

**Toronto Public Library Board****Meeting No. 9: Monday, November 25, 2019, from 6:00 p.m. to 7:45 p.m.****Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto**

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**Members Present:**

Ms. Sue Graham-Nutter (Chair)

Mr. Jonathan Hoss (Vice Chair)

Mr. Sarwar Choudhury

Councillor Paul Ainslie

Mr. Fenton Jagdeo

Ms. Jennifer Liu

Ms. Alison Menary

Councillor Gord Perks

Ms. Andrea Geddes Poole

Mr. Alim Remtulla

**Regrets:**

None

**19-195 Call to Order**

Sue Graham-Nutter, Chair, called the meeting to order at 6:00 pm.

Ms. Graham-Nutter gratefully acknowledged that the Toronto Reference Library is on Indigenous land. 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. Ms. Graham-Nutter reminded and reaffirmed as Torontonians and Canadians, accountability to these Indigenous nations, and to all Indigenous peoples and communities living in Toronto.

Ms. Graham-Nutter 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.

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**Call to Order** – continued

Ms. Graham-Nutter welcomed recently appointed citizen Library Board members Sarwar Choudhury and Alison Menary to the 2019-2022 term of the Toronto Public Library Board.

**19-196 Declarations of Conflicts of Interest**

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

**19-197 Approval of Agenda**

**Moved by** A. Remtulla, **seconded by** J. Hoss:

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

1. add a Presentation from Derek Moran regarding Agenda Item Nos.11 – Toronto Public Library Board Procedural By-law - Revisions and 13 – 2020-2029 Capital Budget and Plan - Update for information.
2. add a Presentation from Peter Holleley regarding Agenda Item No. 12d - Strategic Plan 2020-2024: Resilience, Success and Well-Being for our City and its Communities for information.

**Carried**

**19-198 Confirmation of October 22, 2019 Toronto Public Library Board Meeting Minutes**

**Moved by** Councillor Ainslie, **seconded by** F. Jagdeo:

**That** the Toronto Public Library Board:

1. confirms the minutes of the October 22, 2019 Toronto Public Library Board meeting.

**Carried**

**19-199 Approval of Consent Agenda Items**

**Moved by** J. Liu, **seconded by** A. Remtulla:

**That** the Toronto Public Library Board:

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

**Carried**

The following item was held for further consideration:

- Audit Plan for the Year Ending December 31, 2019.

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**19-200 Business Arising from the Minutes**

There were no *Business Arising from the Minutes* items at the November 25, 2019 meeting.

**19-201 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***

**19-202 Communications**

There were no *Communications* items at the November 25, 2019 meeting.

**Presentations**

**19-203 Toronto Public Library Board Procedural By-law – Revisions**

Derek Moran spoke against the revisions to the Board's Procedural By-law relating to Public Presentations as outlined in the *Notice of Amendment – Toronto Public Library Board Procedural By-law* report. He believes the Board should not limit presentations to the Board to five minutes in total.

***Moved by*** Councillor Perks, ***seconded by*** A. Geddes Poole:

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

1. receives the presentation from Derek Moran regarding Agenda Item No. 11 – Toronto Public Library Board Procedural By-law – Revisions for information.

***Carried***

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**Presentations - continued****19-204 Strategic Plan 2020-2024: Resilience, Success and Well-Being for our City and its Communities**

Peter Holleley addressed the Board to provide feedback on the strategic plan in a number of areas, including terminology and communications. He noted in particular the importance of volunteering opportunities at Toronto Public Library and the need to expand and clarify volunteer roles. Mr. Holleley suggested that the strategic plan concept be divided into individual plans defined with goals and actions. He thanked the Board for providing an outstanding library system.

***Moved by A. Remtulla, seconded by F. Jagdeo:***

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

1. *receives the presentation from Peter Holleley regarding Agenda Item No. 12d – Strategic Plan 2020-2024: Resilience, Success and Well-Being for our City and its Communities for information.*

***Carried***

**19-205 Toronto Public Library Board Education – Google IT Support Professional Certificate**

Pam Ryan, Director, Service Development & Innovation, introduced Kim Christmas, Manager, Innovation, Learning & Service Planning and Lina Kim, Senior Services Specialist, Innovation.

Ms. Christmas and Ms. Kim provided the Board with a mid-term update of the Google IT Support Professional Certificate. The program helps learners become ready for entry-level jobs in IT support in approximately eight months. In Canada the program is run through collaboration between Toronto Public Library as the National Project Lead, along with Edmonton, Hamilton and Surrey public libraries. Delivery of the program is made possible by a \$1.123 million donation by Google.org to the Toronto Public Library Foundation. Recent statistics indicate that 62% of learners nation-wide had completed Course 4 of 5, and over 78% are on their way to completing or have completed the final course, which is above the target completion rate. The first cohort is scheduled to complete the certificate in December.

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**Toronto Public Library Board Education – Google IT Support Professional Certificate – continued*****Moved by J. Hoss, seconded by A. Remtulla:******That the Toronto Public Library Board:***

1. *receives the Toronto Public Library Board Education – Google IT Support Professional Certificate presentation for information.*

***Carried*****Item for Approval:****19-206 Toronto Public Library Board Procedural By-law - Revisions**

Sue Graham-Nutter introduced Rosa Stall, Solicitor, City of Toronto, in attendance at the meeting regarding the proposed revisions to the Toronto Public Library Board Procedural By-law. Ms. Graham-Nutter also introduced Suzanne Millar, Manager, Governance, Education and Support, in attendance at the meeting to respond to questions. Elizabeth Glass, Director, Policy, Planning & Performance Management, reviewed highlights of the report for the Board.

***Moved by F. Jagdeo, seconded by Councillor Perks:******That the Toronto Public Library Board:***

1. *approves the Toronto Public Library Board Procedural By-law (Attachment 1) to come into effect at the December 16, 2019 Board meeting.*

***Carried*****Strategic Planning Steering Committee****Items for Information:****19-207 a. Approved Minutes of the May 3, 2019 Strategic Planning Steering Committee Meeting*****Moved by Councillor Ainslie, seconded by J. Hoss:******That the Toronto Public Library Board:***

1. *receives the Approved Minutes of the September 3, 2019 Strategic Planning Steering Committee meeting for information.*

***Carried***

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**Strategic Planning Steering Committee – continued****19-208 b. Strategic Plan 2020-2024: Results of Survey of Torontonians**

Michael Sullivan, Partner, The Strategic Counsel, outlined highlights from the results of the public and visitor surveys recently conducted for the Library. Mr. Sullivan noted a number of highlights, including that the overall satisfaction with Toronto Public Library rate remains very high at 91%, the highest satisfaction level is in the area of *knowledge of library staff* at 92%, and two-thirds of the residents of Toronto have accessed the Library in the last year.

**Moved by** A. Remtulla, **seconded by** F. Jagdeo:

**That** the Toronto Public Library Board:

1. receives the Strategic Plan 2020-2024: Results of Survey of Torontonians report and presentation for information.

**Carried.**

**Items for Approval:****19-209 c. Confirmation of October 30, 2019 Strategic Planning Steering Committee Meeting Minutes**

**Moved by** J. Liu, **seconded by** J. Hoss:

**That** the Toronto Public Library Board:

1. confirms the minutes of the October 30, 2019 Strategic Planning Steering Committee Meeting minutes.

**Carried**

**19-210 d. Strategic Plan 2020-2024: Resilience, Success and Well-Being for our City and its Communities**

Fenton Jagdeo, Committee Chair, Strategic Planning Steering Committee, reviewed the proposed priority areas for consideration at the meeting.

Elizabeth Glass, Director, Policy, Planning & Performance Management and Shawn Mitchell, Manager, Planning & Development, reviewed highlights of the report for the Board.

Sue Graham-Nutter expressed appreciation to Fenton Jagdeo for his leadership in the development of the plan.

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**Strategic Planning Steering Committee – continued****d. Strategic Plan 2020-2024: Resilience, Success and Well-Being for our City and its Communities – continued*****Moved by A. Remtulla, seconded by A. Geddes Poole:******That the Toronto Public Library Board:***

- 1. approves the 2020-2024 Strategic Plan Overview as recommended by the Strategic Planning Steering Committee with the following key components: priority areas, associated outcomes, Strategy Statement and the strategic approach as outlined in Attachment 1;*
- 2. receives the Strategic Planning Steering Committee Toronto Public Library's Strategic Plan 2020-2024: Resilience, Success and Well-Being for our City and its Communities report, including the Consultation Report and presentation for information as outlined in Attachment 2;*
- 3. directs staff to develop a balanced scorecard, key performance indicators and associated activities for Board approval in early 2020;*
- 4. directs staff to develop a communications plan and strategy and will include materials that will communicate the plan, and will include a public facing publication based on the 2020-2024 Strategic Plan Overview as outlined in Attachment 1 for information to the Board in early 2020.*

***Carried*****19-211 2020-2029 Capital Budget and Plan – Update**

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

Mr. Hughsam noted the following error in Attachment 1 – Columns H and S: “2020” to be replaced by “2022”.

In response to a question, the following error was also noted in Attachment 1: The headings "gross" and "debt" were inadvertently removed.

In response to another question, Vickery Bowles, City Librarian, confirmed the continuing commitment to establish future capital funding for the Parkdale branch.

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**2020-2029 Capital Budget and Plan – Update – continued*****Moved by J. Hoss, seconded by A. Geddes Poole:******That*** the Toronto Public Library Board:

1. *approves the revised 2020-2029 capital budget and plan of \$24.465 million debt (\$38.503 million gross) for 2020 and \$426.236 million debt (\$527.958 million gross) over 2020-2029, comprised of:*
  - 1.1 *30 projects, as detailed in Attachment 1, totalling \$23.421 million debt (\$37.459 million gross) in 2020 and \$332.427 million debt (\$434.149 million gross) over 2020-2029, which reflects TPL's Capacity to Spend Capital Budget and Plan; and*
  - 1.2 *4 projects, as detailed in Attachment 2, totalling \$1.044 million debt and gross in 2020 and \$93.809 million debt and gross over 2020-2029 that reflects TPL's Capital Needs Constraints.*

***Carried*****19-212 2019 Capital Budget Adjustments (Approved by Consent)*****That*** the Toronto Public Library Board:

1. *increase of \$0.700 million gross (\$0.586 million debt) to the St. Clair/Silverthorn Library project;*
2. *decrease of \$0.700 million gross (\$0.586 million debt) from completed or under-spent projects, comprised of:*
  - a. *\$0.074 million gross (\$0 debt) from the Fort York Library New Construction project;*
  - b. *\$0.040 million gross (\$0 debt) from the Perth/Dupont Library – 299 Campbell Ave design phase project; and*
  - c. *\$0.586 million gross and debt from the Multi-Branch Minor Renovation program; and*
3. *authorizes staff to forward the capital budget adjustments to the City for approval.*

***Carried***



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**19-213 Lillian H. Smith Branch – New Cooling Plant – Award of Contract (Approved by Consent)*****That** the Toronto Public Library Board:*

1. awards the contract to the lowest bidder, Ambient Mechanical Ltd. for the cooling plant replacement at Lillian H. Smith branch, at a cost of \$1,129,365.63, which is comprised of a 10% contingency of \$102,669.60 [excluding Harmonized Sales Tax (HST)].

**Carried****19-214 Grounds Maintenance and Snow Removal Services – Award of Contract (Approved by Consent)*****That** the Toronto Public Library Board:*

1. awards the contract to Jimricks Property Services for grounds maintenance and snow removal services, for a three-year term beginning December 1, 2019, plus two possible extension years at the sole discretion of the City Librarian, for a total cost of \$4,648,011.59 (excluding Harmonized Sales Tax).

**Carried****Items for Information:****19-215 2020 Operating Budget – Update**

Larry Hughsam reviewed highlights of the report for the Board.

***Moved by** Councillor Ainslie, **seconded by** F. Jagdeo:****That** the Toronto Public Library Board:*

1. receives the 2020 Operating Budget – Update report for information.

**Carried**

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**19-216 Audit Plan for the Year Ending December 31, 2019**

Larry Hughsam noted the following error in the PricewaterhouseCoopers Audit Plan (Attachment 1): Page 2 – Audit timeline: replace March “2019” with “2020”.

***Moved by*** Councillor Ainslie, ***seconded by*** F. Jagdeo:

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

1. receives the Audit Plan for the Year Ending December 31, 2019 report for information.

***Carried***

**19-217 Operating Budget Monitoring Report – September 30, 2019 (Received for Information by Consent)**

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

1. receives the Operating Budget Monitoring Report – September 30, 2019 for information.

***Carried***

**19-218 Capital Budget Monitoring Report – September 30, 2019 (Received for Information by Consent)**

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

1. receives the Capital Budget Monitoring Report – September 30, 2019 for information.

***Carried***

**19-219 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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**19-220 Adjournment**

***Moved by*** A. Geddes Poole, ***seconded by*** J. Liu:

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

1. *adjourns the November 25, 2019 Toronto Public Library Board meeting.*

***Carried***

The meeting ended at 7:45 p.m.

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