-044 2025-2034 Capital Budget and Plan – Adoption

Marco Cuoco reviewed highlights of the report for the Board.

**Moved by** Councillor Paul Ainslie, **seconded by** Jonathan Hoss:

**That** the Toronto Public Library Board:

1. *adopts the Council-adopted 2025-2034 capital budget and plan, as detailed in Attachment 1, of \$48.245 million gross (\$26.831 million debt) in 2025 and \$635.010 million gross (\$407.088 million debt) over 2025-2034; and*
2. *receives for information Attachment 2 – Capital Delivery Constraints, which includes six unfunded projects totalling \$116.803 million gross (\$50.103 million debt).*

**Carried**

## 25-045 2024 Capital Budget Adjustment and Monitoring Report – December 31, 2024

Marco Cuoco reviewed highlights of the report for the Board.

**Moved by** Jonathan Hoss, **seconded by** Amina Mohamed:

**That** the Toronto Public Library Board:

1. *endorses the following \$10.178 million year-end cash flow acceleration of projects:*
  - a. *accelerate a total of \$0.331 million gross and debt cash flow from 2025 to 2024 for Centennial Reconstruction and Expansion;*
  - b. *accelerate a total of \$1.536 million gross and development charges cash flow from 2025 to 2024 for Etobicoke Civic Centre New Construction - construction;*
  - c. *accelerate a total of \$1.250 million gross and development charges cash flow from 2025 to 2024 for Junction Triangle - construction;*
  - d. *accelerate a total of \$5.059 million gross and debt cash flow from 2025 to 2024 for Multi-Branch Renovation Program;*
  - e. *accelerate a total of \$0.005 million gross and development charges cash flow from 2025 to 2024 for Pleasant View – design;*
  - f. *accelerate a total of \$1.008 million gross and debt cash flow from 2025 to 2024 for Service and Digital Modernization; and*
  - g. *accelerate a total of \$0.989 million gross and debt cash flow from 2025 to 2024 for Toronto Reference Library.*
2. *endorses a budget transfer of \$1.827 million gross and debt from the Multi-Branch Renovation Program into the following six projects which are completed and have unplanned costs:*
  - a. *Albert Campbell Renovation \$0.085 million;*
  - b. *Bridlewood Relocation \$0.676 million;*
  - c. *Ethennonhawahstihnen' Construction \$0.725 million;*
  - d. *Maryvale Relocation \$0.014 million;*
  - e. *Wychwood Renovation and Expansion \$0.064 million; and*
  - f. *York Woods Renovation \$0.263 million.*
3. *authorizes staff to forward the capital budget adjustments in recommendations 1 and 2 to the City for approval; and*

4. *receives for information the 2024 year-end capital monitoring report of spending against capital projects for 2024 totalled \$46.031 million, or 96.3% of the proposed adjusted gross cash flow budget, as outlined in attachment 1.*

***Carried***

#### **25-046 Specialized Professional Services – Increase to Contract**

Steve Till-Rogers, Director, Digital Strategy & CIO, and Alyssa van Graft, Director, Enterprise Projects and Facilities Management reviewed highlights of the report for the Board.

***Moved by Amina Mohamed, seconded by Jonathan Hoss:***

***That the Toronto Public Library Board:***

1. *approves an extension of contract with S.i. Systems for the supply of specialized professional resources for the period of January 1 to December 31, 2025, estimated at \$4.4 million, excluding Harmonized Sales Tax (HST), increasing the value of the commitment from \$9.1 million to \$13.5 million for the period March 1, 2022 to December 31, 2025.*

***Carried***

#### **25-047 2025 – 2029 Fundraising Priorities**

Pam Ryan, Director, Service Development & Innovation, reviewed highlights of the report for the Board.

***Moved by Jonathan Hoss, seconded by Amina Mohamed:***

***That the Toronto Public Library Board:***

1. *approves the 2025-2029 fundraising priorities: Social connection, civic engagement and democracy; Shared community spaces; Learning and growth; and Awareness and availability.*

***Carried***



#### **25-048 Wireless Service Solution – Extension of Contract (Approved by Consent)**

***That*** the Toronto Public Library Board:

1. *approves an additional one-year contract extension from July 1, 2025 to June 30, 2026 with Lanworks Inc. for a Wireless Service Solution for a total estimated contract extension value of \$1.292 million excluding Harmonized Sales Tax (HST), which increases the value of the contract from \$2.001 million to \$3.293 million for the period January, 2019 to June, 2026.*

***Carried***

#### **25-049 Deer Park Branch General Contractor – Award of Contract (Approved by Consent)**

***That*** the Toronto Public Library Board:

1. *approves a commitment with Struct-Con Construction Limited for the renovation and upgrade of administrative spaces and HVAC upgrades at the Deer Park branch with a total value of \$867,028, excluding HST, comprised of the following:*
  - a. *an award of construction contract at a cost of \$788,207 based on being the lowest total compliant price; and*
  - b. *a 10% contingency of \$78,821.*

***Carried***

#### **25-050 North York Central Library Teen Space General Contractor (Approved by Consent)**

***That*** the Toronto Public Library Board:

1. *approves an award of contract to the lowest bidder, Struct-Con Construction Ltd., for the renovation of the Teen Space on the ground floor of North York Central Library with a total commitment value of \$1,463,392, excluding HST, comprised of:*
  - a. *an award of construction contract at a cost of \$1,330,356; and*
  - b. *a 10% contingency of \$133,036.*

***Carried***

## 25-051 Toronto Public Library Board April Meeting – Revised Date (Approved by Consent)

**That** the Toronto Public Library Board:

1. moves the date of the April 2025 Library Board meeting from Tuesday, April 22 to Monday, April 28, 2025.

**Carried**

## Items for Information

### 25-052 Operating Budget Monitoring Report – December 31, 2024

Marco Cuoco reviewed highlights of the report for the Board.

**Moved by** Jonathan Hoss, **seconded by** Amina Mohamed:

**That** the Toronto Public Library Board:

1. receives the Operating Budget Monitoring Report – December 31, 2024 report for information.

**Carried**

### 25-053 2024 Fundraising Update (Received by Consent)

**That** the Toronto Public Library Board:

1. receives the 2024 Fundraising Update report for information.

**Carried**

### 25-054 Annual Statistical Report to the Office of the Information and Privacy Commissioner of Ontario (Received by Consent)

**That** the Toronto Public Library Board:

1. receives the Annual Statistical Report to the Office of the Information and Privacy Commissioner of Ontario report for information.

**Carried**

### 25-055 Toronto Public Library Board Members – Expenses Paid for 2024 (Received by Consent)

**That** the Toronto Public Library Board:

1. receives the Toronto Public Library Board Members – Expenses Paid for 2024 report for information.

**Carried**

## 25-056 Annual Risk Register - Update

Shawn Mitchell, Director, Policy, Planning and Performance Management and Natalie Comeau, Senior Manager, Privacy, Risk and Governance, delivered a presentation that reviewed highlights of the public report for the Board.

**Moved by Jonathan Hoss, seconded by Serda Evren:**

**That** the Toronto Public Library Board:

1. receives the Annual Risk Register – Update report for information.

**Carried**

Alim then advised that the Board would be moving into closed session to discuss the confidential attachments to the report and would remain in closed session to discuss the next items on the agenda, No. 25 – TPL Foundation Fundraising Plan – Update; and No. 26 – Collective Bargaining Update.

## Closed Meeting

### 25-057 Closed Meeting

At 6:58 p.m., it was:

**Moved by Jonathan Hoss, seconded by Serda Evren:**

**That** the Toronto Public Library Board:

1. conducts a Closed meeting as the first subject matter being considered (Annual Risk Register - Update) involves the security of the property of the Board; the second subject matter being considered (TPL Foundation Fundraising Plan - Update) involves the security of the property of the Board; and the third subject matter being considered (Collective Bargaining Update) involves labour relations or employee negotiations. Public Libraries Act, R.S.O. 1990, Chapter P. 44, s. 16.1(4).

**Carried**

At 7:38 p.m., the Board resumed its meeting in public.

## 25-058 Adoption of Closed Meeting Actions: Annual Risk Register - Update

**Moved by** Serda Evren, **seconded by** Councillor Paul Ainslie:

**That** the Toronto Public Library Board:

1. Receives the Annual Risk Register - Update report for information; and
2. approves that the information in Confidential Attachments 1 and 2 not be made public as the subject matter being considered involves the security of the property of the Board. Public Libraries Act, R.S.O. 1990, Chapter P. 44, s. 16.1(4).2

**Carried**

## 25-059 Adoption of Closed Meeting Actions: TPL Foundation Fundraising Plan - Update

**Moved by** Tamara Balan, **seconded by** Serda Evren:

**That** the Toronto Public Library Board:

1. Receives the TPL Foundation Fundraising Plan – Update verbal report for information; and
2. approves that the presentation not be made public as the subject matter being considered involves the security of the property of the Board. Public Libraries Act, R.S.O. 1990, Chapter P. 44, s. 16.1(4).2

**Carried**

## 25-060 Adoption of Closed Meeting Actions: Collective Bargaining

**Moved by** Councillor Paul Ainslie, **seconded by** Amina Mohamed:

**That** the Toronto Public Library Board:

1. receives the Collective Bargaining verbal report for information; and
2. approves that information in the confidential verbal report will not be made public as it involves labour relations or employee negotiations Public Libraries Act, R.S.O. 1990, Chapter P. 44, s. 16.1(4).

**Carried**

## 25-061 Adjournment

**Moved by** Councillor Paul Ainslie, **seconded by** Jonathan Hoss:

**That** the Toronto Public Library Board:

1. adjourns the February 24, 2025 Toronto Public Library Board meeting.

**Carried**

The meeting ended at 7:39 p.m.

Signed:\_\_\_\_\_