

Toronto Public Library Board – Strategic Plan Performance Measures Committee
Meeting No. 1: Tuesday, May 31, 2016 from 5:40 p.m. to 7:25 p.m.
Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

Members Present:

Mr. Ron Carinci
Ms. Lindsay Colley
Ms. Dianne LeBreton
Ms. Sue Graham-Nutter

Regrets:

Ms. Archana Shah

SPPM Call to Order

16-001 Elizabeth Glass, Director, Policy, Planning & Performance Management and the City Librarian's designate, called the meeting to order at 5:40 p.m.

SPPM Election of Chair of the Strategic Plan Performance Measures Committee

16-002 Elizabeth Glass called for nominations for the Chair of the Strategic Plan Performance Measures Steering Committee.

Moved by R. Carinci:

That:

1. Dianne LeBreton be nominated for Chair.

Carried

Dianne LeBreton agreed to stand for election.

There being no further nominations, it was:

Moved by L. Colley:

That the Strategic Plan Performance Measures Committee:

1. closes nominations.

Carried

Elizabeth Glass declared Dianne LeBreton duly elected Chair of the Strategic Plan Performance Measures Committee by acclamation.

Dianne LeBreton assumed the Chair.

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SPPM Declarations of Conflict of Interest

16-003 There were no Declarations of Conflict of Interest by members of the Strategic Plan Performance Measures Committee.

SPPM Approval of Agenda

16-004 *Moved by R. Carinci:
That the Strategic Plan Performance Measures Committee:*
1. *approves the agenda*

Carried

SPPM Communications

16-005 There were no Communications items at the May 31, 2016 Strategic Plan Performance Measures Committee meeting.

SPPM Presentations

16-006 There were no public presentations at the May 31, 2016 Strategic Plan Performance Measures Committee meeting.

Item for Approval:

SPPM Strategic Plan 2016-2019: Status and Performance Management Reporting Tools

Elizabeth Glass and Michele Melady, Acting Manager, Planning & Development, provided a presentation on status and performance management reporting tools.

16-007 Committee Decision

*Moved by R. Carinci
That the Strategic Plan Performance Measurement Committee:*
1. *considers the summary of Toronto Public Library's strategic priority alignment with key City strategies for information (Attachment 1);*
2. *considers the template that will be used for the semi-annual status report on Strategic Plan activities for 2016 for presentation to the Library Board in June for information (Attachment 2);*
3. *considers the Draft Strategic Plan Dashboard to provide recommendations on the format so that staff can make revisions and populate the template with measures for the next Steering Committee Meeting (Attachment 3).*

Carried as amended

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Motions:

See the following:

Moved by R. Carinci:

That the Strategic Plan Performance Measures Committee:

1. *considers the summary of Toronto Public Library's strategic priority alignment with key City strategies for information (Attachment 1);*
2. *endorses the template that will be used for the semi-annual status report on Strategic Plan activities for 2016 for presentation to the Library Board in June for information (Attachment 2);*
3. *considers the Draft Strategic Plan Dashboard to provide recommendations on the format so that staff can make revisions and populate the template with measures for the next Steering Committee Meeting (Attachment 3).*

Amended

Moved in amendment by S. Graham-Nutter:

That the Motion moved by R. Carinci be amended to change the word "endorses" in Recommendation 2 to the word "considers" so that it reads as follows:

1. *considers the template that will be used for the semi-annual status report on Strategic Plan activities for 2016 for presentation to the Library Board in June for information (Attachment 2);*

Carried

SPPM Adjournment

16-008

Moved by S. Graham-Nutter:

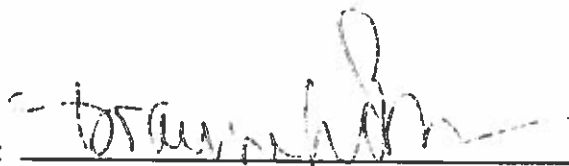
That the Strategic Plan Performance Measures Committee:

1. *adjourns the May 31, 2016 Strategic Plan Performance Measures Committee meeting.*

Carried

The meeting ended at 7:25 p.m.

Signed: _____





APPROVED MINUTES

Page 1

**Toronto Public Library Board – Strategic Plan Performance Measures Committee
Meeting No. 2: Wednesday, July 13, 2016 from 5:30 p.m. to 6:35 p.m.
Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

Members Present:

Ms. Dianne LeBreton (Chair)
Ms. Lindsay Colley
Ms. Sue Graham-Nutter
Ms. Archana Shah

Regrets:

Mr. Ron Carinci

SPPM Call to Order

16-010 Dianne LeBreton called the meeting to order at 5:30 p.m.

SPPM Declarations of Conflict of Interest

16-011 There were no Declarations of Conflict of Interest by members of the Strategic Plan Performance Measures Committee.

SPPM Approval of Agenda

16-012 *Moved by L. Colley:*
That the Strategic Plan Performance Measures Committee:
1. approves the agenda.

Carried

**SPPM Confirmation of May 31, 2016 Strategic Plan Performance Measures Committee
16-013 Meeting Minutes**

Moved by L. Colley:
That the Strategic Plan Performance Measures Committee:
*1. confirms the Minutes of the May 31, 2016 Strategic Plan Performance
Measures Committee.*

Carried

**Toronto Public Library Board – Strategic Plan Performance Measures Committee
Meeting No. 2: Wednesday, July 13, from 5:30 p.m. to 6:35 p.m.
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SPPM Business Arising from the Minutes

16-014 There were no *Business Arising from the Minutes* items at the July 13, 2016 Strategic Plan Performance Measures Committee meeting.

SPPM Communications

16-015 There were no Communications items at the July 13, 2016 Strategic Plan Performance Measures Committee meeting.

SPPM Presentations

16-016 There were no public presentations at the July 13, 2016 Strategic Plan Performance Measures Committee meeting.

Item for Approval:

SPPM Strategic Plan 2016-2019: Status and Performance Management Reporting Tools

16-017 Elizabeth Glass, Director, Policy, Planning & Performance Management, and Linda Hazzan, Director, Communications, Programming & Customer Engagement, provided a presentation on status and performance management reporting tools.

Moved by A. Shah:

That the Strategic Plan Performance Measurement Committee:

- 1. considers the attached presentation materials; and*
- 2. directs staff to further develop the balanced score card, key performance indicators and the Strategic Plan dashboard and indicators for a Strategic Plan Performance Measures Steering Committee meeting in September.*

Carried

SPPM Adjournment

16-018 *Moved by S. Graham-Nutter:*

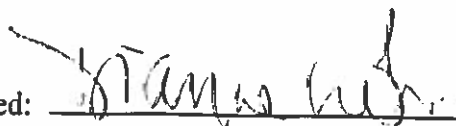
That the Strategic Plan Performance Measures Committee:

- 1. adjourns the July 13, 2016 Strategic Plan Performance Measures Committee meeting.*

Carried

The meeting ended at 6:35 p.m.

Signed: _____





APPROVED MINUTES

Page 1

**Toronto Public Library Board – Strategic Plan Performance Measures Committee
Meeting No. 3: Tuesday, September 20, 2016 from 5:30 p.m. to 6:30 p.m.
Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

Members Present:

Ms. Dianne LeBreton (Chair)

Mr. Ron Carinci

Ms. Lindsay Colley

Ms. Archana Shah

Ms. Sue Graham-Nutter

Regrets:

SPPM Call to Order

16-019 Dianne LeBreton called the meeting to order at 5:30 p.m.

SPPM Declarations of Conflict of Interest

16-020 There were no Declarations of Conflict of Interest by members of the Strategic Plan Performance Measures Committee.

SPPM Approval of Agenda

16-021 *Moved by L. Colley:*
That the Strategic Plan Performance Measures Committee:
1. approves the agenda.

Carried

SPPM Confirmation of July 13, 2016 Strategic Plan Performance Measures Committee

16-022 Meeting Minutes

Moved by L. Colley:
That the Strategic Plan Performance Measures Committee:
1. confirms the Minutes of the July 13, 2016 Strategic Plan Performance Measures Committee.

Carried

**Toronto Public Library Board – Strategic Plan Performance Measures Committee
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SPPM Business Arising from the Minutes

16-023 There were no *Business Arising from the Minutes* items at the September 20, 2016 Strategic Plan Performance Measures Committee meeting.

SPPM Communications

16-024 There were no Communications items at the September 20, 2016 Strategic Plan Performance Measures Committee meeting.

SPPM Presentations

16-025 There were no public presentations at the September 20, 2016 Strategic Plan Performance Measures Committee meeting.

Item for Approval:

SPPM Strategic Plan 2016-2019: Accountability Framework and Reporting Tools

16-026 Elizabeth Glass, Director, Policy, Planning & Performance Management, provided a presentation on accountability framework and reporting tools.

Moved by S. Graham-Nutter:

That the Strategic Plan Performance Measurement Committee:

- 1. considers the approach of using logic models and a balanced scorecard as the strategic plan accountability framework and a dashboard to visually represent the progress and achievement, as outlined in the flowchart (Attachment 1);*
- 2. endorses the logic model examples that will be used as templates for developing a logic model for each strategic priority (Attachments 2 and 3);*
- 3. endorses the balanced scorecard and recommended key performance indicators for the Board's monitoring and assessment of the strategic plan's progress (Attachment 4).*

Deferred

The Committee deferred consideration of the recommendations in the Strategic Plan 2016-2019: Accountability Framework and Reporting Tools report until the next meeting of the Committee.

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**SPPM
16-027**

Adjournment

Moved by L. Colley:

That the Strategic Plan Performance Measures Committee:

- 1. adjourns the September 20, 2016 Strategic Plan Performance Measures Committee meeting.*

Carried

The meeting ended at 6:30 p.m.

Signed: _____

A handwritten signature in black ink, appearing to be 'L. Colley', is written over a horizontal line.