

4.



Toronto Public Library Board – Draft Meeting Minutes

Meeting Details

Meeting Number: 07

Date: Monday, 19 June, 2023

Time: 6:00 p.m. to 7:51 p.m.

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

Members Present

Alim Remtulla (Chair)

Jonathan Hoss (Vice Chair)

Justice Faith Betty

Dhruv Jain

Councillor Amber Morley

Soo Wong

Regrets

Councillor Paul Ainslie

Tamara Balan

Serda Evren

Amina Mohamed

23-109 Call to Order

Alim Remtulla, Chair, called the meeting to order at 6:05 p.m. and welcomed participants, both in-person and virtual attendees.

The Chair 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 and made the following announcements:

1. Alim Remtulla has been appointed to the Board of Directors for the Urban Libraries Council. Alim expressed his excitement for the new position, particularly the opportunity to further advocate for, and develop, libraries; and
2. Larry Hughsam, Director, Finance and Treasurer, is retiring from TPL towards the end of 2023. Alim thanked Larry on behalf of the Board for all of his contributions to the Library.

23-110 Declarations of Conflicts of Interest

There were no *Declarations of Conflicts of Interest* by members of the Library Board at the June 19, 2023 meeting.

23-111 Approval of Agenda

Moved by Councillor Amber Morley, seconded by Dhruv Jain:

That the Toronto Public Library Board:

1. *approves the agenda for the June 19, 2023 meeting.*

Carried

23-112 Confirmation of May 23, 2023 Toronto Public Library Board Meeting Minutes

Moved by Dhruv Jain, **seconded by** Soo Wong:

That the Toronto Public Library Board:

1. confirms the minutes of the May 23, 2023 Toronto Public Library Board meeting.

Carried

23-113 Approval of Consent Agenda Items

Jonathan Hoss requested to remove the City Librarian's Report from the Consent Agenda.

Moved by Councillor Amber Morley, **seconded by** Dhruv Jain:

That the Toronto Public Library Board:

1. approves the consent agenda.

Carried

23-114 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the June 19, 2023 meeting.

23-115 City Librarian's Report

Pam Ryan, Director, Service Development and Innovation, answered questions about TPL: MAP program, and about the new boardroom suite at North York Central Library.

Moved by Jonathan Hoss, **seconded by** Dhruv Jain:

That the Toronto Public Library Board:

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

Carried

23-116 Communications (Received by Consent)

That the Toronto Public Library Board:

1. receives the Communications report for information

Carried

23-117 Presentations

There were no *Presentations* items at the June 19, 2023 meeting.

23-118 Toronto Public Library Board Education – Policy Development Framework

Alim Remtulla introduced Shawn Mitchell, Director of Policy, Planning and Performance Management, and Laural Raine, Strategic Planning Manager.

Shawn and Laural provided an overview of TPL's Policy Development Framework, explaining: why TPL fosters a culture of policy development; when the policy process begins; how policies are developed; and the different roles and responsibilities involved.

Moved by Dhruv Jain, seconded by Jonathan Hoss:

That the Toronto Public Library Board:

1. receives the Policy Development Framework presentation for information.

Carried

Items for Action

23-119 Request for Reconsideration and Administrative Updates

Pam Ryan and Lisa Radha Vohra, Director, Collections and Membership Services, reviewed highlights of the report for the Board, explaining updates to both the Programming Policy and the Use of Library Space for Art Exhibits Policy .

Moved by Councillor Amber Morley, seconded by Dhruv Jain:

That the Toronto Public Library Board:

1. approves the revised Programming Policy, appended as Attachment 1; and
2. approves the revised Use of Library Space for Art Exhibits Policy, appended as Attachment 2.

Carried

23-120 Public Computing and Internet Use Policy

Moe Hosseini-Ara, Director, Branch Operations and Customer Experience, introduced Gillian Byrne, Manager, Toronto Reference Library, and Sara Tavakolian, Library Service Manager, Cedarbrae district, who reviewed highlights of the report for the Board.

Moved by Dhruv Jain, seconded by Jonathan Hoss:

That the Toronto Public Library Board:

1. *Approves the new Public Computing and Internet Use Policy (Attachment 1).*

Carried

23-121 Advocacy Task Force

Vickery Bowles reviewed highlights of the report for the Board.

Councillor Amber Morley volunteered to join the Chair and Vice Chair as the third Board representative on the task force.

Moved by Councillor Amber Morley, seconded by Jonathan Hoss:

That the Toronto Public Library Board:

1. *approves the establishment of an Advocacy Task Force to report to the Board in the Fall of 2023 on approaches to advocacy in advance of the 2024 budget process; and*
2. *approves the draft Terms of Reference (Attachment 1).*

Carried

23-122 Security Guard Service – Extension of Contract

Alyssa van Graft, Director, Enterprise Projects and Facilities Management, and Moe Hosseini-Ara reviewed highlights of the report for the Board.

Moved by Jonathan Hoss, seconded by Councillor Amber Morley:

That the Toronto Public Library Board:

1. *approves a commitment with Garda World for security guard services for a six-months extension, September 1, 2023 to February 29, 2024, with a total value of approximately \$2,595,000 excluding Harmonized Sales Tax (HST).*

Carried

23-123 York Woods Branch Property – Transfer of Ownership to City of Toronto

Larry Hughsam reviewed highlights of the report for the Board.

Moved by Councillor Amber Morley, seconded by Soo Wong:

That the Toronto Public Library Board:

1. *approves the transfer of the ownership interest held by Toronto Public Library Board in the property known municipally as 1785 Finch Avenue West, the site of the York Woods branch, to the City of Toronto in order to facilitate the Community Music School of Toronto (CMST) building and operating a music school on the site, subject to the following:*
 - a. *City Council approves the music school at 1785 Finch Ave West after reviewing the findings of the feasibility review and community consultation;*
 - b. *the City is successful in negotiating a long-term lease with CMST and the terms of the lease are satisfactory to the City Librarian;*
 - c. *City Council approves the transfer of the property at 1785 Finch Avenue West to the City of Toronto;*
 - d. *Toronto Public Library retains jurisdictional ownership of the property for the operations of the York Woods branch;*
 - e. *Toronto Public Library Board's authority and interests should continue to be recognized throughout the process; and*
2. *authorizes the City Librarian to act on its behalf to execute the title transfer and any ancillary documents, and enter into any agreements.*

Carried

23-124 2023 Capital Budget Adjustment and Increase to Construction Contract for Northern District Branch Exterior Remediation

Larry Hughsam reviewed highlights of the report for the Board.

Moved by Councillor Amber Morley, seconded by Soo Wong:

That the Toronto Public Library Board:

1. *approves an increase of up to \$1,000,000, excluding Harmonized Sales Tax (HST), to the construction contract with HN Construction Limited for exterior remediation work at Northern District;*
2. *approves a 2023 budget reallocation of \$1,000,000 gross and debt from the Toronto Reference Library Renovation project to the Northern District Exterior project; and*
3. *authorizes staff to forward this capital budget adjustment to the City for approval.*

Carried

23-125 Biblio Bash at the Toronto Reference Library – Thursday, April 25, 2024 (Approved by Consent)

That the Toronto Public Library Board:

1. *approves the request from the Toronto Public Library Foundation to host the 2024 Biblio Bash gala fundraiser at the Toronto Reference Library on Thursday, April 25, 2024, including full closure of the branch on April 25, 2024.*

Carried

23-126 2023 Fire Alarm System Replacement – Award of Contract (Approved by Consent)

That the Toronto Public Library Board:

1. *approves an award of contract with a value of \$3,382,948.21, excluding HST, with Anacond Contracting Inc. for design, materials, and labour to replace branch fire alarm systems at Amesbury Park, Annette Street, Bendale, Deer Park, Downsview, Humber Summit, Victoria Village, and Brentwood.*

Carried

**23-127 Toronto Public Library Board October Meeting – Revised Date 2023
(Approved by Consent)**

That the Toronto Public Library Board:

1. *moves the date of the October 2023 Library Board meeting from Monday, October 23 to Monday, October 30, 2023.*

Carried

Items for Information

23-128 Operating Budget Monitoring Report – April 30, 2023

Larry Hughsam reviewed highlights of the report and made a presentation for the Board, which explained the rationale for the projected year-end structural deficit of \$5.5 million.

Moved by Dhruv Jain, seconded by Soo Wong:

That the Toronto Public Library Board:

1. *receives the Operating Budget Monitoring Report – April 30, 2023 report for information.*

Carried

23-129 Capital Budget Monitoring Report – April 30, 2023 (Received by Consent)

That the Toronto Public Library Board:

1. *receives the Capital Budget Monitoring Report – April 30, 2023 report for information.*

Carried

23-130 Board Resolutions – Status Report (Received by Consent)

That the Toronto Public Library Board:

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

Carried

23-131 Adjournment

Moved by Dhruv Jain, seconded by Councillor Amber Morley:

That the Toronto Public Library Board:

1. adjourns the June 19, 2023 Toronto Public Library Board meeting.

Carried

The meeting ended at 7:51 p.m.

Signed:_____