



## STAFF REPORT ACTION REQUIRED

12.

### Toronto Public Library Board – September and October 2019 Meeting Locations and Dates Schedule – Revisions

<b>Date:</b>	June 17, 2019
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

#### **SUMMARY**

---

This report provides proposed changes to the dates and locations for Toronto Public Library Board meetings in September and October 2019 for approval by the Toronto Public Library Board as required by the Board's Procedural by-law.

#### **RECOMMENDATIONS**

---

**The City Librarian recommends that the Toronto Public Library Board:**

1. moves the location of the September 23, 2019 Library Board meeting from the Toronto Reference Library, 789 Yonge Street, to the S. Walter Stewart branch, 170 Memorial Park Avenue;
2. moves the date of the October 2019 Library Board meeting from Monday, October 21 to Tuesday, October 22; and
3. moves the location of the October Library Board meeting to the Toronto Reference Library, 789 Yonge Street.

#### **FINANCIAL IMPACT**

---

There is no financial impact arising from the information in this report.

The Director, Finance and Treasurer has reviewed this financial impact statement and agrees with it.

#### **ISSUE BACKGROUND**

Section 16(1) of the *Public Libraries Act* requires that a board shall hold regular meetings once a month for at least ten months each year.

In accordance with the Toronto Public Library Board Procedural By-law, Section 8 – Scheduled Meetings of the Board, *any change in the date, time or location of any meeting must be approved by the Chair or by Board resolution.*

The Boardroom at the Toronto Reference Library used for Library Board meetings is scheduled to be renovated to replace or refinish the Boardroom tabletop, upgrade lighting, install a large digital screen, upgrade the Creston audio-visual system, and install an additional monitor for the audience. To ensure there is adequate time to complete the renovation, staff is recommending the location of the S. Walter Stewart branch for the October Board meeting be moved to the September 23, 2019 meeting. This will allow an additional four weeks to complete the renovation, if required.

The 2019 Canadian federal election is scheduled to take place on or before October 21, 2019. While the official date of the election has not been announced, staff is recommending the October 21, 2019 Library Board meeting be changed to Tuesday, October 22, 2019, to ensure there is no conflict should the election take place on October 21.

## **COMMENTS**

The following dates, start times and locations are proposed for meetings of the Toronto Public Library Board in September and October 2019:

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Monday Sep. 23	6:00 p.m.	<b>S. Walter Stewart branch</b>	<b>Tuesday</b> Oct. 22	6:00 p.m.	<b>Toronto Reference Library</b>

## **CONTACT**

Nancy Marshall; Library Board Officer, City Librarian's Office;  
Tel: 416-393-7215; Email: [nmarshall@torontopubliclibrary.ca](mailto:nmarshall@torontopubliclibrary.ca)

## **SIGNATURE**

---

Vickery Bowles  
City Librarian