

Toronto Public Library Board

Meeting No. 8: Monday, October 23, 2017, from 6:05 p.m. to 7:45 p.m.

Fairview Branch, Meeting Room No. 3 – 4th Floor, 35 Fairview Mall Drive, Toronto

Members Present:

Mr. Ron Carinci (Chair)
Ms. Lindsay Colley (Vice Chair)
Ms. Sue Graham-Nutter
Ms. Dianne LeBreton
Mr. Strahan McCarten
Mr. Ross Parry
Ms. Archana Shah
Ms. Eva Svec

Regrets:

Councillor Paul Ainslie
Councillor Sarah Doucette
Councillor Mary Fragedakis
Councillor Jim Hart

17-162 Call to Order

Ron Carinci called the meeting to order at 6:05 p.m.

Mr. Carinci gratefully acknowledged that the Toronto Public Library Board was meeting on the traditional territory of the Huron-Wendat, the Haudenosaunee, and Mississaugas of New Credit First Nation and home to many diverse Indigenous peoples.

Moe Hosseini-Ara, Director, Branch Operations & Customer Experience introduced Linda Karlinsky, Area Manager and Mounia Hanzazi, Branch Head. Ms. Karlinsky and Ms. Hanzazi provided a presentation regarding the history of the Fairview Branch, including information concerning the programs and services in the branch and its engagement with the community.

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Call to Order – continued

Archana Shah, Toronto Public Library Board Liaison to Youth welcomed participants in Fairview's youth programs, including Shi Yao Li and Susan Tang on behalf of the Youth Advisory Group; Eileen Whitcomb on behalf of You Belong LGBTQ+ allies and youth group; Tyrell Esson on behalf of the Youth Hub; and Patrick De Belen and Thunder on behalf of Poetry Saved My Life. The youth representatives spoke regarding the impact the programs have had on their lives. In addition, a spoken word art piece was performed by Thunder.

Dianne LeBreton thanked the youth representatives for their participation and role in improving services to youth at the Library.

Moved by R. Parry, seconded by S. McCarten:

That the Toronto Public Library Board:

1. *receives the Fairview Branch and Youth Programs presentations for information.*

Carried

17-163 Declarations of Conflicts of Interest

There were no Declarations of Conflicts of Interest by members of the Library Board at the October 23, 2017 meeting.

17-164 Approval of Agenda

Moved by E. Svec, seconded by S. McCarten:

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

1. *add a Communications item from Councillor Jim Karygiannis regarding Agenda Item No. 10 – Steeles Branch Lease – Amendment for Additional Space, for information.*

Carried

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17-165 Confirmation of September 25, 2017 Toronto Public Library Board Meeting Minutes

In response to a written request from Councillor Fragedakis regarding Resolution No. 17-154 – *Extended Open Hours Pilot Project – Implementation Plan*, the following revision was made:

“In response to a request from Councillor Fragedakis, staff will contact the Councillor’s office to inquire regarding participating in local community safety meetings to acquire feedback from community partners, including police, around ensuring the safety of customers during the pilot project” **was revised to:**

“In response to a request from Councillor Fragedakis, staff will provide the Toronto Police Services 54 Division, Toronto Fire Services and Toronto Paramedic Services with the Library’s detailed implementation plan. In addition, Councillor Fragedakis requested staff report to the Board regarding feedback received and subsequent plans developed to address any concerns or issues raised before the pilot project commences.”

Moved by S. McCarten, seconded by R. Parry:

That the Toronto Public Library Board:

1. *confirms the minutes of the September 25, 2017 Toronto Public Library Board meeting, as revised.*

Carried

17-166 Approval of Consent Agenda Items

Moved by E. Svec, seconded by S. McCarten:

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:

- City Librarian’s Report.

17-167 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the October 23, 2017 meeting.

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17-168 City Librarian's Report*Moved by L. Colley, seconded by E. Svec:**That the Toronto Public Library Board:*

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

Carried

In response to a request from Archana Shah, a PDF version of the *City Librarian's Report* will be included in the meeting materials provided to the Board, as well as a link to the report on the Library's website.

17-169 Communications*Moved by D. LeBreton, seconded by R. Parry:**That the Toronto Public Library Board:*

1. receives Communication (a) from Councillor Jim Karygiannis, Ward 39 Scarborough-Agincourt, City of Toronto, dated October 16, 2017, expressing support for Agenda Item No. 10 – Steeles Branch Lease – Amendment for Additional Space, for information.

*Carried***Presentations****17-170 Toronto Public Library Foundation regarding *I'm Library People* Campaign**

Jennifer Jones, President, Toronto Public Library Foundation introduced Tracy Finkelstein, Director, Marketing and Communications, Toronto Public Library Foundation. Ms. Finkelstein outlined details concerning the recently launched *I'm Library People* campaign designed to build awareness regarding giving to the Library, raising funds and increasing followers across all social channels.

*Moved by R. Parry, seconded by E. Svec:**That the Toronto Public Library Board:*

1. receives the presentation from Tracy Finkelstein, Director, Marketing and Communications, Toronto Public Library Foundation regarding the *I'm Library People* Campaign, for information.

Carried

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Presentations – continued**17-171 Toronto Public Library Workers Union, Local 4948 CUPE**

Maureen O'Reilly, President, Toronto Public Library Workers Union, Local 4948 CUPE addressed the Board regarding the following concerns of the Union: precarious work, including the importance of obtaining full-time work for part-time staff; health and safety, including increasing trends of violence and harassment at the Library; "Staff-less" libraries, including concerns regarding safety; diversity, including progress made on the Library's diversity review. Other noted areas of concern to the Union included the automated sorter at the Ellesmere hub, the impact of the Instrument-Lending Library on staff at Parkdale Branch; incidents at The Spot at Malvern Branch and the impact of the Open Hours Vision on staff.

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

That the Toronto Public Library Board:

1. *receives the presentation from Maureen O'Reilly, President, Toronto Public Library Workers Union, Local 4948 CUPE, for information.*

Carried

Items for Action:**17-172 Steeles Branch Lease – Amendment for Additional Space**

Moved by E. Svec, seconded by S. McCarten:

That the Toronto Public Library Board:

1. *approves an amendment to the current lease agreement between MSQ Realty Inc., as landlord, and Toronto Public Library Board, as Tenant, to increase the size of the library space by approximately 444 square feet (the "Additional Space") effective November 1, 2017 to August 31, 2021, with a 60-day rent-free fixturing period and rent rates the same as the current lease:*
 - a. *\$20.50 per square foot, excluding Harmonized Sales Tax (HST), from January 1, 2018 to August 31, 2018;*
 - b. *\$21.00 per square foot, excluding HST, for the following two years, from September 1, 2018 to August 31 2020;*
 - c. *\$21.50 per square foot, excluding HST, for the remaining year, from September 1, 2020 to August 31, 2021; and*
2. *requests City Council to increase the 2017 capital budget by opening a new 2017 capital project for the Steeles Branch renovation of the new space with a value of \$102,584 gross and zero debt, to be funded by a landlord contribution of \$15,540 and a draw from the Development Charges reserve of \$87,044.*

Carried

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17-173 Performance Management**Library Board Decision***Moved by S. McCarten, seconded by D. LeBreton:**That the Toronto Public Library Board:*

1. *approves the following option for conducting a “360-degree review” as part of the City Librarian’s performance appraisal for 2018:*
 - a. *Option 1, an internal process in which Toronto Public Library staff conduct a “360-degree review” as part of the City Librarian’s performance appraisal for 2018; and*
2. *approves the City Librarian’s Performance Review Committee as the Board’s liaison to internal library staff or an external consultant, and with the Director, Human Resources as a technical advisor and assistant to the Committee.*

*Carried as amended***Motions:**

See the following:

*Moved by S. McCarten, seconded by D. LeBreton:**That the Toronto Public Library Board:*

1. *considers and approves one of the following options for conducting a “360-degree review” as part of the City Librarian’s performance appraisal for 2018:*
 - a. *Option 1, an internal process in which Toronto Public Library staff conduct a “360-degree review” as part of the City Librarian’s performance appraisal for 2018; or*
 - b. *Option 2, the engagement of an external consultant to conduct a “360-degree review” as part of the City Librarian’s performance appraisal for 2018; and*
2. *approves the City Librarian’s Performance Review Committee as the Board’s liaison to internal library staff or an external consultant, and with the Director, Human Resources as a technical advisor and assistant to the Committee.*

Amended

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Performance Management – continued*Moved by D. LeBreton, seconded by R. Parry:**That the Toronto Public Library Board:*

1. *approves the following option for conducting a “360-degree review” as part of the City Librarian’s performance appraisal for 2018:*
 - b. *Option 2, the engagement of an external consultant to conduct a “360-degree review” as part of the City Librarian’s performance appraisal for 2018; and*
2. *approves the City Librarian’s Performance Review Committee as the Board’s liaison to internal library staff or an external consultant, and with the Director, Human Resources as a technical advisor and assistant to the Committee.*

Defeated*Moved by S. McCarten, seconded by E. Svec:**That the Toronto Public Library Board:*

1. *approves the following option for conducting a “360-degree review” as part of the City Librarian’s performance appraisal for 2018:*
 - a. *Option 1, an internal process in which Toronto Public Library staff conduct a “360-degree review” as part of the City Librarian’s performance appraisal for 2018; and*
2. *approves the City Librarian’s Performance Review Committee as the Board’s liaison to internal library staff or an external consultant, and with the Director, Human Resources as a technical advisor and assistant to the Committee.*

Carried**17-174 Renewal of Sponsorship and Naming of the Summer Reading Club (Approved by Consent)***That the Toronto Public Library Board:*

1. *approves the renewal of the TD Bank Group sponsorship of the summer reading club for 2018-2019 according to the terms and conditions outlined in this report; and*
2. *approves the renewal of the naming of the Library’s summer reading club as the TD Summer Reading Club.*

Carried

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17-175 Biblio Bash at the Toronto Reference Library – 2018 (Approved by Consent)*That the Toronto Public Library Board:*

1. *approves the request from the Toronto Public Library Foundation to host the 2018 Biblio Bash at the Toronto Reference Library on Thursday, April 26, 2018, including closure of the second floor on the day of the event and full closure of the branch as of 3:00 p.m. on April 26, 2018.*

Carried**17-176 Grounds Maintenance and Snow Removal Services – Extension of Contract (Approved by Consent)***That the Toronto Public Library Board:*

1. *extends the contract for grounds maintenance and snow removal services with Jimricks Property Service for one year, December 1, 2017 to November 30, 2018, at a total cost of \$627,040, excluding Harmonized Sales Tax (HST); and*
2. *grants authority to the City Librarian to exercise the option to extend the contract for grounds maintenance and snow removal services with Jimricks Property Service for an additional year, December 1, 2018 to November 30, 2019, at a total cost of \$627,040 excluding HST, subject to satisfactory vendor performance.*

Carried**17-177 Janitorial Services – Extension of Contract (Approved by Consent)***That the Toronto Public Library Board:*

1. *extends the Topnotch Building Maintenance contract for janitorial services for one additional year at a total increase in cost of \$2,264,338, excluding HST; and*
2. *authorizes an increase in the award of up to \$40,748 conditional on an increase in the provincial minimum wage of up to \$14.00 per hour following the passage of Bill 148, Ontario Fair Workplaces, Better Jobs Act, 2017.*

Carried**16-178 Motion to Extend the Meeting***Moved by R. Parry, seconded by A. Shah:**That the Toronto Public Library Board:*

1. *extends the meeting until the completion of the agenda.*

Carried

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Items for Information:**17-179 2018 Operating and Capital Budgets – Update**

Larry Hughsam, Director, Finance and Treasurer, advised that Library staff met with the City's Acting Chief Financial Officer and with members of the Budget Committee for an informal review of the Board-approved operating and capital budget submissions. For the two technology innovation projects that have a requested funding of \$3 million over 2018 and 2019 and are beyond the debt targets, the city has requested that TPL try to accommodate these projects within the existing debt targets. These projects are important as they generate operating budget savings that are used to reduce TPL's budget pressures. Staff will be revisiting the capital submission to update the timing for projects and to assess whether any of the funding for the technology projects can be accommodated within the capital plan funded within debt targets. A revised capital submission will be presented at the November Board meeting.

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

That the Toronto Public Library Board:

- 1. receives the 2018 Operating and Capital Budgets - Update verbal report for information.*

Carried

17-180 Toronto Public Library Board – 2018 Proposed Meeting and Locations Schedule

A revised report was tabled at the meeting changing the proposed May 2018 meeting date to May 28, 2018.

Moved by R. Parry, seconded by A. Shah:

That the Toronto Public Library Board:

- 1. receives the Toronto Public Library Board – 2018 Proposed Meeting and Locations Schedule report for information.*

Carried

17-181 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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17-182 Adjournment

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

That the Toronto Public Library Board:

- 1. adjourns the October 23, 2017 Toronto Public Library Board meeting.*

Carried

The meeting ended at 7:45 p.m.

Signed: _____