



**Toronto Public Library Board – Strategic Planning Steering Committee
Meeting No. 1: Tuesday, February 2, 2016, from 5:40 p.m. to 7:20 p.m.
Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

Members Present:

Ms. Dianne LeBreton (Chair)
Councillor Paul Ainslie
Councillor Ana Bailão
Ms. Lindsay Colley
Ms. Pam Laycock (TPL Foundation Representative)
Ms. Archana Shah
Ms. Eva Svec

Regrets:

Mr. Ron Carinci
Councillor Mary Fragedakis
Ms. Sue Graham-Nutter
Mr. Strahan McCarten

SPSC Call to Order

16-001 Dianne LeBreton, called the meeting to order at 5:40 p.m.

SPSC Declarations of Conflict of Interest

16-002 There were no Declarations of Conflict of Interest by members of the Strategic Planning Steering Committee.

SPSC Approval of Agenda

16-003 *Moved by E. Svec:*
That the Strategic Planning Steering Committee:
1. approves the agenda.

Carried

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SPSC Confirmation of November 30, 2015 Strategic Planning Steering Committee
16-004 Meeting Minutes

Moved by L. Colley:

That the Strategic Planning Steering Committee:

1. *confirms the Minutes of the November 30, 2015 Strategic Planning Steering Committee meeting.*

Carried

SPSC Business Arising from the Minutes

16-005 There were no *Business Arising from the Minutes* items at the February 2, 2016 Strategic Planning Steering Committee meeting.

SPSC Communications

16-006 There were no *Communications* items at the February 2, 2016 Strategic Planning Steering Committee meeting.

SPSC Presentations

16-007 There were no *Presentations* at the February 2, 2016 Strategic Planning Steering Committee meeting.

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Item for Approval:

SPSC Strategic Plan 2016-2019: Key Messages and Communications Plan

16-008

Linda Hazzan, Director, Communications, Programming & Customer Engagement reviewed the Strategic Plan 2016-2019 public-facing key messages and communications plan and Michele Melady, Acting Manager, Planning & Development reviewed the defining and measuring of outcomes from the Strategic Plan 2016-2019 for the Committee.

Strategic Planning Steering Committee Decision

The Strategic Planning Steering Committee on February 2, 2016 adopted the following:

Moved by L. Colley:

That the Strategic Planning Steering Committee recommends that the Toronto Public Library Board:

- 1. approves the public-facing key messages of the Strategic Plan 2016-2019, as outlined in Attachment 1;*
- 2. approves the communications plan for the Strategic Plan 2016-2019, as outlined in Attachment 2; and*
- 3. directs staff to implement the communications plan, report semi-annually on the status of strategic plan initiatives, and report annually on outcomes and achievements in the context of the Library's broad performance measures.*

Carried

Motions:

See the following:

Moved by L. Colley:

That the Strategic Planning Steering Committee recommends that the Toronto Public Library Board:

- 1. approves the public-facing key messages of the Strategic Plan 2016-2019, as outlined in Attachment 1;*
- 2. approves the communications plan for the Strategic Plan 2016-2019, as outlined in Attachment 2; and*
- 3. directs staff to implement the communications plan, report semi-annually on the status of strategic plan initiatives, and report annually on outcomes and achievements in the context of the Library's broad performance measures.*

Carried

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Strategic Plan 2016-2019: Key Messages and Communications Plan – continued

Moved in amendment by Dianne LeBreton:

That Recommendation No. 3 of the Motions moved by L. Colley be amended so that it reads as follows:

3. *directs staff to implement the communications plan and report as soon as possible on the reporting tool and frequency of reporting on the status of the strategic plan initiatives and outcome and achievements in the context of the Library's broad performance measures.*

Withdrawn

SPSC Adjournment

16-009

Moved by Councillor Ainslie:

That the Strategic Planning Steering Committee:

1. *adjourns the February 2, 2016 Strategic Planning Steering Committee meeting.*

Carried

The meeting ended at 7:20 p.m.

Signed: _____