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## Toronto Public Library Board – Strategic Planning Steering Committee

### Meeting Details

Meeting Number: 01

Date: Thursday, 11 January, 2024

Time: 4:00 p.m. to 5:00 p.m.

Location: Via WebEx and Teleconference

### Members Present

Amina Mohamed (Committee Chair)

Councillor Paul Ainslie

Tamara Balan

Jonathan Hoss

Anne Maggisano (TPL Foundation Board)

Alim Remtulla

### SPSC Call to Order

**24-001** Shawn Mitchell, Director, Policy, Planning and Performance Management, called the meeting to order at 4:05 p.m. and welcomed all to the meeting.

Shawn recognized that it is important to acknowledge that the land on which Toronto Public Library is located is Indigenous. He 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.

Shawn then introduced the participants in the meeting.

**SPSC Election of Chair of the Strategic Planning Steering Committee**

**24-002** Shawn Mitchell called for nominations for the Chair of the Strategic Planning Steering Committee.

***Moved by A. Remtulla***

***That:***

1. *Amina Mohamed be nominated for Chair.*

Amina agreed to stand for election.

***Moved by Councillor Paul Ainslie***

***That:***

1. *Alim Remtulla be nominated for Chair.*

Alim declined to stand for election.

There being no further nominations, it was:

***Moved by Jonathan Hoss***

***That the Strategic Planning Steering Committee:***

1. *closes nominations.*

***Carried***

Shawn Mitchell declared Amina Mohamed duly elected Chair of the Strategic Planning Steering Committee by acclamation.

Amina Mohamed assumed the Chair.

## SPSC Declarations of Conflicts of Interest

24-003 There were no *Declarations of Conflicts of Interest* by members of the Strategic Planning Steering Committee.

## SPSC Approval of Agenda

24-004 **Moved by** Alim Remtulla

**That the Strategic Planning Steering Committee:**

1. *approves the agenda.*

**Carried**

## SPSC Communications

24-005 There were no *Communications* items at the January 11, 2024 meeting.

## SPSC Presentations

24-006 There were no *Presentations* items at the January 11, 2024 meeting.

## Items for Action

### SPSC 24-007

#### Strategic Plan 2025-2029: Environmental Scan Focus Areas and Consultation Plan

Shawn Mitchell shared that he and Moe Hosseini-Ara, Director, Branch Operations and Customer Experience, would be Director co-sponsors for the Committee. Shawn then introduced the other speakers for this item: Laural Raine, Strategic Planning Manager; and Mabel Ho, Manager, Strategy Development and Implementation. Shawn, Moe, Laural and Mabel delivered a presentation that reviewed highlights of the report for the Steering Committee.

The Steering Committee members reviewed the proposed process for the environmental scan and consultation plan and provided the feedback and direction outlined below. Library staff will integrate the Committee's feedback into the environmental scan and consultation plan.

## **Environmental Scan Focus Areas**

- Prioritize Toronto specific information where possible, e.g. statistics;
- Include a brief summary of the related City initiatives identified in the focus areas;
- Review trend patterns to forecast which may become more important over time;
- Balance between being bold - new initiatives and big ideas – and continuation of work underway in the current strategic plan;
- Review initiatives and strategic priorities of other City agencies and libraries around the world for insights; and
- Review Ontario Non-profit Network's report on impacts of Artificial Intelligence (AI) on Canada's Non-profit and Charitable sector.

## **Consultation Plan**

- Share public engagement questions with the Committee for input;
- Review recent consultations by City agencies to identify opportunities for TPL to leverage relevant feedback collected;
- Consider using external expertise to support components of the development of the strategic plan as needed;
- Engage a broad demographic that is representative of Toronto residents. The importance of this was stressed by several Committee members as an important measure of successful consultation;
- Consider how to engage users beyond circulation and digital e.g. those who use library spaces or programming primarily;
- Consider user segmentation and how library usage is defined in survey methodology;
- Benchmarking and comparability of the survey to previous years will be important to see changes over time;
- Explore various methods to engage the public and a broad range of customers through internal and external networks, leveraging the expertise of librarians and local branches.

Committee Members who sat on the 2019 Strategic Planning Steering Committee explained how valuable the consultation process is and encouraged all Committee members to participate.

***Moved by Alim Remtulla***

***That the Strategic Planning Steering Committee***

1. *receives the areas of focus for the environmental scan as outlined in the report for information; and*
2. *approves the consultation plan and recommends it to the Toronto Public Library Board for approval and implementation.*

***Carried***

### **SPSC Adjournment**

**24-008      *Moved by Councillor Paul Ainslie***

***That the Strategic Planning Steering Committee:***

1. *adjourns the January 11, 2024 meeting.*

***Carried***

The meeting ended at 5:03 p.m.

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