

Toronto Public Library Board

Meeting No. 1: Monday, January 25, 2021, from 6:00 p.m. to 8:46 p.m.

Via Webex and Teleconference

Members Present:

Sue Graham-Nutter

Jonathan Hoss

Councillor Paul Ainslie

Fenton Jagdeo

Jennifer Liu

Alison Menary

Councillor Gord Perks

Andrea Geddes Poole

Alim Remtulla

Regrets:

Sarwar Choudhury

21-001 Call to Order

Vickery Bowles, City Librarian, called the meeting to order at 6:02 p.m.

Vickery gratefully acknowledged that while the meeting is taking place via tele/video conference, 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 (also known as the Six Nations 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 reminded and reaffirmed as Torontonians and Canadians, accountability to these Indigenous nations, and to all Indigenous peoples and communities living in Toronto.

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Call to Order – continued

Vickery further indicated that this land is also part of the Dish with One Spoon territory, that includes a treaty between the Haudenosaunee Confederacy, the Anishinaabek and allied nations, to peaceably share and care for this land, its waters, and all of the biodiversity in the Great Lakes region. All those who come to live and work here are responsible for honouring this treaty in the spirit of peace, friendship, and respect.

Vickery introduced Philippa Williamson, incoming Library Board Officer, and expressed appreciation to Nancy Marshall, Library Board Officer, for her exceptional 35 years of service to the Toronto Public Library Board. Nancy is retiring soon from TPL.

Vickery also introduced Shawn Mitchell, Acting Director, Collections & Membership Services.

21-002 Election of Chair of the Board

Vickery Bowles called for nominations for the Chair of the Toronto Public Library Board.

Moved by Jonathan Hoss, seconded by Councillor Paul Ainslie:

That:

1. *Sue Graham-Nutter be nominated for Chair.*

Carried

Sue Graham-Nutter agreed to stand for election.

There being no further nominations, it was:

Moved by Alim Remtulla, seconded by Jonathan Hoss:

That:

1. *nominations be closed.*

Carried

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Vickery Bowles declared Sue Graham-Nutter duly elected Chair of the Toronto Public Library Board by acclamation.

Sue Graham-Nutter assumed the Chair.

21-003 Election of Vice Chair of the Board

Sue Graham-Nutter called for nominations for the Vice Chair of the Toronto Public Library Board.

Moved by Jonathan Hoss, seconded by Fenton Jagdeo:

That:

1. *Alim Remtulla be nominated for Vice Chair.*

Carried

Alim agreed to stand for election.

Moved by Jennifer Liu, seconded by Jonathan Hoss:

That:

1. *Jennifer Liu be nominated for Vice Chair.*

Carried

There being no further nominations, it was:

Moved by Councillor Paul Ainslie, seconded by Jonathan Hoss:

That:

1. *nominations be closed.*

Carried

Recorded Vote Requested:

Appoint Alim Remtulla – 7
Sue Graham-Nutter, Jonathan Hoss, Fenton Jagdeo,
Alison Menary, Councillor Perks, Andrea Geddes Poole
and Alim Remtulla.

Appoint Jennifer Liu – 2
Councillor Ainslie, Jennifer Liu

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Sue Graham-Nutter declared Alim Remtulla duly elected Vice Chair of the Toronto Public Library Board.

21-004 Selection of Committee Members, Board Representatives and Association Members – 2021

Moved by J. Hoss, seconded by Councillor Ainslie:

That the Toronto Public Library Board:

1. *approves the revised terms of reference for the City Librarian's Performance Review Committee as contained in Attachment 2;*
2. *appoints Jonathan Hoss to the City Librarian's 2020/2021 Performance Review Committee;*
3. *appoints Alison Menary to the role of Board Liaison to Youth Advisors;*
4. *appoints Andrea Geddes Poole to the Naming Committee; and*
5. *appoints Jennifer Liu to the Toronto Public Library Foundation Board.*

Carried

21-005 Declarations of Conflicts of Interest

There were no Declarations of Conflicts of Interest by members of the Library Board.

21-006 Approval of Agenda

Moved by A. Remtulla, seconded by Councillor Ainslie:

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

1. *add Agenda item No. 18a – First Parliament Site for information as an Urgent Matter*

Carried

Moved by A. Geddes Poole, seconded by A. Remtulla:

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

1. *add a presentation from Brandon Haynes, President, Toronto Public Library Workers Union, Local 4948 regarding the 2021 Operating Budget - City Staff Recommended.*

Carried

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21-007 Confirmation of November 16, 2020 Toronto Public Library Board Meeting Minutes

Moved by Councillor Paul Ainslie, ***seconded by*** Andrea Geddes Poole:

That the Toronto Public Library Board:

1. *confirms the minutes of the November 16, 2020 Toronto Public Library Board meeting.*

Carried

21-008 Approval of Consent Agenda Items

Moved by Andrea Geddes Poole, ***seconded by*** Fenton Jagdeo:

That the Toronto Public Library Board:

1. *approves the consent agenda and all other items not held on consent.*

Carried

21-009 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the January 25, 2021 meeting.

21-010 City Librarian's Report (*Received for Information by Consent*)

That the Toronto Public Library Board:

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

Carried

21-011 Communications

There were no *Communications* items at the January 25, 2021 meeting.

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21-012 Presentations**Toronto Public Library Foundation – Update**

Jennifer Jones, President and Sarah Fulton, Board Chair, Toronto Public Library Foundation, provided information regarding the Foundation, including the following:

- a) Since 1998, the Foundation has raised over \$65 million for the Toronto Public Library;
- b) One of the Foundation's goals as part of their 2017-2026 strategic overview is to grow annual revenue to \$10 million annually through corporate donations, major gifts and individual giving, special events and planned giving. Other goals are: 1) to build brand awareness among philanthropists, city builders and grassroots communities to inspire giving and 2) to increase the Foundation allocation to the Library;
- c) Priorities for 2021 include: 1) continue to strategically integrate TPLF and TPL; 2) ensure sustainable financial health of TPLF; 3) create impactful TPL Gifting major gift opportunities; 4) generate revenue with new fundraising projects; 5) maximize donor relationships; and 6) expand our community of Library People.
- d) To assist the Foundation in meeting its 2021 grant goal of \$3.1 million, a number of steps were suggested, including donating to the Foundation and encouraging others as well, purchasing I'm Library People merchandise and introducing prospects to the Foundation.

Moved by Fenton Jagdeo, seconded by Alim Remtulla:

That the Toronto Public Library Board:

- 1. *receives the Toronto Public Library Foundation – Update verbal report for information; and*
- 2. *acknowledges the extraordinary efforts of the Toronto Public Library Foundation on behalf of the Toronto Public Library*

Carried

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21-012 Presentations cont.

Agenda item no. 19 - 2021 Operating Budget - City Staff Recommended

Brandon Haynes, President, Toronto Public Library Workers Union, Local 4948, expressed his concern about the omission of certain items from the 2021 Operating Budget – City Staff Recommended, namely - funding for Digital Literacy for Seniors, and Community Librarians Outreach. Brandon requested that the Board continue to advocate for the Library and ensure that City Council understands funding for these programs is vital.

Moved by Alison Menary, **seconded by** Andrea Geddes Poole:

That the Toronto Public Library Board:

1. receives the presentation from Brandon Haynes, President, Toronto Public Library Workers Union, Local 4948 regarding the 2021 Operating Budget - City Staff Recommended.

Carried

21-013 Toronto Public Library Board Education – Centennial Branch: Design Progress Update

Sue Graham-Nutter introduced Alyssa van Graft, Director, Transformational Projects; and Gail Rankin, Senior Manager, Facilities Management.

The Board was provided with an overview of: the context related to the Centennial Branch design project; the community consultation process; the design development; the feedback from City design review panel; and the schedule related to the design. Gail advised that the project had been delayed because of the COVID-19 pandemic but the next step was to complete the community consultation before seeking site plan approval. Once the building is complete, it was acknowledged by Sue Graham-Nutter that the Centennial Branch will be one of the first net-zero libraries.

Moved by Alison Menary, **seconded by** Alim Remtulla:

That the Toronto Public Library Board:

1. receives the Toronto Public Library Board Education – Centennial Branch: Design Progress Update presentation for information.

Carried

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Items for Action:**21-014 2021 Operating Budget – City Staff Recommended**

Larry Hughsam, Director, Finance & Treasurer reviewed highlights of the report for the Board.

Councillor Perks provided additional information about the impact of the COVID-19 pandemic on the City's budget process, and stressed that programs for vulnerable people, such as those omitted from the 2021 Operating Budget – City Staff Recommended - funding for Digital Literacy for Seniors, and Community Librarians Outreach - should remain a priority.

Motions:

See the following:

Moved by Councillor Perks, **seconded by** Councillor Ainslie:

That the Toronto Public Library Board:

1. endorses the City staff recommended 2021 budget of \$204.117 million net (\$221.576 million gross) which represents a \$7.422 million net (\$4.242 million gross) increase, or 3.8%, over the 2020 operating budget, comprised of:
 - 1.1 a base budget increase of \$7.122 million net (\$4.242 million gross), or 3.6%, comprised of:
 - 1.1a. base budget funding (excluding COVID-19 impacts) of \$1.189 million net (\$2.138 million gross), or 0.6%, and
 - 1.1b. COVID-19 related funding of \$5.933 million net (\$2.104 million gross), or 3.0%; and
 - 1.2 budget enhancement funding of \$0.300 million net (\$0 gross), or 0.2%, for the elimination of Children's fines;
2. requests City Council to consider additional budget enhancement funding totalling \$0.319 million net and gross, as summarized in Attachment 1, to support:
 - Digital Literacy for Seniors for a cost of \$0.212 million (annualized cost of \$0.723 million);
 - and Community Librarians Outreach for a cost of \$0.107 million (annualized cost of \$0.412 million);
3. directs the Chair, on behalf of the Board, to communicate to members of City Council the need to consider additional budget enhancement funding totaling 0.319 million net and gross, as summarized in Attachment 1, to support:
 - Digital Literacy for Seniors for a cost of \$0.212 million (annualized cost of \$0.723 million);

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- *and Community Librarians Outreach for a cost of \$0.107 million (annualized cost of \$0.412 million); and*
- 4. *directs staff to forward this report to Budget Committee for consideration*
Carried as amended

Moved by Councilor Perks ***seconded by*** Councillor Ainslie:***That*** the Toronto Public Library Board:

1. *endorses the City staff recommended 2021 budget of \$204.117 million net (\$221.576 million gross) which represents a \$7.422 million net (\$4.242 million gross) increase, or 3.8%, over the 2020 operating budget, comprised of:*
 - 1.1 *a base budget increase of \$7.122 million net (\$4.242 million gross), or 3.6%, comprised of:*
 - 1.1a. *base budget funding (excluding COVID-19 impacts) of \$1.189 million net (\$2.138 million gross), or 0.6%, and*
 - 1.1b. *COVID-19 related funding of \$5.933 million net (\$2.104 million gross), or 3.0%; and*
 - 1.2 *budget enhancement funding of \$0.300 million net (\$0 gross), or 0.2%, for the elimination of Children's fines;*
2. *requests City Council to consider additional budget enhancement funding totalling \$0.319 million net and gross, as summarized in Attachment 1, to support:*
 - *Digital Literacy for Seniors for a cost of \$0.212 million (annualized cost of \$0.723 million);*
 - *and Community Librarians Outreach for a cost of \$0.107 million (annualized cost of \$0.412 million);*
3. *directs staff to forward this report to Budget Committee for consideration.*

Amended

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21-014 2021 Operating Budget – City Staff Recommended - continued

Moved in amendment by Councillor Perks, ***seconded by*** Councillor Ainslie

That the Toronto Public Library Board:

1. *directs the Chair, on behalf of the Board, to communicate to members of City Council the need to consider additional budget enhancement funding totaling 0.319 million net and gross, as summarized in Attachment 1, to support:*
 - *Digital Literacy for Seniors for a cost of \$0.212 million (annualized cost of \$0.723 million);*
 - *and Community Librarians Outreach for a cost of \$0.107 million (annualized cost of \$0.412 million)*

Recorded Vote Requested:

Yes - 9

Sue Graham-Nutter, Alim Remtulla, Jonathan Hoss,
Fenton Jagdeo, Alison Menary, Councillor Ainslie,
Councillor Perks, Andrea Geddes Poole and Jennifer Liu

No - 0

Carried

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21-015 2020-2024 Digital Strategy

Angela Copeland, Director, Digital Strategy & CIO, reviewed highlights of the report for the Board.

Moved by Jennifer Liu, **seconded by** Alim Remtulla:

That the Toronto Public Library Board

1. *approves TPL's 2020-2024 Digital Strategy as described in Attachments 1 and 2;*
2. *receives for information TPL's Digital Strategy Action Plans as described in Attachment 3;*
3. *receives for information the Gartner Engagement Executive Summary as described in Attachment 4; and*
4. *directs staff to provide an annual update on the progress of the Digital Strategy action plans.*

Carried

21-016 Internet Connectivity Kits

Pam Ryan, Director, Service Development & Innovation, and Larry Hughsam, Director, Finance & Treasurer, reviewed highlights of the report for the Board.

Moved by Jonathan Hoss, **seconded by** Alim Remtulla:

That the Toronto Public Library Board

1. *approves the procurement of Internet Connectivity Kits with a total value of up to approximately \$1,600,000, funded from external donations and grants, using existing vendor contracts for:*
 - a. *Wi-Fi hotspots and associated service plans from Rogers Communications with a value up to approximately \$1,100,000; and*
 - b. *laptops from Dell Canada with a value of up to approximately \$500,000.*

Carried

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21-017 Toronto Public Library Board – Self-Evaluation: 2020 Results

Board members discussed the 2020 results of the Board's Self-Evaluation Survey. Elizabeth Glass gave an overview of the findings of the report, but it was agreed by the Board that participation, at 60%, was too low for the results to be valid.

Motions:

See the following:

Moved by Jennifer Liu, **seconded by** Alim Remtulla:

That the Toronto Public Library Board:

1. *approves a Motion to Defer – Toronto Public Library Board – Self-Evaluation: 2020 Results until the Board Evaluation Survey has been reopened and a higher survey response rate has been achieved*

Carried

Moved by Jennifer Liu, **seconded by** Alim Remtulla:

That the Toronto Public Library Board:

1. *receives the results of the Board's self-evaluation survey summarized in Attachment 1; and*
2. *directs staff to conduct a survey in 2021, the third year of the Board's term.*

Deferred

21-018 Toronto Public Library Board – 2021 Meeting Dates and Locations Schedule

Vickery Bowles, City Librarian, gave an overview of changes made to the previous meeting dates and locations schedule reviewed by the Board at the November 16 meeting.

Moved by Jennifer Liu, **seconded by** Jonathan Hoss:

That the Toronto Public Library Board

1. *approves the Toronto Public Library Board 2021 meeting dates and locations schedule, including changes to the June and November meetings from the earlier proposed schedule.*

Carried

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Items for Information:**21-019a First Parliament Site**

Vickery Bowles gave a verbal update regarding developments related to planned construction of a new library on the First Parliament Site.

Motions:

See the following:

Moved by Jennifer Liu, **seconded by** Jonathan Hoss:

That the Toronto Public Library Board:

1. receives this report for information;
2. requests the Chair, on behalf of the Board, communicate to the Province to indicate the Library Board's position on including the planned construction of a new library on the First Parliament site, which was confirmed by City Council with strong support from the local community; and
3. sends a copy of the Board Chair's communication to City Council.

Carried as amended

Moved by Jennifer Liu, **seconded by** Jonathan Hoss:

That the Toronto Public Library Board:

1. receives this report for information;
2. requests that the Library Board Chair, in a communication to the Province, requests that in the event that provincial expropriation proceeds, the Library Board's position, which was confirmed by City Council, is respected by including the planned construction of a new library as part of any future development at the First Parliament site; and
3. sends a copy of the Board Chair's communication to City Council.

Amended

Moved in amendment by Jennifer Liu, **seconded** by Jonathan Hoss

That the Toronto Public Library Board:

1. requests the Chair, on behalf of the Board, communicate to the Province and the City to indicate the Library Board's position on including the planned construction of a new library on the First Parliament site, which was confirmed by City Council with strong support from the local community.

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Recorded Vote Requested:

Yes - 9

Sue Graham-Nutter, Alim Remtulla, Jonathan Hoss,
Fenton Jagdeo, Alison Menary, Councillor Ainslie,
Councillor Perks, Andrea Geddes Poole and Jennifer Liu

No - 0

Carried

21-019 2021-2030 Capital Budget and Plan – Update

Larry Hughsam, Director, Finance & Treasurer, gave a verbal update on highlights of the report for the Board.

Moved by Jennifer Liu, seconded by Fenton Jagdeo:

That the Toronto Public Library Board:

1. *receives the 2021-2030 Capital Budget and Plan – Update verbal report for information.*

Carried

21-020 Strategic Plan Execution Roadmap and 2021 Action Plan

Linda Hazzan, Director, Communications, Programming & Customer Engagement, and Alyssa Van Graft, Director, Transformational Projects, reviewed highlights of the report for the Board.

Moved by Fenton Jagdeo, seconded by Andrea Geddes Poole:

That the Toronto Public Library Board:

1. *receives the Strategic Plan Execution Roadmap and 2021 Action Plan report for information.*

Carried

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21-021 COVID-19 Emergency Response – Update

Vickery Bowles, City Librarian, reviewed highlights of the report for the Board.

Moved by Andrea Geddes Poole, **seconded by** Jennifer Liu:

That the Toronto Public Library Board:

1. receives the COVID-19 Emergency Response – Update report for information.

Carried

21-022 COVID-19 Impact Report – September – November: A Three-Month Retrospective

Angela Copeland, Director, Digital Strategy & CIO, reviewed highlights of the report for the Board.

Moved by Jennifer Liu, **seconded by** Jonathan Hoss:

That the Toronto Public Library Board:

1. receives the COVID-19 Impact Report – September – November – A Three-Month Retrospective report for information.

Carried

21-023 Toronto Public Library Foundation – Assessment of 2020-2024 Fundraising Priorities (Received for Information by Consent)

That the Toronto Public Library Board:

1. receives the Toronto Public Library Foundation – Assessment of 2020-2024 Fundraising Priorities for information.

Carried

21-024 Board Resolutions – Status Report (Received for Information by Consent)

That the Toronto Public Library Board:

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

Carried

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21-025 Adjournment

Moved by Councillor Perks, ***seconded by*** Alison Menary:

That the Toronto Public Library Board:

1. *adjourns the January 25, 2021 Toronto Public Library Board meeting.*

Carried

The meeting ended at 8:46 p.m.

Signed: _____