

APPROVED MINUTES

Toronto Public Library Board – Budget Committee

Meeting No. 1: Thursday, April 17, 2014, 5:30 p.m. – 7:25 p.m.

Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

Committee Members Present:

Councillor Sarah Doucette

Mr. Michael Foderick

Mr. Cameron MacKay

Mr. Kevin McGuire

Councillor Jaye Robinson

BC Call to Order

14-001 Jane Pyper, City Librarian, called the meeting to order at 5:30 p.m.

BC Election of Chair of the Committee

14-002 Jane Pyper called for nominations for the Chair of the Budget Committee for 2014.

Moved by Councillor Doucette:

That the Budget Committee:

- 1. nominates Cameron MacKay for Chair of the Budget Committee.*

Carried

Cameron MacKay agreed to stand for election.

Moved by M. Foderick:

That the Budget Committee:

- 1. closes nominations.*

Carried

Jane Pyper declared Cameron MacKay duly elected Chair of the Budget Committee by acclamation.

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BC Declarations of Conflicts of Interest

14-003 There were no Declarations of Conflicts of Interest by members of the Budget Committee at the April 17, 2014 meeting.

BC Approval of Agenda

14-004 *Moved by M. Foderick:*
That the Budget Committee:
1. *approves the agenda.*

Carried

BC Approval of November 6, 2013 Budget Committee Meeting Minutes

14-005 *Moved by Councillor Doucette:*
That the Budget Committee:
1. *approves the November 6, 2013 Budget Committee Meeting Minutes.*

Carried

BC Business Arising from the Minutes

14-006 There were no *Business Arising from the Minutes* items at the April 17, 2014 Budget Committee meeting.

BC Communications

14-007 There were no *Communications* items at the April 17, 2014 Budget Committee meeting.

BC Presentations

14-008 There were no *Presentations* at the April 17, 2014 Budget Committee meeting.

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Items for Information:**BC Economic Adjustment for the 2014 Collections Budget****13-009**

Vickery Bowles, Director, Collections Management & City-Wide Services provided an overview of the *Economic Adjustment for the 2014 Collections Budget* report for the Working Group.

Moved by M. Foderick:

That the Budget Committee:

1. receives the Economic Adjustment for the 2014 Collections Budget report for information.

Carried

BC 2015 Operating Budget Outlook**14-010****Committee Decision**

The Budget Committee on April 17, 2014 adopted the following:

Moved by Councillor Doucette:

That the Budget Committee:

1. receives the 2015 Operating Budget Outlook report for information;
2. requests staff to provide a report to the Budget Committee outlining options to address approximately \$5 million in cost pressures, assuming a 2015 City Council budget target of 0% increase;
3. requests staff to report back on the feasibility of leveraging TPL's digital and innovation competencies and vendor management and logistics expertise to design and launch a pilot project in the 2014 calendar year to test the practicality of acquiring collection materials through new channels such as from the public (similar to how university and college bookstores re-purchase materials from students);
4. requests staff to report back on the quantification of staff-time savings realized and anticipated resulting from the implementation of expanded RFID, automated sorters, and online fines payment (it is logical that fewer staff must be necessary now to perform these same tasks at the branch level);
5. requests staff to provide an updated Branch Staffing Model and an explanation of any changes made to the model since 2011, including the FTE count for each branch;

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2015 Operating Budget Outlook – continued

6. requests staff to report back on a sunset schedule for near-obsolete forms of music and movies, such as CDs and DVDs, and a rebalancing toward more modern and cost-effective ways to deliver movies and music, like hoopla;
7. requests staff to report back on the way in which security guard services are deployed at TPL, including:
 - a. relationship between reported incidents at branches (by severity) and security guard deployment;
 - b. feasibility of migrating to a “roving patrol” model complemented with a fixed presence in select branches;
 - c. feasibility of increasing the Streets to Homes Outreach Worker program to deal with patrons in distress; and
8. requests staff to report back on the feasibility of increasing the development charges reserve draw for collections, in light of the new Development Charges By-law.

Carried as amended

See the following motion:

Moved by Councillor Doucette:**That the Budget Committee:**

1. receives the 2015 Operating Budget Outlook report for information.

Carried

See the following motion to amend:

Moved in amendment by M. Foderick:**That the recommendation moved by Councillor Doucette be amended to add the following additional recommendations:**

1. requests staff to provide a report to the Budget Committee outlining options to address approximately \$5 million in cost pressures, assuming a 2015 City Council budget target of 0% increase;
2. requests staff to report back on the feasibility of leveraging TPL’s digital and innovation competencies and vendor management and logistics expertise to design and launch a pilot project in the 2014 calendar year to test the practicality of acquiring collection materials through new channels such as from the public (similar to how university and college bookstores re-purchase materials from students);

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2015 Operating Budget Outlook – continued

3. requests staff to report back on the quantification of staff-time savings realized and anticipated resulting from the implementation of expanded RFID, automated sorters, and online fines payment (it is logical that fewer staff must be necessary now to perform these same tasks at the branch level);
4. requests staff to provide an updated Branch Staffing Model and an explanation of any changes made to the model since 2011, including the FTE count for each branch;
5. requests staff to report back on a sunset schedule for near-obsolete forms of music and movies, such as CDs and DVDs, and a rebalancing toward more modern and cost-effective ways to deliver movies and music, like hoopla;
6. requests staff to report back on the way in which security guard services are deployed at TPL, including:
 - a. relationship between reported incidents at branches (by severity) and security guard deployment;
 - b. feasibility of migrating to a “roving patrol” model complemented with a fixed presence in select branches;
 - c. feasibility of increasing the Streets to Homes Outreach Worker program to deal with patrons in distress; and
7. requests staff to report back on the feasibility of increasing the development charges reserve draw for collections, in light of the new Development Charges By-law.

Carried**BC Capital Plan Update****14-011**

Larry Hughsam, Director, Finance and Treasurer provided a presentation regarding the development of the capital program and significant updates to the approved 2014 – 2023 capital plan, which will impact the 2015 capital submission.

Moved by M. Foderick:

That the Budget Committee:

1. receives the Capital Plan Update verbal report for information.

Carried

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BC Adjournment

14-012

Moved by Councillor Robinson:

That the Budget Committee:

1. *adjourns the April 17, 2014 meeting of the Budget Committee.*

Carried

The meeting ended at 7:25 p.m.

Signed: _____