

**Toronto Public Library Board****Meeting No. 11: Monday, November 16, 2020, from 6:25 p.m. to 7:45 p.m.****Via Webex and Teleconference**

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**Members Present:**

Sue Graham-Nutter (Chair)

Jonathan Hoss (Vice Chair)

Councillor Paul Ainslie

Sarwar Choudhury

Fenton Jagdeo

Jennifer Liu

Alison Menary

Councillor Gord Perks

Andrea Geddes Poole

Alim Remtulla

**Regrets:**

None

**20-191 Call to Order**

Due to technical issues, the start of the meeting was delayed. Sue Graham-Nutter, Chair, called the meeting to order at 6:25 pm.

Ms. Graham-Nutter gratefully acknowledged 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 (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.

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**Call to Order** – continued

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.

Vickery Bowles, City Librarian and Sue Graham-Nutter expressed appreciation to Susan Caron, Director, Collections & Membership Services, for her exceptional leadership and service to the Toronto Public Library Board since 1973. Ms. Caron is retiring soon from the Board.

**20-192 Declarations of Conflicts of Interest**

Alim Remtulla advised of a conflict of interest concerning Agenda Item No. 15 – *Integrated Telecommunications Infrastructure Agreement – Extension of Contract* related to his work with a Bell competitor.

Jonathan Hoss advised of a conflict of interest concerning Agenda Item No. 15 – *Integrated Telecommunications Infrastructure Agreement – Extension of Contract* related to his material financial interest in BCE Inc. which is Bell's parent company.

**20-193 Approval of Agenda**

***Moved by A. Remtulla, seconded by Councillor Ainslie:***

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

1. *add a Presentation from Peter Holleley regarding Agenda Item No. 4 – Confirmation of October 19, 2020 Toronto Public Library Board Meeting Minutes; and*
2. *add an attachment to Agenda Item No. 11 – 2021 Operating Budget – Revised report.*

***Carried***

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**20-194 Confirmation of October 19, 2020 Toronto Public Library Board Meeting Minutes**

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

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

1. *confirms the minutes of the October 19, 2020 Toronto Public Library Board meeting.*

***Carried***

**20-195 Approval of Consent Agenda Items**

***Moved by*** J. Hoss, ***seconded by*** F. Jagdeo:

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

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

***Carried***

**20-196 Business Arising from the Minutes**

There were no *Business Arising from the Minutes* items at the November 16, 2020 meeting.

**20-197 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***

**20-198 Communications**

There were no *Communications* items at the November 16, 2020 meeting.

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**Presentations****20-199      Agenda Item No. 4 – Confirmation of October 19, 2020 Meeting Minutes**

As a result of technical issues, Peter Holleley was unable to address the Board at the November 16, 2020 meeting. Mr. Holleley requested that the meeting proceed without his presentation. Vickery Bowles referred the Board to the written submission provided by Mr. Holleley in advance of the meeting.

**20-200      Toronto Public Library Board Education – Implementation of Strategic Plan**

Vickery Bowles, City Librarian, introduced Linda Hazzan, Director, Communications, Programming & Customer Engagement; Alyssa van Graft, Director, Transformational Projects and Shawn Mitchell, Manager, Planning & Development.

The Board was provided with an overview of the process to build the strategic plan implementation roadmap, the way in which the organization will be aligned to the roadmap, the discipline that will be applied to multi-year, large projects; and the evaluation process. It was noted analysis of the impact of COVID-19 on the strategic plan was used to inform the roadmap. The components that will be developed and relied on to deliver the strategy include balanced scorecards, the strategic execution roadmap, budgets, enterprise project management and reporting.

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

**That** the Toronto Public Library Board:

1. receives the Toronto Public Library Board Education – Implementation of Strategic Plan Execution Roadmap presentation for information.

**Carried**

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**Items for Action:****20-201 2021 Operating Budget – Revised**

Larry Hughsam, Director, Finance & Treasurer, reviewed with the Board the revised 2021 budget request reflecting a staff-recommended base budget reduction of \$1.823 million from the budget submission approved at the October 19, 2020 Board meeting related to a more gradual reinstatement of services and other resulting budget savings.

Mr. Hughsam also referred to Attachment 2, distributed after the original publication of the report to provide new information relating to the City's budget approval schedule.

**Motions:**

See the following:

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

**That** the Toronto Public Library Board:

1. *approves the revised 2021 operating submission of \$203.435 million net (\$222.790 million gross), which represents a \$6.740 million net (\$5.456 million gross) increase, or 3.4%, over the 2020 operating budget, comprised of:*
  - 1.1 *a revised base budget increase of \$2.189 million net (\$3.032 million gross), or 1.1%;*
  - 1.2 *COVID-19 related budget increases of \$3.933 million net (\$2.104 million gross), or 2.0%; and*
  - 1.3 *budget enhancement requests totalling \$0.619 million net (\$0.319 million gross), or 0.3%;*
2. *authorizes staff to forward the revised 2021 operating budget submission to Budget Committee and City Council for approval.*

***Carried as amended***

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**2021 Operating Budget – Revised – continued**

The Toronto Public Library Board considered the following staff-endorsed recommendation:

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

**That** the Toronto Public Library Board:

1. approves the revised 2021 operating submission of \$203.017 million net (\$222.372 million gross), as detailed in Attachment 1, which represents a \$6.322 million net (\$5.038 million gross) increase, or 3.2%, over the 2020 operating budget, comprised of:
  - 1.4 a revised base budget increase of \$1.771 million net (\$2.614 million gross), or 0.9%;
  - 1.5 COVID-19 related budget increases of \$3.933 million net (\$2.104 million gross), or 2.0%; and
  - 1.6 budget enhancement requests totalling \$0.619 million net (\$0.319 million gross), or 0.3%;
2. authorizes staff to forward the revised 2021 operating budget submission to Budget Committee and City Council for approval.

**Amended**

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

**That** the Toronto Public Library Board:

1. directs staff to increase the revised 2021 operating budget submission by \$418,000 net (\$523,000 gross) which represents the foregone economic increase for library materials.

**Carried**

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**20-202 Dawes Road Branch – Architect – Award of Contract**

Moe Hosseini-Ara, Director, Branch Operations and Customer Experience reviewed highlights from the report, including the plan to incorporate Indigenous place-making elements into the design and building program. Mr. Hosseini-Ara read a message from Janet Davis, former City Councillor, Ward 19 – Beaches-East York and long-time Toronto Public Library Board member in attendance at the meeting. In her message, Ms. Davis outlined her pleasure in seeing the Dawes Road branch capital project proceed, particularly with an Indigenous focus, increased funding and plans for a community hub.

***Moved by*** Councillor Perks, ***seconded by*** J. Hoss:

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

1. *awards the contract to Perkins + Will Canada Inc. for architectural services for the Dawes Road branch capital project, with a total commitment value of approximately \$1,444,892, excluding Harmonized Sales Tax (HST), comprised as follows:*
  - a. *\$1,247,386 representing 7.68% of \$16,242,000 estimated construction budget; and*
  - b. *\$197,500 fixed fees for interior design, energy modelling and massing studies.*

***Carried***

**20-203 Motion to Extend the Meeting**

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

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

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

***Carried***

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**20-204 2020 Capital Budget Adjustments*****Moved by F. Jagdeo, seconded by A. Remtulla:******That*** the Toronto Public Library Board:

1. *endorses the acceleration of a total of \$5.778 million gross and debt cash flow from 2021 to 2020 comprised of:*
  - 1.1 *\$1.197 million gross and debt for the Albert Campbell Library project;*
  - 1.2 *\$2.395 million gross and debt for the North York Central Library project; and*
  - 1.3 *\$2.186 million gross and debt for the York Woods Library project;*
2. *endorses an increase of \$0.106 million gross (\$0 debt) to the Centennial Library Design Phase project; and*
3. *authorizes staff to forward these capital budget adjustments to the City for approval.*

***Carried*****20-205 2021 Interim Budget Estimates (Approved by Consent)*****That*** the Toronto Public Library Board:

1. *adopts the 2021 interim operating budget of \$65.200 million gross (\$59.008 million net), subject to Council approval; and*
2. *adopts the 2021 interim capital budget of \$15.869 million gross (\$11.576 million debt), subject to Council approval.*

***Carried*****20-206 Integrated Telecommunications Infrastructure Agreement – Extension of Contract (Approved by Consent)*****That*** the Toronto Public Library Board:

1. *approves an extension of the existing Integrated Telecommunications Infrastructure Agreement (ITI) with Bell Canada for a period of approximately five years with a total value estimated at \$5,101,268, excluding Harmonized Sales Tax.*

***Carried***



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**20-207 Check Point Firewall Upgrade – Award of Contract (*Approved by Consent*)*****That*** the Toronto Public Library Board:

1. enters into a contract with Access 2 Networks for software, hardware and professional services to support the Check Point Firewall Upgrade solution at TPL for approximately five years starting in November 2020, with a total estimated value of \$1,502,500, excluding Harmonized Sales Tax (HST), comprised of the following:
  - a. total capital costs over the period of \$92,500; and
  - b. total operating costs over the period of \$1,410,000.

***Carried*****Items for Information:****20-208 Operating Budget Monitoring Report – September 30, 2020*****Moved by*** A Geddes Poole, ***seconded by*** Councillor Ainslie:***That*** the Toronto Public Library Board:

1. receives the Operating Budget Monitoring Report – September 30, 2020 for information.

***Carried*****20-209 Capital Budget Monitoring Report – September 30, 2020 (*Received for Information by Consent*)*****That*** the Toronto Public Library Board:

1. receives the Capital Budget Monitoring Report – September 30, 2020 for information.

***Carried*****20-210 Audit Plan for the Year Ending December 31, 2020 (*Received for Information by Consent*)*****That*** the Toronto Public Library Board:

1. receives the Audit Plan for the Year Ending December 31, 2020 report for information.

***Carried***

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**20-211 Toronto Public Library Board – 2021 Proposed Meetings and Locations Schedule (*Received for Information by Consent*)**

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

1. receives the Toronto Public Library Board – 2021 Proposed Meetings and Locations Schedule report for information.

***Carried***

**20-212 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***

**20-213 Adjournment**

***Moved by*** A. Geddes Poole, ***seconded by*** F. Jagdeo:

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

1. adjourns the November 16, 2020 Toronto Public Library Board meeting.

***Carried***

The meeting ended at 7:45 p.m.

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