

Toronto Public Library Board

Meeting No. 4: Monday, April 29, 2019, from 6:00 p.m. to 8:10 p.m.

Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto

Members Present:

Ms. Sue Graham-Nutter (Chair)

Mr. Strahan McCarten (Vice Chair)

Councillor Paul Ainslie

Ms. Andrea Geddes Poole

Mr. Jonathan Hoss

Mr. Fenton Jagdeo

Ms. Jennifer Liu

Councillor Gord Perks

Mr. Alim Remtulla

Regrets:

Mr. Harry Orbach-Miller

19-067 Call to Order

Sue Graham-Nutter 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 New 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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19-068 Declarations of Conflicts of Interest

Jennifer Liu advised of a conflict of interest concerning Agenda Item No. 16 – *Facilities Master Plan – Update* relating to her position as Associate Partner at Ernst & Young's Financial Services and the completion of the Facilities Master Plan by Ernst & Young LLP.

19-069 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–Strategic Plan 2020-2024: Preliminary Environmental Scan and Consultation Plan, 17–2018 Annual Performance Measures and Benchmarking, 18–Strategic Plan 2016-2019: Accountability Framework and 2018 Results and 19–Annual Statistical Report to the Office of the Information and Privacy Commissioner of Ontario for information.*

Carried

19-070 Confirmation of March 25, 2019 Toronto Public Library Board Meeting Minutes

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

That the Toronto Public Library Board:

- 1. confirms the minutes of the March 25, 2019 Toronto Public Library Board meeting.*

Carried

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19-071 Approval of Consent Agenda Items*Moved by J. Hoss, seconded by A. Geddes Poole:**That the Toronto Public Library Board:*

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

Carried

The following items were held for further consideration:

- City Librarian's Report;
- Comprehensive Heating, Ventilation, Air-Conditioning and Chiller Maintenance Service – Award of Contract;
- Integrated Pest Management –Contract Extension;
- Waste Management – Award of Contract;
- Annual Statistical Report to the Office of the Information and Privacy Commissioner of Ontario.

19-072 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the April 29, 2019 meeting.

19-073 City Librarian's Report

Vickery Bowles, City Librarian, advised of the recent announcement of provincial funding cuts to Southern Ontario Library Service (SOLS) and Ontario Library Service (OLS)-North. She advised that SOLS and OLS-North are two provincial agencies separate from Toronto Public Library (TPL); the cuts do not impact TPL service, with the exception of inter-library loan. SOLS coordination of the inter-library loan service has been suspended until the end of May to allow time to investigate methods for continuing the service. More information is expected to be available in June.

In response to a question regarding the Deloitte Innovation Forum held on April 1, Ms. Bowles advised that a selection of the short-listed submissions from Ivey Business School students will be provided to TPL for further review.

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

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

Carried

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19-074 Communications

There were no *Communications* items at the April 29, 2019 meeting.

19-075 Presentations

Derek Moran regarding Agenda Item Nos. 11 – *Strategic Plan 2020-2024: Preliminary Environmental Scan and Consultation Plan*, 17 – *2018 Annual Performance Measures and Benchmarking*, 18 – *Strategic Plan 2016-2019: Accountability Framework and 2018 Results* and 19 – *Annual Statistical Report to the Office of the Information and Privacy Commissioner of Ontario*

Derek Moran expressed his concern regarding noise issues at the Northern District branch. He requested that *Quiet Study Area* signs available at other libraries be made available at the Northern District Branch. He also requested that librarians be proactive at the branch in dealing with noise issues. Mr. Moran referenced statistics in reports provided at the meeting indicating the decline in in-library use, suggesting the noise issues in branches could be a contributing factor.

The Board referred the addition of *Quiet Study Area* signs at the Northern District branch to staff.

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

That the Toronto Public Library Board:

1. *receives the presentation from Derek Moran regarding Agenda Item Nos. 11 – Strategic Plan 2020-2024: Preliminary Environmental Scan and Consultation Plan, 17 – 2018 Annual Performance Measures and Benchmarking, 18 – Strategic Plan 2016-2019: Accountability Framework and 2018 Results and 19 – Annual Statistical Report to the Office of the Information and Privacy Commissioner of Ontario for information.*

Carried

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Pam Ryan, Director, Service Development & Innovation provided the Board with an overview of the Library's Service Development & Innovation portfolio. She provided context in terms of TPL's organization structure and reviewed the six portfolio areas: Adult Services; Children's Services; Youth Services; Innovation, Learning & Service Planning; Special Collections and Venue and Community Space Rentals. Board members were provided with a TPL Innovation Toolkit containing an Innovation Strategy Booklet outlining ways that TPL staff can participate in sharing innovation ideas. The inaugural City Librarian's Innovation Challenge will be launched on April 30, 2019 inviting staff to submit ideas for improving the customer experience.

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

That the Toronto Public Library Board:

1. *receives the Toronto Public Library Board Education – Service Development & Innovation: Portfolio Overview verbal report for information.*

Carried

Items for Action:**Strategic Planning Steering Committee:****19-077 Strategic Plan 2016-2019: Preliminary Environmental Scan and Consultation Plan**

Fenton Jagdeo, Committee Chair, Strategic Planning Steering Committee, outlined highlights from the Committee's first meeting resulting in recommendations to the Board in the areas of focus for the environmental scan as well as the consultation plan and implementation.

The following additional areas of focus were identified: staff development, financial literacy and mental health issues.

Moved by F. Jagdeo, seconded by J. Liu:

That the Toronto Public Library Board:

1. *receives the areas of focus for the environmental scan as outlined in the report for information; and*
2. *approves the consultation plan and implementation.*

Carried

Toronto Public Library Board**Meeting No. 4: Monday, April 29, 2019, from 6:00 p.m. to 8:10 p.m.****Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto****19-078 Maryvale Branch Expansion – Capital Project and New Lease Agreement***Moved by Councillor Ainslie, seconded by J. Liu:**That the Toronto Public Library Board:*

1. *endorses a new lease agreement for Maryvale branch between the Library and FCHT Holdings (Ontario) Corporation for units 22 and 21 at the Parkway Mall, 85 Ellesmere Road, Toronto, for a 20-year term expected to start on May 1, 2020, substantially on terms and conditions set out in Appendix A;*
2. *requests City Council to approve a Municipal Capital Facility Agreement for the leased space;*
3. *approves a capital project to renovate the new space with a value of approximately \$2,714,000 to be funded by development charges of \$1.582 million, Landlord contribution of \$0.822 million and debt of \$0.310 million, with estimated cash flows of \$0.145 million (\$0 debt) in 2019, \$2.148 million (\$0.310 million debt) in 2020 and \$421,000 (\$0 debt) in 2021; and*
4. *authorizes the City Librarian to act on its behalf to seek City approvals and execute the lease and related documentation.*

Carried**19-079 Comprehensive Heating, Ventilation, Air-Conditioning and Chiller Maintenance Service – Award of Contract***Moved by J. Hoss, seconded by A. Geddes Poole:**That the Toronto Public Library Board:*

1. *approves an award of contract for Comprehensive HVAC and Chiller Maintenance Services to Smith & Long Mechanical Ltd., being the highest scoring proponent, for an estimated value of \$3,392,566, excluding HST, based on the terms and conditions set out in the RFP and in a form satisfactory to the City Solicitor that is comprised of:*
 - a. *three-year term for a total value of approximately \$1,960,091, comprised of:*
 - i. *\$640,086 for the period June 1, 2019 to May 31, 2020;*
 - ii. *\$652, 249 for the period June 1, 2020 to May 31, 2021;*
 - iii. *\$667,756 for the period June 1, 2021 to May 31, 2022; and*
2. *two one-year renewals with Smith & Long Mechanical Ltd., subject to satisfactory performance and at the sole discretion of the City Librarian under the same terms and condition, with approximate pricing as follows:*
 - a. *\$699,547 for the period June 1, 2022 to May 31, 2023*
 - b. *\$732,927 for the period June 1, 2023 to May 31, 2024.*

Carried

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19-080 Integrated Pest Management – Contract Extension*Moved by J. Hoss, seconded by A. Remtulla:**That the Toronto Public Library Board:*

1. extends the contract for integrated pest management services with Orkin Canada for one year (May 1, 2019 to April 30, 2020) at a total cost of \$166,125, excluding HST; and
2. grants authority to extend the contract for integrated pest management services with Orkin for the option year (May 1, 2020 to April 30, 2021) at the sole discretion of the City Librarian, at a total cost of \$171,109, excluding HST, subject to satisfactory vendor performance.

Carried**19-081 Waste Management – Award of Contract***Moved by J. Hoss, seconded by F. Jagdeo:**That the Toronto Public Library Board:*

1. awards a contract for waste management services to Waste Management of Canada Corporation, being the lowest compliant bid, for a value of up to \$544,586, which includes a contingency of \$25,932, excluding Harmonized Sales Tax (HST), based on the terms and conditions set out in the RFQ and in a form satisfactory to the City Solicitor, which is comprised of:
 - a. a three-year term for a total value of approximately \$313,862, comprised of:
 - i. \$100,545 for the period June 1, 2019 to May 31, 2020;
 - ii. \$104,567 for the period June 1, 2020 to May 31, 2021;
 - iii. \$108,750 for the period June 1, 2021 to May 31, 2022; and
 - b. two additional one-year renewals with Waste Management of Canada Corporation, subject to satisfactory performance and at the sole discretion of the City Librarian, with approximate pricing as follows:
 - i. \$113,100 for the period June 1, 2022 to May 31, 2023;
 - ii. \$117,624 for the period June 1, 2023 to May 31, 2024.

Carried

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Items for Information:

19-082 Facilities Master Plan – Update

Paul Trumphour, Director, Transformational Projects, introduced Jeff Wood, Partner and Michael Hainey, Senior Associate, Real Estate, Ernst & Young LLP. Mr. Wood and Mr. Hainey reviewed highlights from the report for the Board.

The Facilities Master Plan and recommendations were approved by the Board at the January 21, 2019 meeting. At that time, staff was directed to report back to the Board incorporating feedback from Board members provided at the meeting.

Moved by S. McCarten, seconded by A. Remtulla:

That the Toronto Public Library Board:

- 1. receives the Facilities Master Plan – Update report and presentation for information.*

Carried

Recorded Vote Requested:

<p>Yes – 7 Councillor Ainslie, Andrea Geddes Poole, Sue Graham-Nutter, Jonathan Hoss, Fenton Jagdeo, Strahan McCarten, Alim Remtulla</p> <p>No – 1 Councillor Gord Perks</p> <p>Declaration of Conflict of Interest – 1 Jennifer Liu</p>

19-083 2018 Annual Performance Measures and Benchmarking

Elizabeth Glass, Director, Policy, Planning & Performance Management, reviewed highlights of the report for the Board.

Moved by S. McCarten, seconded by A. Remtulla:

That the Toronto Public Library Board:

- 1. receives the 2018 Annual Performance Measures and Benchmarking for information.*

Carried

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19-084 Strategic Plan 2016-2019: Accountability Framework and 2018 Results

Shawn Mitchell, Manager, Planning & Development, reviewed highlights of the report for the Board.

Moved by A. Geddes Poole, seconded by S. McCarten:

That the Toronto Public Library Board:

1. *receives the Strategic Plan 2016-2019: Accountability Framework and 2018 Results for information.*

Carried

19-085 Annual Statistical Report to the Office of the Information and Privacy Commissioner of Ontario

Moved by J. Liu, seconded by F. Jagdeo:

That the Toronto Public Library Board:

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

Carried

19-086 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

19-087 Closed Meeting

At 7:40 p.m., it was:

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

That the Toronto Public Library Board:

1. *conducts a Closed meeting as the subject matter being considered (City Librarian’s 2018 and 2019 Performance Review) involves personal matters concerning an identifiable individual.*

Carried

At 8:05 p.m. the Board resumed its meeting in public.

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Adoption of Closed Meeting Action:

19-088 City Librarian's Performance Review Committee:

City Librarian's 2018 and 2019 Performance Review

Moved by S. McCarten, seconded by J. Liu:

That the Toronto Public Library Board:

1. *approves the City Librarian's Performance Review Committee's confidential recommendations for the City Librarian's 2018 and 2019 Performance Review; and*
2. *recommends that the information concerning the City Librarian's 2018 and 2019 Performance Review not be made public as the subject matter being considered involves personal matters about an identifiable individual.*

Carried

19-089 Adjournment

Moved by A. Geddes Poole, seconded by A. Remtulla:

That the Toronto Public Library Board:

1. *adjourns the April 29, 2019 Toronto Public Library Board meeting.*

Carried

The meeting ended at 8:10 pm.

Signed: _____