

**Toronto Public Library Board**

**Meeting No. 2: Monday, February 28, 2022, from 6:00 p.m. to 7:17 p.m.**

**Via Webex and Teleconference**

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**Members Present:**

Sue Graham-Nutter

Alim Remtulla

Councillor Paul Ainslie

Tamara Balan

Sarwar Choudhury

Jennifer Liu

Alison Menary

Councillor Gord Perks

Andrea Geddes Poole

**Regrets:**

Jonathan Hoss

**22-030 Call to Order**

Sue Graham-Nutter, Chair, called the meeting to order at 6:03p.m. and introduced Vickery Bowles, City Librarian.

Vickery Bowles recognized 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, the Wendat, and the Mississaugas of the Credit First Nation. Toronto Public Library gratefully acknowledges these Indigenous nations for their guardianship of this land.

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**22-031 Declarations of Conflicts of Interest**

There were no other Declarations of Conflicts of Interest by members of the Library Board at the February 28, 2022 meeting.

**22-032 Approval of Agenda**

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

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

1. *approves the agenda.*

***Carried***

**22-033 Confirmation of the January 24, 2022 Toronto Public Library Board Meeting Minutes**

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

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

1. *confirms the minutes of the January 24, 2022 Toronto Public Library Board meeting.*

***Carried***

**22-034 Confirmation of the January 24, 2022 Toronto Public Library Board Closed Meeting Minutes**

***Moved by*** Andrea Geddes Poole, ***seconded by*** Sarwar Choudhury:

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

1. *confirms the minutes of the January 24, 2022 Toronto Public Library Board Closed meeting.*

***Carried***

**22-035 Approval of Consent Agenda Items**

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

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

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

***Carried***

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**22-036 Business Arising from the Minutes**

There were no *Business Arising from the Minutes* items at the February 28, 2022 meeting.

**22-036 City Librarian's Report (*Received by Consent*)**

*That* the Toronto Public Library Board:

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

**Carried**

**22-037 Communications (*Received by Consent*)**

*That* the Toronto Public Library Board:

1. receives Communication (a) from Dinah Draper, Steven Bush, Elisabeth Jocz, Christine Day, Jack Miller, Donna Dunlop, Bill MacKay, Liz Menard, Irene Roth, Sheila Pinto, Joanna Dutka, and Judy Wiener, sent to Maria Policelli, Library Board Officer, dated January 24, 2022 or January 25, 2022 regarding the Library's Digital Literacy for Seniors program, for information.

*Twelve individual form e-mail communications were received from these individuals on January 24, 2022 and January 25, 2022.*

2. receives Communication (b) from the City Clerk, sent to Vickery Bowles, City Librarian, dated January 28, 2022 regarding the adoption by City Council of the Policy to Require Members of Council and Public Appointees to Provide Proof of Vaccination to attend Legislative Meetings in person, for information.

**Carried**

**22-038 Presentations**

There were no presentations at the February 28, 2022 meeting.

**22-039 Toronto Public Library Board Education – TPL Partnership Spotlight: CanAge**

Sue Graham-Nutter introduced Pam Ryan, Director, Service Development and Innovation, Justine Gerroir, Manager, Adult Programs and Laura Tamblyn Watts, CEO of CanAge.

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Justine Gerroir and Laura Tamblyn Watts provided an overview of the online programming that has been provided in partnership by CanAge and Toronto Public Library (TPL) for seniors. Twelve online programs have been delivered with over 1300 persons in attendance from Toronto, the Greater Toronto Area and across Canada since the partnership inception in 2020.

The topics are relevant to seniors and provided by trusted and authoritative expert presenters. The online sessions connect seniors with valuable community resources should they need further assistance. The TPL series has been identified as a best practice model to support Canada's aging population by the Government of Canada in its report to the United Nations/World Health Organization. As a result of TPL's partnership with CanAge, other libraries are looking to implement similar programming with CanAge.

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

**That** the Toronto Public Library Board:

1. receives the Toronto Public Library Board Education – TPL Partnership Spotlight: CanAge presentation for information.

**Carried**

**Items for Action:**

**22-040 2022 Operating Budget – Adoption**

Howard Balter, Manager, Budget and Financial Reporting, delivered a presentation to review the highlights of the report for the Board.

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

**That** the Toronto Public Library Board:

1. adopts the Council-approved 2022 Operating Budget of \$209.785 million net (\$228.305 million gross), which includes 1,808.8 full-time equivalent positions; and
2. approves the reinstatement of annual cost of living adjustment (COLA) increases for non-union staff at a rate consistent with the City's annual COLA increases for non-union staff, commencing with a 1% increase for 2022, as approved by Council.

**Carried**

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**22-041 2022 - 2031 Capital Budget and Plan – Adoption**

Larry Hughsam, Director, Finance and Treasurer, delivered a presentation to review the highlights of the report for the Board.

**Moved by** Councillor Gord Perks, **seconded by** Tamara Balan:

**That** the Toronto Public Library Board:

1. *adopts the Council-approved 2022-2031 Capital Budget and Plan, as detailed in Attachment 1, of \$38.912 million debt (\$50.625 million gross) for 2022 and \$360.866 million debt (\$516.784 million gross) over 2022-2031.*

**Carried**

**22-042 Janitorial Services – Award of Contract**

Alyssa van Graft, Director, Transformational Projects, reviewed the highlights of the report for the Board.

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

**That** the Toronto Public Library Board:

1. *awards a contract to TBM Service Group for janitorial services for with a total commitment value of approximately \$18,929,691.06 [excluding Harmonized Sales Tax (HST)], comprised of:*
  - a. *a base contract with a potential commitment value of \$18,679,691 comprised of:*
    - i) *a three-year contract award with an estimated value of \$10,809,339.53 comprised of:*
      - (i) *April 1, 2022 to March 31, 2023 for \$3,476,458.83*
      - (ii) *April 1, 2023 to March 31, 2024 for \$3,601,611.35*
      - (iii) *April 1, 2024 to March 31, 2025 for \$3,731,269.36*
    - ii) *two optional one-year renewals, subject to satisfactory performance and at the sole discretion of the City Librarian, for a total potential commitment value of \$7,870,351.53, comprised of:*
      - (i) *April 1, 2025 to March 31, 2026 for \$3,865,595.05*
      - (ii) *April 1, 2026 to March 31, 2027 for \$4,004,756.48*

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**22-042 Janitorial Services – Award of Contract – continued**

- b. enhanced COVID-19 cleaning services with a commitment value of up to \$250,000 for the period April 1 to June 30, 2022.*

**Carried**

**22-043 Library Furniture – Award of Contract (Approved by Consent)**

**That** the Toronto Public Library Board:

- 1. approves an award of contract to POI Business Interiors for the supply and installation of Steelcase furniture over three years, January 2022 to December 2024, for a value of approximately \$3 million, excluding HST.*

**Carried**

**22-044 Specialized Professional Services – Award of Contract (Approved by Consent)**

**That** the Toronto Public Library Board:

- 1. enters into a contract with Eagle Professional Resources Inc. for the supply of specialized professional resources for approximately three years, 2022 to 2024, with an estimated commitment value of \$5.7 million, excluding Harmonized Sales Tax (HST).*

**Carried**

**22-045 Fire and Life Safety Services – Award of Contract (Approved by Consent)**

**That** the Toronto Public Library Board:

- 1. approves a commitment with Eurotech Safety Inc. for Fire and Life Safety services with an estimated value of \$692,929, excluding Harmonized Sales Tax (HST), comprised of:*
  - a. a three-year contract award with an estimated value of \$273,885, comprised of:*
    - i) \$91,295 for the period March 1, 2022 to February 28, 2023;*
    - ii) \$91,295 for the period March 1, 2023 to February 28, 2024;*
    - iii) \$91,295 for the period March 1, 2024 to February 28, 2025; and*

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**22-045 Fire and Life Safety Services – Award of Contract (*Approved by Consent*) -  
*continued***

- b. *estimated contingency spending of \$136,944 associated with the three-year contract, comprised of:*
  - i) *\$45,648 for the period March 1, 2022 to February 28, 2023;*
  - ii) *\$45,648 for the period March 1, 2023 to February 28, 2024;*
  - iii) *\$45,648 for the period March 1, 2024 to February 28, 2025; and*
- c. *two optional one-year renewals, subject to satisfactory performance and at the sole discretion of the City Librarian, with a potential commitment value of \$282,100 comprised of:*
  - i) *\$94,033 for the contract renewal and \$47,017 for contingency spending for the period March 1, 2025 to February 28, 2026;*
  - ii) *\$94,033 for the contract renewal and \$47,017 for contingency spending for the period March 1, 2026 to February 28, 2027.*

***Carried***

**Items for Information:**

**22-046 Hybrid Format for In-Person Board Meetings**

Linda Hazzan, Director, Communications, Programming and Customer Engagement reviewed highlights of the report for the Board.

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

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

1. *receives the Hybrid Format for In-Person Board Meetings report for information*

***Carried***

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**22-047 2022 Fundraising Initiatives**

Pam Ryan, Director, Service Development and Innovation delivered a presentation to review the highlights of the report for the Board.

***Moved by*** Alison Menary, ***seconded by*** Jennifer Liu:

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

1. receives the 2022 Fundraising Initiatives report for information.

***Carried***

**22-048 Music School at Site of York Woods Library**

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

***Moved by*** Alim Remtulla, ***seconded by*** Councillor Paul Ainslie:

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

1. receives the Music School at Site of York Woods Library report for information.

***Carried***

**22-049 Operating Budget Monitoring Report – December 31, 2021**

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

***Moved by*** Jennifer Liu, ***seconded by*** Sarwar Choudhury:

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

1. receives the Operating Budget Monitoring Report – December 31, 2021 for information.

***Carried***



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**22-050 Capital Budget Monitoring Report – December 31, 2021**

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

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

**That** the Toronto Public Library Board:

1. receives the Capital Budget Monitoring Report – December 31, 2021 for information.

**Carried**

**22-051 COVID-19 Emergency Response – Update (Verbal)**

Vickery Bowles, City Librarian, provided an update to members of the Board. On January 10, 2022, 44 library branches were closed due to staffing shortages, mainly related to COVID-19. As of March 1, 2022, 30 of these branches will re-open. The remaining branches are expected to re-open sometime after March Break. Also as of March 1, 50% capacity limits have been removed and replaced with physical distancing requirements, which will allow for greater capacity in all branch locations. Planning for the reinstatement of branch services continues for services such in-branch programming. Staff will continue to closely monitor provincial and public health requirements and guidelines.

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

**That** the Toronto Public Library Board:

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

**22-052 Board Resolutions – Status Report (Received on Consent)**

**That** the Toronto Public Library Board:

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

**Carried**

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**21-053 Adjournment**

***Moved by*** Councillor Paul Ainslie, ***seconded by*** Sarwar Choudhury:

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

1. *adjourns the February 28, 2022 Toronto Public Library Board meeting.*

***Carried***

The meeting ended at 7:17 p.m.

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