



MINUTES

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Toronto Public Library Board

Meeting No. 2: Monday, February 22, 2016, from 6:00 p.m. to 8:30 p.m.
Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

Members Present:

Mr. Ron Carinci (Chair)
Ms. Lindsay Colley (Vice Chair)
Councillor Paul Ainslie
Councillor Ana Bailão
Councillor Sarah Doucette
Councillor Mary Fragedakis
Ms. Sue Graham-Nutter
Ms. Dianne LeBreton
Mr. Strahan McCarten
Mr. Ross Parry
Ms. Archana Shah
Ms. Eva Svec

Regrets:

None

16-024 Call to Order

Ron Carinci called the meeting to order at 6:00 p.m.

16-025 Declarations of Conflicts of Interest

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

16-026 Approval of Agenda

Moved by L. Colley, seconded by E. Svec:

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

1. *add a Presentation from Miroslav Glavic regarding Agenda Item No. 10 – Notice of Amendment – Toronto Public Library Board Procedural By-law.*

Carried

Toronto Public Library Board**Meeting No. 2: Monday, February 22, 2016, from 6:00 p.m. to 8:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

16-027 Confirmation of January 25, 2016 Toronto Public Library Board Meeting Minutes*Moved by Councillor Ainslie, seconded by L. Colley:**That the Toronto Public Library Board:*

1. *confirms the Minutes of the January 25, 2016 Toronto Public Library Board meeting.*

*Carried***16-028 Confirmation of January 25, 2016 Toronto Public Library Board Closed Meeting Minutes***Moved by Councillor Fragedakis, seconded by Councillor Doucette:**That the Toronto Public Library Board:*

1. *confirms the Minutes of the January 25, 2016 Toronto Public Library Board Closed meeting.*

*Carried***Business Arising from the Minutes****Appointment of a Board Member to the Federation of Ontario Public Libraries' Board of Directors** (Resolution No. 16-004 from the January 25, 2016 Toronto Public Library Board meeting minutes)

16-029 At the January 25, 2016 meeting, Councillor Paul Ainslie was appointed to the first of two Board member positions on the Federation of Ontario Public Libraries' Board of Directors. Dianne LeBreton, who had expressed interest in being appointed to the second position, was unable to attend the January meeting. It was decided to defer this appointment until the February Board meeting.

In response to a request from the Chair, Dianne LeBreton indicated her interest in representing the Library Board on the Federation of Ontario Public Libraries' Board of Directors.

There being no other nominations, it was:

*Moved by Councillor Fragedakis, seconded by A. Shah:**That the Toronto Public Library Board:*

1. *appoints Dianne LeBreton to the Federation of Ontario Public Libraries' Board of Directors.*

Carried

Toronto Public Library Board**Meeting No. 2: Monday, February 22, 2016, from 6:00 p.m. to 8:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

16-030 Chair's Report***Moved by D. LeBreton, seconded by L. Colley:******That the Toronto Public Library Board:***

1. *receives the Chair's Report for information.*

Carried**16-031 Communications*****Moved by Councillor Doucette, seconded by S. McCarten:******That the Toronto Public Library Board:***

1. *receives Communication (a) from the Honourable Michael Coteau, Minister, Ministry of Tourism, Culture and Sport to Vickery Bowles, City Librarian dated January 11, 2016 advising of the conditional approval of up to \$200,000 to support the Library's Ontario Libraries Capacity Fund Research and Innovation stream project. The funds are conditional upon the development of a transfer payment agreement and receipt of a valid Certificate of Insurance.*

Carried**Presentations****16-032 Miroslav Glavic regarding Agenda Item No. 10 – Notice of Amendment – Toronto Public Library Board Procedural By-law**
Mr. Glavic addressed the Board on aspects of the Procedural By-law.***Moved by Councillor Ainslie, seconded by R. Parry:******That the Toronto Public Library Board:***

1. *receives the presentation from Miroslav Glavic regarding Agenda Item No. 10 – Notice of Amendment – Toronto Public Library Board Procedural By-law for information.*

Carried

Toronto Public Library Board**Meeting No. 2: Monday, February 22, 2016, from 6:00 p.m. to 8:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto****16-033 Notice of Amendment – Toronto Public Library Board Procedural By-law***Moved by D. LeBreton, seconded by E. Svec:**That the Toronto Public Library Board:*

1. *receives the Notice of Amendment – Toronto Public Library Board Procedural By-law for information.*

*Carried****Items for Approval:*****16-034 2016 Operating Budget Adoption**

Larry Hughsam, Director, Finance and Treasurer updated the Board advising of Council approval on February 17, 2016 of the Library's 2016 operating budget, including all recommendations from the Executive Committee.

The decision from the City Manager regarding the allocation of the \$1.249 million budget reduction has not yet been made.

The following new motion relating to the Library was endorsed at the Council meeting:

That City Council requests the Toronto Public Library Board to request the City Librarian, in consultation with the Office of Equity, Diversity and Human Rights, to report to the Library Board on a staffing and service delivery model that meets the service levels outlined in the Strategic Plan, including using a Job Quality Assessment Tool.

*Moved by Councillor Ainslie, seconded by S. McCarten:**That the Toronto Public Library Board:*

1. *adopts, subject to Council approval, the 2016 operating budget of \$175.869 million net (\$193.462 million gross), which represents an increase of \$3.677 million net (\$4.754 million gross) or 2.1% net over the 2015 operating budget, comprised of the following services:*

<u>Service</u>	<u>Gross</u> (\$000s)	<u>Net</u> (\$000s)
Library Collections & Borrowing	73,215.2	67,106.1
Branch and E-Services	113,200.1	101,984.4
Partnerships, Outreach & Customer Engagement	7,046.6	6,778.5
	<u>193,461.9</u>	<u>175,869.0</u>

Carried

Toronto Public Library Board**Meeting No. 2: Monday, February 22, 2016, from 6:00 p.m. to 8:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

16-035 2016-2025 Capital Budget and Plan Adoption

Larry Hughsam updated the Board advising of Council approval on February 17, 2016 of the Library's 2016-2025 capital budget and plan, including all recommendations from the Executive Committee.

The following new motion relating to the Library was endorsed at the Council meeting:

That, as the state of good repair component of the Downsview Library Branch has subsequently been identified as "below the line", City Council request the Toronto Public Library to make the Downsview Library Branch Capital Project a priority in the preparation of the 2017 Toronto Public Library Capital Budget.

Moved by Councillor Doucette, seconded by A. Shah:

That the Toronto Public Library Board:

1. *adopts, subject to Council approval, the 2016-2025 capital budget and plan, which excludes funding from the Canada 150 Community Infrastructure Program, of \$160.807 million debt (\$255.602 million gross), as detailed in Attachment 1 and comprised of:*
 - a. *2016 cash flow of \$15.575 million debt (\$24.851 million gross) and a preliminary carry forward from 2015 of \$1.300 million debt (\$2.294 million gross) for a total 2016 capital budget of \$16.875 million debt (\$27.145 million gross) with future year commitments of \$48.515 million debt (\$74.540 million gross); and*
 - b. *2017-2025 uncommitted capital plan totalling \$95.417 million debt (\$153.917 million gross);*
2. *adopts, subject to Council approval, the amendment to the 2016-2025 Capital Budget and Plan by increasing the project cost of the "Multi-Branch Renovation Program 2016-2018" by \$0.927 million, funded from the Canada 150 Community Infrastructure Program, to address urgent state of good repair projects with cash flows of \$0.304 million in 2016, \$0.558 million in 2017 and \$0.065 million in 2018;*
3. *adopts the confidential recommendation in Attachment 3 and authorizes the release of the information once appropriate approvals have been received, negotiations are complete and agreements are in place; and*
4. *authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.*

Carried

Toronto Public Library Board**Meeting No. 2: Monday, February 22, 2016, from 6:00 p.m. to 8:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

16-036 Toronto Reference Library – Premium Rental Space Renovation – Award of Tender

Larry Hughsam advised of the following revisions (italicized) to the Financial Impact section of the report in the second sentence of the third paragraph on page two:

The projection is for utilization to increase after the first full year in 2017, from 20% to 30% for the smaller rooms, 20% to 30% for the Boardroom and 40 to 60% for the Beeton Auditorium.

Moved by E. Svec, seconded by S. Graham-Nutter:

That the Toronto Public Library Board:

1. *awards the contract to the lowest bidder, Brown Daniels Associates, for the construction work to undertake the renovation of the Beeton Auditorium, two large meeting rooms and ancillary support spaces to facilitate premium room rentals located at the Toronto Reference Library at a cost of \$874,060, which includes a contingency of \$79,460 (excluding HST); and*
2. *authorizes and directs staff to take the necessary action to give effect thereto.*

Carried

Strategic Planning Steering Committee:**16-037 a. Approved Minutes of Strategic Planning Steering Committee Meeting of November 30, 2015**

Moved by D. LeBreton, seconded by L. Colley:

That the Toronto Public Library Board:

1. *receives the approved minutes of the Strategic Planning Steering Committee meeting of November 30, 2015 for information.*

Carried

Toronto Public Library Board**Meeting No. 2: Monday, February 22, 2016, from 6:00 p.m. to 8:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

16-038 b. Confirmation of February 2, 2016 Strategic Planning Steering Committee Meeting Minutes

The Chair advised that as there are no additional meetings required for the 2016-2019 Strategic Planning Steering Committee, the February 2, 2016 Strategic Planning Steering Committee meeting minutes require confirmation by the Library Board.

Moved by D. LeBreton, seconded by E. Svec:

That the Toronto Public Library Board:

1. *confirms the minutes of the February 2, 2016 Strategic Planning Steering Committee meeting.*

Carried

16-039 c. Strategic Plan 2016-2019: Key Messages and Communications Plan

Linda Hazzan, Director, Communications, Programming and Customer Engagement and Elizabeth Glass, Acting Director, Planning, Policy and E-Service Delivery provided a presentation highlighting the key messages and communications plan for the Strategic Plan 2016-2019.

Moved by D. LeBreton, seconded by A. Shah:

That the Toronto Public Library Board:

1. *approves the public-facing key messages of the Strategic Plan 2016-2019, as outlined in Appendix 1-Attachment 1;*
2. *approves the communications plan for the Strategic Plan 2016-2019, as outlined in Appendix 1-Attachment 2; and*
3. *directs staff to implement the communications plan, report semi-annually on the status of strategic plan initiatives, and report annually on outcomes and achievements in the context of the Library's broad performance measures.*

Carried

At the February 22, 2016 Board Meeting, Dianne LeBreton made the following motion without notice:

That the Toronto Public Library Board:

1. *strikes a Board committee to work with the City Librarian on more specific terms for reporting on compliance with and progress on the Strategic Plan.*

As the motion did not relate to an urgent matter, the Chair ruled that the motion could not be considered by the Board under section 19 of the Procedural By-law. Ms. LeBreton accepted the Chair's offer to have this motion added to the agenda of the March 21, 2016 Board Meeting.

Toronto Public Library Board**Meeting No. 2: Monday, February 22, 2016, from 6:00 p.m. to 8:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

16-040 Naming Opportunity – Daniel Grafton Hill III

Library staff requested the Board to consider amending the recommended motion to include reference to Samuel Getachew.

Library Board Decision

The Toronto Public Library Board on February 22, 2016 adopted the following:

Moved by R. Parry, seconded by L. Colley:

That the Toronto Public Library Board:

1. *authorizes staff to work with the Ontario Black History Society, Samuel Getachew and the family of Daniel Grafton Hill III to identify a future naming opportunity to recognize Daniel Grafton Hill III; and*
2. *requests staff to provide updates to the Toronto Public Library Board on this initiative at strategic intervals.*

Carried as amended

Motions:

See the following:

Moved by R. Parry, seconded by L. Colley:

That the Toronto Public Library Board:

1. *authorizes staff to work with the Ontario Black History Society and the family of Daniel Grafton Hill III to identify a future naming opportunity to recognize Daniel Grafton Hill III; and*
2. *requests staff to provide updates to the Toronto Public Library Board on this initiative at strategic intervals.*

Amended

Moved in amendment by R. Parry, seconded by E. Svec:

That Recommendation 1 moved by R. Parry and seconded by L. Colley be revised to add “Samuel Getachew” after “Ontario Black History Society,” so that it reads as follows:

1. *authorizes staff to work with the Ontario Black History Society, Samuel Getachew and the family of Daniel Grafton Hill III to identify a future naming opportunity to recognize Daniel Grafton Hill III; and*

Carried

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16-041 Open Data Policy*Moved by L. Colley, seconded by R. Parry:**That the Toronto Public Library Board:*

1. *approves the Open Data Policy in Attachment 1.*

*Carried***16-042 Toronto Public Library Board Member Code of Conduct***Moved by Councillor Fragedakis, seconded by L. Colley:**That the Toronto Public Library Board:*

1. *approves the Toronto Public Library Board Member Code of Conduct; and*
2. *directs staff to amend the Explanatory Notes as issues arise.*

*Carried***16-043 Ethical Framework for Library Staff***Moved by Councillor Ainslie, seconded by E. Svec:**That the Toronto Public Library Board:*

1. *approves the Employee Code of Ethics (Attachment 1);*
2. *approves an amended Conflict of Interest Policy (Attachment 2);*
3. *approves an amended Employee Participation in Municipal Election Campaigns Policy and renames the policy as the Political Activity Policy (Attachment 3); and*
4. *approves amendments to and merger of the Fraud and Other Similar Irregularities Policy and Whistle Blower Protection Policy and renames the merged policy as the Disclosure of Wrongdoing and Reprisal Protection Policy (Attachment 4).*

*Carried***Items for Information:****16-044 Annual Statistical Report to the Office of the Information and Privacy Commissioner (IPC) of Ontario***Moved by D. LeBreton, seconded by S. McCarten:**That the Toronto Public Library Board:*

1. *receives the Annual Statistical Report to the Office of the Information and Privacy Commissioner (IPC) of Ontario for information.*

Carried

Toronto Public Library Board**Meeting No. 2: Monday, February 22, 2016, from 6:00 p.m. to 8:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

16-045 Accountability Officer Reports*Moved by Councillor Fragedakis, seconded by Councillor Doucette:**That the Toronto Public Library Board:*

1. receives the Accountability Officer Reports report for information.

*Carried***16-046 Toronto Public Library Board Members – Expenses Paid for 2015***Moved by S. Graham-Nutter, seconded by Councillor Ainslie:**That the Toronto Public Library Board:*

1. receives the Toronto Public Library Board Members – Expenses Paid for 2015 report for information.

*Carried***16-047 Board Resolutions – Status Report***Moved by A. Shah, seconded by R. Parry:**That the Toronto Public Library Board:*

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

*Carried***16-048 Closed Meeting**

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

*Moved by S. Graham-Nutter, seconded by R. Parry:**That the Toronto Public Library Board:*

1. conducts a Closed meeting as the subject matters being considered (2016-2025 Capital Budget and Plan Adoption and Collective Bargaining – 2016) involve a proposed or pending acquisition or disposition of land by the board and labour relations or employee negotiations.

Carried

At 8:25 p.m. the Board resumed its meeting in public.

Toronto Public Library Board**Meeting No. 2: Monday, February 22, 2016, from 6:00 p.m. to 8:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

Adoption of Closed Meeting Actions:**16-049 2016-2025 Capital Budget and Plan Adoption***Moved by Councillor Ainslie, seconded by D. LeBreton:**That the Toronto Public Library Board:*

1. *adopts the confidential recommendation in Attachment 3; and*
2. *authorizes the release of the information once appropriate approvals have been received, negotiations are complete and agreements are in place.*

*Carried***Adoption of Closed Meeting Actions – continued****16-050 Collective Bargaining – 2016***Moved by S. Graham-Nutter, seconded by D. LeBreton:**That the Toronto Public Library Board:*

1. *receives the confidential verbal report from staff for information;*
2. *requests that the confidential information provided in the verbal report from staff not be made public as it involves labour relations or employee negotiations.*

*Carried***16-051 Adjournment***Moved by S. McCarten, seconded by L. Colley:**That the Toronto Public Library Board:*

1. *adjourns the February 22, 2016 Toronto Public Library Board meeting.*

Carried

The meeting ended at 8:30 p.m.

Signed: _____