



## Toronto Public Library Board – Draft Meeting Minutes

### Meeting Details

Meeting Number: 07

Date: Monday, 28 October, 2024

Time: 6:00 p.m. to 8:42 p.m.

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

### Members Present (in person)

Alim Remtulla (Chair)

Jonathan Hoss (Vice Chair)

Councillor Paul Ainslie

Amina Mohamed

### Members Present (via WebEx)

Sakariya Ahmed

Justice Faith Betty

Serda Evren

Deputy Mayor Amber Morley

Soo Wong

### Regrets

Tamara Balan

## 24-173 Call to Order

Alim Remtulla, Chair, called the meeting to order at 6:02 p.m. and welcomed all to the meeting.

Alim then introduced Vickery Bowles, City Librarian.

Vickery 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 gratefully acknowledges these Indigenous nations for their guardianship of this land.

Vickery then introduced the participants in the meeting.

## 24-174 Declarations of Conflicts of Interest

There were no *Declarations of Conflicts of Interest* by members of the Library Board at the October 28, 2024 meeting.

## 24-175 Approval of Agenda

**Moved by** Deputy Mayor Amber Morley, **seconded by** Councillor Paul Ainslie:

**That the Toronto Public Library Board:**

1. *add 12.a 2025 Revised Open Hours Plan and Implementation as an Urgent Matter for approval; and*
2. *add 23a. TPL Succession Planning as an Urgent Matter for discussion in-camera.*

**Carried**

**24-176 Confirmation of the September 23, 2024 Toronto Public Library Board Meeting Minutes**

**Moved by** Amina Mohamed, **seconded by** Councillor Paul Ainslie:

**That** the Toronto Public Library Board:

1. *confirms the minutes of the September 23, 2024 Toronto Public Library Board meeting.*

**Carried**

**24-177 Confirmation of the September 23, 2024 Toronto Public Library Board Closed Meeting Minutes**

**Moved by** Serda Evren, **seconded by** Amina Mohamed:

**That** the Toronto Public Library Board:

1. *confirms the minutes of the September 23, 2024 Toronto Public Library Board meeting.*

**Carried**

**24-178 Confirmation of the October 08, 2024 Strategic Planning Steering Committee Meeting Minutes**

**Moved by** Serda Evren, **seconded by** Jonathan Hoss:

**That** the Toronto Public Library Board:

1. *confirms the minutes of the October 08, 2024 Strategic Planning Steering Committee meeting.*

**Carried**

**24-179 Approval of Consent Agenda Items**

**Moved by** Councillor Paul Ainslie, **seconded by** Amina Mohamed:

**That** the Toronto Public Library Board:

1. *removes 17. Grounds Maintenance and Snow Removal Services – Award of Contract (for action) from the consent agenda; and*
2. *approves the consent agenda.*

**Carried**

**24-180 Business Arising from the Minutes**

There were no *Business Arising from the Minutes* items at the October 28, 2024 meeting.

## 24-181 City Librarian's Report (*Received by Consent*)

*That the Toronto Public Library Board:*

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

***Carried***

## 24-182 Communications

There were no *Communications* items at the October 28, 2024 meeting.

## 24-183 Presentations

There were no *Presentations* at the October 28, 2024 meeting.

## 24-184 TPL Board Education – Dawes Road Project Overview

Alyssa van Graft, Director, Enterprise Projects and Facilities Management; and Moe Hosseini-Ara, Director, Branch Operations and Customer Experience delivered a presentation that provided an overview of the Dawes Road branch and Community Hub project.

The presentation included information about the demographics of the area served by the branch; background on the design of the new building, including its Indigenous features; and architectural renderings of the exterior and interior for each floor. The new branch will include a new Youth Hub, a Digital Innovation Hub, a performance space and a children's area.

The third floor will be the community hub and managed by Social Development and Financial Administration (SDFA). This space includes a community kitchen, a rooftop garden and a Roundhouse, which has been designed as a space for gathering, sharing of knowledge, and can host smudging ceremonies among other things.

The revised schedule for the project predicts that the branch will be completed in Q4 2027.

## TPL Board Education – Dawes Road Project Overview (cont.)

***Moved by*** Councillor Paul Ainslie, ***seconded by*** Jonathan Hoss:

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

1. receives the Dawes Road Project Overview presentation for information.

***Carried***

## Items for Action

### 24-185 2025 Revised Open Hours Plan and Implementation

Moe Hosseini-Ara and Heather Mathis, Senior Manager, Divisional Support and Resource Planning, provided an overview of the report.

***Moved by*** Councillor Paul Ainslie, ***seconded by*** Serda Evren:

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

1. approves the revised Open Hours Plan, which adds new open hours for enhanced Sunday service as well as Monday to Saturday service, at a cost of \$8.089 million;
2. endorses the timing and phasing for implementing the new open hours as shown in Table 1, which results in a combined and revised Phase 2 for 2025 implementation and Phase 3 for 2026 implementation; and
3. directs staff to include the cost for the new open hours within the revised Open Hours Plan as part of the 2025 operating budget submission.

***Carried***

## 24-186 2025 Operating Budget - Submission

Vickery Bowles and Larry Hughsam, Acting Director, Finance and Treasurer, delivered a presentation that reviewed 2024 accomplishments and provided an overview of the 2025 operating budget submission for the Board.

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

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

1. *approves the revised 2025 operating budget submission of \$247.612 million net (\$268.567 million gross) which represents an increase of \$16.898 million net (\$16.274 million gross), or 7.3%, over 2024, comprised of:*
  - a. *a base budget of \$242.992 million net (\$263.947 million gross), which represents an increase of \$12.278 million net (\$11.654 million gross), or 5.3%, and is comprised of:*
    - i. *annualization of prior year approvals of \$4.072 million net (\$2.938 million gross), or 1.8%; and*
    - ii. *other base budget pressures of \$8.206 million net (\$8.715 million gross), or 3.5%; and*
  - b. *service enhancement request totalling \$4.620 million net and gross, or 2.0%.*
2. *authorizes staff to forward the revised 2025 operating budget submission to the City for consideration; and*
3. *directs staff to report back to the Board meeting on December 2, 2024, with a revised 2025 Operating Budget Submission which includes the cost of the new open hours.*

***Carried as amended***

## 2025 Operating Budget – Submission (cont.)

**Moved by Deputy Mayor Morley, seconded by Councillor Paul Ainslie:**

1. *approves the 2025 operating budget submission of \$245.665 million net (\$266.620 million gross), which represents an increase of \$14.951 million net (\$14.327 million gross), or 6.5%, over 2024 as detailed in Attachment 1, comprised of:*
  - a. *a base budget of \$242.992 million net (\$263.947 million gross), which represents an increase of \$12.278 million net (\$11.654 million gross), or 5.3%, and is comprised of:*
    - i. *annualization of prior year approvals of \$4.072 million net (\$2.938 million gross), or 1.8%; and*
    - ii. *other base budget pressures of \$8.206 million net (\$8.715 million gross), or 3.5%; and*
  - b. *service enhancement request totalling \$2.673 million net and gross, or 1.2%; and*
2. *authorizes staff to forward the 2025 operating budget submission to the City for consideration.*

**Amended**

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

**That the Toronto Public Library Board:**

1. *approves the revised 2025 operating budget submission of \$247.612 million net (\$268.567 million gross) which represents an increase of \$16.898 million net (\$16.274 million gross), or 7.3%, over 2024, comprised of:*
  - a. *a base budget of \$242.992 million net (\$263.947 million gross), which represents an increase of \$12.278 million net (\$11.654 million gross), or 5.3%, and is comprised of:*
    - i. *annualization of prior year approvals of \$4.072 million net (\$2.938 million gross), or 1.8%; and*
    - ii. *other base budget pressures of \$8.206 million net (\$8.715 million gross), or 3.5%; and*
  - b. *service enhancement request totalling \$4.620 million net and gross, or 2.0%.*
2. *authorizes staff to forward the revised 2025 operating budget submission to the City for consideration; and*

3. *directs staff to report back to the Board meeting on December 2, 2024, with a revised 2025 Operating Budget Submission which includes the cost of the new open hours.*

***Carried***

#### **24-187 2025-2034 Capital Budget and Plan Submission**

Moe Hosseini-Ara and Larry Hughsam delivered a presentation that reviewed highlights of the report for the Board.

***Moved by Amina Mohamed, seconded by Jonathan Hoss:***

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

1. *approves the 2025-2034 capital budget and plan submission, including projected 2024 net carry forwards of \$49.084 million gross (\$27.445 million debt) for 2025 and \$751.352 million gross (\$456.906 million debt) over 2025-2034, comprised of:*
  - a. *22 projects, as detailed in Attachment 1, totalling \$49.084 million gross (\$27.445 million debt) for 2025 and \$634.549 million gross (\$406.803 debt) over 2025-2034, which reflects TPL's Capacity to Spend Capital Budget and Plan and therefore funded; and*
  - b. *six projects, as detailed in Attachment 2, totalling \$0 gross and debt in 2025 and \$116.803 million gross (\$50.103 million debt) over 2025-2034, which reflects TPL's Capital Needs Constraints and therefore are not funded; and*
2. *authorizes staff to forward this capital budget submission to the City for consideration.*

***Carried***

#### **24-188 Strategic Plan 2025-2029: Phase Two Consultation Results and Priority Areas**

Amina Mohamed, Chair of the Strategic Planning Steering Committee, provided an overview of the discussion at the last Strategic Planning Steering Committee meeting. Afterwards, Shawn Mitchell, Director, Policy, Planning & Performance Management, and Moe Hosseini-Ara delivered a presentation that reviewed highlights of the report for the Board.

## Strategic Plan 2025-2029: Phase Two Consultation Results and Priority Areas (cont.)

***Moved by Amina Mohamed, seconded by Jonathan Hoss:***

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

1. *approve the priority areas and outcomes as outlined in the [report presented at the October 8, 2024 Steering Committee meeting](#) and direct staff to prepare a draft of the Strategic Plan with strategic objectives and key actions; and*
2. *receive for information the findings of phase two consultation results as outlined in the [report presented at the October 8, 2024 Steering Committee meeting](#).*

***Carried***

### 24-189 Motion to Extend the Meeting

***Moved by Councillor Ainslie, seconded by Jonathan Hoss:***

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

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

***Carried***

### 24-190 Toronto Reference Library Window Replacement – Award of Tender

Alyssa van Graft and Moe Hosseini-Ara provided an overview of the report for the Board.

***Moved by Amina Mohamed, seconded by Soo Wong:***

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

1. *approves a commitment with Harbridge and Cross Limited for the window replacement and related work at the Toronto Reference Library with a total value of \$12,540,000 excluding Harmonized Sale Tax (HST), comprised of:*
  - a. *an award of construction tender, being the lowest compliant bid, at a cost of \$11,400,000; and*
  - b. *a 10% contingency of \$1,140,000.*

***Carried***

## 24-191 Grounds Maintenance and Snow Removal Services - Award of Contract

***Moved by*** Jonathan Hoss, ***seconded by*** Amina Mohamed:

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

1. awards the contract to Jimricks Property Services for grounds maintenance & snow removal services, with a total commitment value of \$5,409,408 [excluding Harmonized Sales Tax (HST)], comprised of:
  - a. a contract award for a three-year term with a total value of \$3,172,751, with annual costs of:
    - i. December 1, 2024 to November 20, 2025:  
\$1,033,262
    - ii. December 1, 2025 to November 30, 2026  
\$1,053,936
    - iii. December 1, 2026 to November 30, 2027  
\$1,085,553
  - b. two potential extension years at the sole discretion of the City Librarian, for a total value of \$2,236,657, with annual costs of:
    - i. December 1, 2027 to November 30, 2028  
\$1,107,260
    - ii. December 1, 2028 to November 30, 2029  
\$1,129,397

***Carried***

**24-192 Ceridian Dayforce – Increase to Contract (Approved by Consent)**

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

1. approves an increase to the commitment with Ceridian Canada Services Ltd. for the supply of the Human Capital Management (HCM) system and additional modules, including Benefits Administration and Document Management, for an amount of \$0.531 million, excluding Harmonized Sales Tax (HST), which increases the total value of the contract from \$1.810 million to \$2.341 million with annual estimated spending as follows:
  - a. 2024 cost of \$0.350 million increases by \$0.112 million, for a revised amount of \$0.462 million;
  - b. 2025 cost of \$0.359 million increases by \$0.105 million, for a revised amount of \$0.464 million;
  - c. 2026 cost of \$0.361 million increases by \$0.105 million, for a revised amount of \$0.466 million;
  - d. 2027 cost of \$0.368 million increases by \$0.105 million, for a revised amount of \$0.473 million; and
  - e. 2028 cost of \$0.371 million increases by \$0.105 million, for a revised amount of \$0.476 million.

***Carried***

**24-193 Letter of Understanding between Toronto Public Library Board and Toronto Public Library Foundation Board – Update (Approved by Consent)**

This report is marked Confidential as the subject matter being considered is the security of the property of the Board. (Public Libraries Act, R.S.O. 1990, c.P.44, s. 16.1).

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

1. approves the updated Letter of Understanding and Services Agreement included in Attachment 1

***Carried***

**24-194 Open Data Policy – Update (Approved by Consent)**

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

1. approves the revised Open Data Policy (Attachment 1).

***Carried***

## 24-195 Holiday Closures 2025 and January 2026 (Approved by Consent)

*That the Toronto Public Library Board:*

1. *approves the schedule of holiday closures for 2025 and January 2026 as provided in Attachment 1.*

**Carried**

## Items for Information

### 24-196 TPL Board 2025 Meeting Dates Schedule - Draft

Councillor Paul Ainslie asked if the proposed September date could be moved to accommodate those who celebrate Rosh Hashanah. Vickery agreed a new September date – September 29 - would be put forward in the list of Board meeting dates for approval at the first meeting of the Board in 2025.

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

*That the Toronto Public Library Board:*

1. *receives the TPL Board 2025 Meeting Dates Schedule – Draft report for information; and*
2. *move the proposed date for the September TPL Board meeting to September 29, 2025.*

**Carried as amended**

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

*That the Toronto Public Library Board:*

1. *receives the TPL Board 2025 Meeting Dates Schedule – Draft report for information.*

**Amended**

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

*That the Toronto Public Library Board:*

1. *move the proposed date for the September TPL Board meeting to September 29, 2025.*

**Carried**

## Closed Meeting

### 24-197 Closed Meeting

At 8:02 p.m., it was:

**Moved by** Councillor Paul Ainslie, **seconded by** Amina Mohamed:

**That** the Toronto Public Library Board:

1. *conducts a Closed meeting as the first subject matter being considered (Collective Bargaining – 2024-2025) involves labour relations or employee negotiations; and the second subject matter being considered (TPL Succession Planning) involves personal matters concerning an identifiable individual. Public Libraries Act, R.S.O. 1990, Chapter P. 44, s. 16.1(4).*

**Carried**

At 8:41 p.m., the Board resumed its meeting in public.

### 24-198 Adoption of Closed Meeting Actions: Collective Bargaining – 2024-2025

**Moved by** Deputy Mayor Amber Morley, **seconded by** Justice Faith Betty:

**That** the Toronto Public Library Board:

1. *approves the recommendations in Confidential Attachment 1; and*
2. *approves the recommendations and information in Confidential Attachment 1 will not be made public, as it is about labour relations or employee negotiations.*

**Carried**

### 24-199 Adoption of Closed Meeting Actions: TPL Succession Planning

**Moved by** Serda Evren, **seconded by** Councillor Paul Ainslie:

**That** the Toronto Public Library Board:

1. *approves the confidential recommendations in the confidential staff report; and*
2. *approves that the information concerning TPL Succession Planning not be made public because the subject matter deals with personal matters about an identifiable individual.*

**Carried**

**24-200 Adjournment**

***Moved by Amina Mohamed, seconded by Deputy Mayor Amber Morley:***

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

- 1. adjourns the October 28, 2024 Toronto Public Library Board meeting.***

***Carried***

The meeting ended at 8:42 p.m.

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