



## Toronto Public Library Board – Draft Meeting Minutes

### Meeting Details

Meeting Number: 09

Date: Monday, December 5, 2022

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

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

### Members Present

Sue Graham-Nutter (Chair)

Alim Remtulla (Vice Chair)

Tamara Balan

Sarwar Choudhury

Andrea Geddes Poole

Jonathan Hoss

Jennifer Liu

Alison Menary

Councillor Amber Morley

### Regrets

Councillor Paul Ainslie

### 22-199 Call to Order

Sue Graham-Nutter, Chair called the meeting to order at 6:00 p.m. and welcomed participants, both in-person and virtual attendees.

The Chair then introduced Vickery Bowles, City Librarian.

Vickery Bowles 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 (TPL) gratefully acknowledges these Indigenous nations for their guardianship of this land.

The Chair welcomed Councillor Amber Morley to the TPL Board. She gratefully acknowledged Councillor Perks for being a great advocate and supporter of public library service in this City, and for his contributions over his term on the Board.

The Chair advised that the current Board would continue to serve until a new Board was appointed. Meetings will be held on a month-by-month basis until the new Board can approve the full schedule of meetings. The next regular meeting of the Board was confirmed for January 23, 2023.

The Chair also advised that she was calling a Special meeting of the Board on January 5, 2023 to discuss the 2023 Budget.

## **22-200 Declarations of Conflicts of Interest**

There were no *Declarations of Conflicts of Interest* by members of the Library Board at the December 5, 2022 meeting.

## 22-201 Approval of Agenda

**Moved by** Jonathon Hoss, **seconded by** Alison Menary:

**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 Agenda Item No. 15 – Service Hour Enhancements at Swansea Memorial and Todmorden Room Branches.

**Carried**

## 22-202 Confirmation of the October 25, 2022 Toronto Public Library Board Meeting Minutes

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

**That** the Toronto Public Library Board:

1. confirms the minutes of the October 25, 2022 Toronto Public Library Board meeting, as amended.

**Carried**

## 22-203 Confirmation of the October 25, 2022 Toronto Public Library Board Closed Meeting Minutes

**Moved by** Andrea Geddes Poole, **seconded by** Jonathon Hoss:

**That** the Toronto Public Library Board:

1. confirms the minutes of the October 25, 2022 Toronto Public Library Board Closed meeting.

**Carried**

## 22-204 Approval of Consent Agenda Items

**Moved by** Alim Remtulla, **seconded by** Andrea Geddes Poole:

**That** the Toronto Public Library Board:

1. approves the consent agenda.

**Carried**

## 22-205 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the December 5, 2022 meeting.

## 22-206 City Librarian's Report (*Received by Consent*)

**That the Toronto Public Library Board:**

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

**Carried**

## 22-207 Communications (*Received by Consent*)

**That the Toronto Public Library Board:**

1. receives the Communications report for information.

**Carried**

## 22-208 Presentations

Brandon Haynes, President, Toronto Public Library Workers Union, Local 4948 expressed concerns about the expansion of self-service hours at Swansea Memorial and Todmorden Room Branches.

Mr. Haynes advised that the Toronto Public Library (TPL) was a model for other library systems and the expansion of self-service hours could have far-reaching consequences. He asked the Board to consider investing in alternatives rather than looking at cost-savings alone.

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

**That the Toronto Public Library Board:**

1. receives the presentation from Brandon Haynes, President, Toronto Public Library Workers Union, Local 4948 regarding Agenda Item No. 15 – Service Hour Enhancements at Swansea Memorial and Todmorden Room Branches for information.

## 22-209 Toronto Public Library Board Education – Service Area Spotlights

Sue Graham-Nutter introduced Pam Ryan, Director, Service Development and Innovation and Linda Hazzan, Director, Communications, Programming and Customer Engagement.

Pam Ryan and Linda Hazzan provided an overview of service area spotlights, a new tool that TPL has developed for sharing the commitments made, accomplishments and upcoming initiatives that are planned in supporting equity-deserving groups.

The presentation highlighted the first two spotlights that have been created – TPL’s 2SLGBTQ+ Initiatives and Indigenous Initiatives – and provided information about further work that will be undertaken in 2023 to develop additional spotlights, as well as online and in-branch tools to better communicate service area initiatives and accomplishments.

***Moved by*** *Jonathon Hoss, **seconded by** Alison Menary:*

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

1. *receives the Toronto Public Library Board Education – Service Area Spotlights presentation for information.*

***Carried***

## **Items for Action**

### **22-210 Trends in Intellectual Freedom Challenges**

Lisa Radha Vohra, Director, Collections Management and Membership Services, reviewed the highlights of the report.

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

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

1. *reaffirm its endorsement of CFLA’s Statement on Intellectual Freedom;*
2. *endorse ULC’s Declaration of Democracy.*

***Carried***

### **22-211 Intellectual Freedom and Equity Statements**

Lisa Radha Vohra, Director, Collections Management and Membership Services and Pam Ryan, Director, Service Development and Innovation presented the highlights of the report.

The Board requested an education item for the new Board on the Intellectual Freedom Statement and its impact across all library services.

**Moved by** Jonathon Hoss, **seconded by** Councillor Amber Morley:

**That** the Toronto Public Library Board:

1. approves the Intellectual Freedom Statement as included in Attachment 1; and
2. approves the Equity Statement as included in Attachment 2.

**Carried**

## **22-212 Inclusive Washrooms Policy**

Alyssa Van Graft, Director, Transformational Projects and Facilities Management reviewed the highlights of the report.

**Moved by** Andrea Geddes Poole, **seconded by** Jonathon Hoss:

**That** the Toronto Public Library Board:

1. approves the Inclusive Washrooms Policy as included in Attachment 1; and
2. directs Library staff to develop a phased Implementation Plan that includes short-term, medium-term and long-term implementation initiatives.

**Carried**

## **22-213 Service Hour Enhancements at Swansea Memorial and Todmorden Room Branches**

Moe Hosseini-Ara, Director, Branch Operations and Customer Experience reviewed the highlights of the report.

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

**That** the Toronto Public Library Board:

1. approves the recommended enhancements to Swansea Memorial and Todmorden Room branch hours of service for implementation effective January 2023.

**Carried**

## 22-214 Revised 2023 Operating Budget Enhancement – Open Hours

Larry Hughsam, Director, Finance and Treasurer reviewed the highlights of the report.

### **Motions:**

See the following:

**Moved by** Alim Remtulla, **seconded by** Councillor Amber Morley;

**That** the Toronto Public Library Board:

1. *defers the Open Hours enhancement request included in the 2023 operating budget submission to 2024.*

**Carried, as amended**

**Moved in amendment by** Alim Remtulla, **seconded by** Councillor Amber Morley;

**That** the Toronto Public Library Board revise the motion to note:

1. *That the Open Hours enhancement request included in the 2023 operating budget submission be deferred to 2024.*

**Carried**

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

**That** the Toronto Public Library Board:

1. *considers a revised 2023 budget enhancement request for Open Hours of \$1.186 million (full implementation of \$2.371 million).*

**Amended**

## 22-215 Woodside Square Branch – Lease Renewal (Approved by Consent)

**That** the Toronto Public Library Board:

1. *endorses a lease renewal agreement with 2624237 Ontario Corp. for the premises occupied by the Woodside Square branch, 1571 Sandhurst Circle, Unit 207C for a five year term commencing on December 1, 2021 and terminating on November 30, 2026, substantially on terms and conditions set out in Appendix A;*
2. *authorizes the City Librarian to act on its behalf to seek City approval and execute the lease and related documentation.*

**Carried**

## 22-216 2023 Interim Budget Estimates (*Approved by Consent*)

**That the Toronto Public Library Board:**

1. *adopts the 2023 interim operating budget of \$114.153 million gross (\$104.893 million net), subject to Council approval; and*
2. *adopts the 2023 interim capital budget of \$26.987 million gross (\$21.381 million debt), subject to Council approval.*

**Carried**

## 22-217 Financial Control Policy - Update

Larry Hughsam, Director, Finance and Treasurer reviewed the highlights of the report.

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

**That the Toronto Public Library Board:**

1. *approves the revised Financial Control Policy appended as Attachment 1.*

**Carried**

## 22-218 Purchasing Policy - Update

Larry Hughsam, Director, Finance and Treasurer reviewed the highlights of the report.

**Moved by Andrea Geddes Poole, seconded by Jonathon Hoss:**

**That the Toronto Public Library Board:**

1. *approves the revised Purchasing Policy appended as Attachment 1.*

**Carried**

## 22-219 Business Expense Policy - Update

Larry Hughsam, Director, Finance and Treasurer reviewed the highlights of the report.

***Moved by Amber Morley, seconded by Jonathon Hoss:***

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

1. *approves the revised Business Expense Policy appended as Attachment 1.*

***Carried***

## **Items for Information**

### **22-220 Operating Budget Monitoring Report - September 30, 2022 (Received by Consent)**

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

1. *receives the Operating Budget Monitoring Report – September 30, 2022 for information.*

***Carried***

### **22-221 Capital Budget Monitoring Report - September 30, 2022 (Received by Consent)**

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

1. *receives the Capital Budget Monitoring Report – September 30, 2022 for information.*

***Carried***

### **22-222 Audit Plan for the Year Ending December 31, 2022 (Received by Consent)**

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

1. *receives the Audit Plan for the Year Ending December 31, 2022 report for information.*

***Carried***

### **22-223 Board Resolutions – Status Report (Received by Consent)**

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

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

***Carried***

## 22-224 Closed Meeting

At 7:25 p.m. it was:

**Moved by** Councillor Amber Morley, **seconded by** Alim Remtulla:

**That** the Toronto Public Library Board:

1. *conducts a Closed meeting as the subject matter being considered (Labour Relations Update - Verbal) 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.

## 22-225 Adoption of Closed Meeting Actions

### Labour Relations Update - Verbal

**Moved by** Councillor Amber Morley, **seconded by** Jennifer Liu:

**That** the Toronto Public Library Board:

1. *receives the Labour Relations Update - Verbal report for information; and*
2. *approves the information provided in the confidential verbal report will not be made public, as it involves labour relations or employee negotiations.*

**Carried**

## 22-226 Adjournment

**Moved by** Jonathon Hoss, **seconded by** Councillor Amber Morley

**That** the Toronto Public Library Board:

1. *adjourns the December 5, 2022 Toronto Public Library Board meeting.*

**Carried**

The meeting ended at 7:39 p.m.

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