



## Toronto Public Library Board – Draft Meeting Minutes

### Meeting Details

Meeting Number: 02

Date: Monday, 26 February, 2024

Time: 6:03 p.m. to 8:15 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

Tamara Balan

Amina Mohamed

Deputy Mayor Amber Morley

Soo Wong

### Members Present (via WebEx)

Justice Faith Betty

Serda Evren

#### 24-028 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 introduced the participants in the meeting.

#### 24-029 Declarations of Conflicts of Interest

There were no *Declarations of Conflicts of Interest* by members of the Library Board at the February 26, 2024 meeting.

#### 24-030 Approval of Agenda

***Moved by*** Amina Mohamed, ***seconded by*** Tamara Balan:

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

1. *approves the agenda.*

***Carried***

#### 24-031 Confirmation of January 29, 2024 Toronto Public Library Board Meeting Minutes

***Moved by*** Jonathan Hoss, ***seconded by*** Deputy Mayor Amber Morley:

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

1. *confirms the minutes of the January 29, 2024 Toronto Public Library Board meeting.*

***Carried***

#### 24-032 Confirmation of January 29, 2024 Toronto Public Library Board Closed Meeting Minutes

**Moved by** Jonathan Hoss, **seconded by** Deputy Mayor Amber Morley:

**That** the Toronto Public Library Board:

1. confirms the minutes of the January 29, 2024 Toronto Public Library Board closed meeting.

**Carried**

#### 24-033 Approval of Consent Agenda Items

**Moved by** Jonathan Hoss, **seconded by** Deputy Mayor Amber Morley:

**That** the Toronto Public Library Board:

1. approves the consent agenda.

**Carried**

#### 24-034 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the February 26, 2024 meeting.

#### 24-035 City Librarian's Report (*Received by Consent*)

**That** the Toronto Public Library Board:

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

**Carried**

#### 24-036 Communications (*Received by Consent*)

**That** the Toronto Public Library Board:

1. receives the Communications report for information.

**Carried**

#### 24-037 Presentations

There were no *Presentations* at the February 26, 2024 meeting.

#### 24-038 TPL Board Education – Library Operations Centre

Alim introduced Brian Daly, Director, Human Resources, and Beth Kawecky, Library Operations Centre Incident Manager, who provided an overview of the Library Operations Centre (LOC) and its role after the Library was impacted by a cybersecurity attack in October.

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Beth shared the structure of the Library's Incident Management System and explained that the LOC is made up of representatives from all of TPL's business divisions. Together, they are responsible for coordinating business continuity and service restoration during an emergency situation, while ensuring that the Cyber Response Leadership Team (CRLT) receives daily updates on the status of operations.

Alim thanked the LOC and all of the staff for their continued efforts in managing the impact of the cybersecurity incident on the Library.

**Moved by** Deputy Mayor Amber Morley, **seconded by** Amina Mohamed:  
**That** the Toronto Public Library Board:

1. *receives the Library Operations Centre presentation for information.*

**Carried**

Soo Wong joined the meeting at 6:30 p.m.

## **Items for Action**

### **24-039 2024 Operating Budget – Adoption**

Howard Balter, Director, Finance and Treasurer, introduced Deepak Sharma, TPL's new Manager of Budget and Financial Reporting, to the Board. Howard then delivered a presentation that provided an overview of the approved 2024 Operating Budget.

Alim thanked Deputy Mayor Amber Morley and Councillor Paul Ainslie for their advocacy for the Library's budget at City Council.

#### **Motions:**

See the following:

**Moved by** Jonathan Hoss, **seconded by** Amina Mohamed:  
**That** the Toronto Public Library Board:

1. *adopts the Council-approved 2024 operating budget of \$230.714 million net (\$252.293 million gross), which includes 1,906.2 full-time equivalent staff positions; and*

2. *requests staff to prepare a communication on behalf of the Library Board to thank the Mayor and City Council for their support of TPL's 2024 budget, highlighting the positive impact increased access to library services and supports has on Toronto's residents and communities. Noting that:*
  - a. *With increased open hours and more Youth Hubs, TPL is able to increase digital inclusion, strengthen children and youth supports, and reduce barriers to access for equity-deserving groups;*
  - b. *The budget supports many key City strategic priorities such as the Poverty Reduction Strategy, allowing for investments in additional digital and community-based services that support groups such as vulnerable populations, seniors, and newcomers.*

**Carried as amended**

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

**That** the Toronto Public Library Board:

1. *adopts the Council-approved 2024 operating budget of \$230.714 million net (\$252.293 million gross), which includes 1,906.2 full-time equivalent staff positions.*

**Amended**

**Moved in amendment by** Jonathan Hoss, **seconded by** Soo Wong:

**That** the Toronto Public Library Board:

1. *requests staff to prepare a communication on behalf of the Library Board to thank the Mayor and City Council for their support of TPL's 2024 budget, highlighting the positive impact increased access to library services and supports has on Toronto's residents and communities. Noting that:*
  - a. *With increased open hours and more Youth Hubs, TPL is able to increase digital inclusion, strengthen children and youth supports, and reduce barriers to access for equity-deserving groups;*
  - b. *The budget supports many key City strategic priorities such as the Poverty Reduction Strategy, allowing for investments in additional digital and community-based services that support*

*groups such as vulnerable populations, seniors, and newcomers.*

**Carried**

#### **24-040 2024 – 2033 Capital Budget and Plan - Adoption**

Howard Balter, Director, Finance and Treasurer, delivered a presentation that provided an overview of the approved 2024 – 2033 Capital Budget and Plan.

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

**That** the Toronto Public Library Board:

1. *adopts the Council-approved 2024-2033 Capital Budget and Plan, as detailed in Attachment 1, of \$40.770 million gross (\$25.619 million debt) in 2024 and \$565.407 million gross (\$364.042 million debt) over 2024-2033; and*
2. *receives for information Attachment 2 – Capital Needs Constraint, which includes six unfunded projects totalling \$189.845 million gross (\$79.593 million debt).*

**Carried**

#### **24-041 Toronto Public Library Board – Self-Evaluation: 2023 Results**

Shawn Mitchell, Director, Policy, Planning and Performance Management, and Natalie Comeau, Manager, Privacy, Risk and Governance, provided an overview of the report.

**Moved by** Deputy Mayor Amber Morley, **seconded by** Amina Mohamed:

**That** the Toronto Public Library Board:

1. *receives the results of the Board self-evaluation survey in Attachment 1; and*
2. *directs staff to conduct a survey in 2024.*

**Carried**

#### **24-042 Relocation of Perth/Dupont to 299 Campbell Ave. – Award of Contract (Approved by Consent)**

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

1. approves an award of contract to the lowest compliant bidder, Rossclair Contractors Inc., for the construction of 299 Campbell Ave. with a total value of \$4,445,980. [excluding Harmonized Sales Tax (HST)], comprised of:
  - a. an award of construction tender at a cost of \$4,041,800; and
  - b. a contingency of \$404,180.

***Carried***

#### **24-043 Security Guard Services – Extension of Contract (Approved by Consent)**

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

1. approves a commitment with Garda World for security guard services for a two-month extension, March 1, 2024 to April 30, 2024, with a total value of approximately \$865,000 excluding Harmonized Sales Tax (HST).

***Carried***

#### **24-044 Ceridian Dayforce – Renewal of Services (Approved by Consent)**

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

1. approves a five-year renewal of an existing contract with Ceridian Canada Services Ltd. for the supply of software and services with an estimated value of up to \$1,809,883, excluding HST, with annual estimated spending as follows:

2024	349,974
2025	358,767
2026	361,686
2027	368,262
2028	371,194
<b>Total</b>	<b>\$1,809,883</b>

***Carried***

#### **24-045 Human Rights and Anti-Harassment/Discrimination Policy – Revisions (Approved by Consent)**

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

1. approves the proposed amendments to the Human Rights and Anti-Harassment/Discrimination Policy, as outlined in Attachment 1.

***Carried***

#### **Items for Information**

##### **24-046 2024 Fundraising Initiatives and 2023 Fundraising Update**

Pam Ryan, Director, Service Development and Innovation, and Will Scott, CEO, Toronto Public Library Foundation, delivered a presentation that reviewed highlights of the report for the Board.

Alim thanked the Foundation for their tremendous efforts in 2023 and their ongoing partnership in supporting the Library's vision and mission.

***Moved by*** Deputy Mayor Amber Morley, ***seconded by*** Councillor Paul Ainslie:

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

1. Receives the 2024 Fundraising Initiatives and 2023 Fundraising Update report for information.

***Carried***

##### **24-047 Toronto Public Library Board Members – Expenses Paid for 2023 (Received by consent)**

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

1. *receives the Toronto Public Library Board Members – Expenses Paid for 2023 report for information.*

***Carried***



## 24-048 Cybersecurity Report

Moe Hosseini-Ara, Director, Branch Operations and Customer Experience; Steve Till-Rogers, Director, Digital Strategy and CIO; Lisa Radha Vohra, Director, Collections and Membership Services; and Linda Hazzan, Director, Communications, Programming and Customer Engagement, delivered a presentation that reviewed the highlights of the report for the Board.

## Closed Meeting

### 24-049 Closed Meeting

At 7:30 p.m., it was:

**Moved by** Deputy Mayor Amber Morley, **seconded by** Jonathan Hoss:

**That** the Toronto Public Library Board:

1. conducts a Closed meeting as the subject matter being considered (Cybersecurity Report – confidential attachment) involves the security of the property of the Board and is subject to solicitor-client privilege. Public Libraries Act, R.S.O. 1990, Chapter P. 44, s. 16.1(4).

**Carried**

At 8:14 p.m., the Board resumed its meeting in public.

### 24-050 Adoption of Closed Meeting Actions: Cybersecurity Report

**Moved by** Deputy Mayor Amber Morley, **seconded by** Justice Faith Betty:

**That** the Toronto Public Library Board:

1. Receives the Cybersecurity Report for information; and
2. approves that the information in Confidential Attachment 1 not be made public as the subject matter being considered involves the security of the property of the Board and is subject to solicitor-client privilege. Public Libraries Act, R.S.O. 1990, Chapter P. 44, s. 16.1(4).

**Carried**

#### 24-051 Board Resolutions – Status Report *(Received by Consent)*

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

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

***Carried***

#### 24-052 Adjournment

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

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

1. adjourns the February 26, 2024 Toronto Public Library Board meeting.

***Carried***

The meeting ended at 8:15 p.m.

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