



MINUTES

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Toronto Public Library Board

Meeting No. 6: Monday, September 15, 2003, from 6:04 p.m. to 7:12 p.m.

Toronto City Hall, Committee Room #2, 100 Queen Street West, Toronto

Members Present:

Ms. Gillian Mason (Chair)
Mr. Bill Booth (Vice Chair)
Councillor Maria Augimeri
Mr. Meyer Brownstone
Mr. Rick Goldsmith
Ms. Mizan Ibrahim
Councillor Joe Mihevc
Mr. Mark Nightingale
Ms. Marjorie Stephenson

Regrets:

Councillor Olivia Chow
Councillor Mike Feldman
Councillor Denzil Minnan-Wong
Councillor Jane Pitfield
Councillor Kyle Rae
Mr. Mitchell Weisberg

03-123 Call to Order

Gillian Mason called the meeting to order at 6:04 p.m. There being no quorum of the Board, Ms. Mason presented the Chair's Report – Agenda Item #6 to members of the Board in attendance at that time.

03-124 Chair's Report

Gillian Mason reported the following details regarding Library activities:

- (1) Toronto Public Library recently experienced a six-day service break as a result of a major power outage in Ontario and the Northeastern United States. Once the power was partially restored, all staff reported for work, but the Library participated in conservation efforts through reduced lighting and air conditioning. *Answerline*, TPL's telephone reference service, remained open throughout the branch closures and received nearly double the highest recorded call load.

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Chair's Report (continued)

- (2) Under the headline "Exceeding Expectations", comprehensive coverage appeared in the August 2003 issue of *Library Journal* concerning the American Library Association/Canadian Library Association Conference in Toronto in June.
- (3) The *TD Summer Reading Club* was a great success again this year. Branch statistics are being collected and collated, and a report is expected to be available within the next few weeks.
- (4) TPL, in partnership with the City of Toronto and St. Christopher House, is providing a new deposit collection of 1,000 popular adult and children's materials and some cooperative programming in a new location at 1033 King Street West.
- (5) The new Maria A. Shchuka Branch opened recently to the public. The official re-opening ceremony will take place on September 16 at 7:00 p.m.
- (6) The second public consultation for the Beaches Branch renovation took place on September 8. The renovation is expected to solve problems caused by overcrowding, poor ergonomics and antiquated HVAC equipment. Work is expected to begin on the renovation in the spring of 2004. The branch will be closed for approximately one year.
- (7) Construction of a new *Learning Centre* is underway on the main floor at the Toronto Reference Library.
- (8) At *Word on the Street* on September 28, TPL staff will highlight the Library's contribution to culture in Toronto. Visitors to the booth will also be advised regarding the Library's strategic planning process and encouraged to participate in the consultation process. Board members are invited to be on hand to meet and talk to people at *Word on the Street*.
- (9) Library staff are currently developing detailed consultation plans for the 2004 – 2006 strategic plan. The staff involvement process will begin within the next few weeks. Public consultations are slated to start in the fall at the Toronto Reference Library and extend through the fall and winter. Interested members of the public will be made aware of the process through TPL's web site. Staff have conducted extensive internal interviews and are in the process of developing working themes for the Board/Staff planning day on October 17. One of the key factors for the Board to consider is the relationship between the upcoming strategic plan and the fiscal environment within the City and the Library. Developing priorities for the future, within the context of a fiscally sustainable environment, is one of the key starting points for the strategic plan.

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Chair's Report (continued)

- (10) As reported to the Board in May, a collection agency will be employed starting in October to ensure that TPL is able to recover long-overdue books and collect outstanding fines. Staff have been trained, and the public are being notified to this change. To date, no negative responses have been received.
- (11) The TPL United Way campaign officially began with a "kick-off" at the Toronto Reference Library on September 9. The Library has made a strong contribution to the United Way each year since amalgamation. Last year over \$121,000 was raised at TPL; \$13,000 over the goal.
- (12) Josephine Bryant, City Librarian, has been invited to speak in Lyon, France, to the World Summit of Cities and Local Administrations concerning "Information and Society" in early December as a precursor to the UN World Summit on the Information Society taking place later in Geneva. Her topic will be "Bridging Cultures in Toronto – North America's Most Multicultural City".
- (13) Kindergarten outreach packages are currently being distributed to approximately 50,000 junior and senior kindergarten students. The package is designed to entice parents to bring their young children into the Library and register them for a Library card. Further support for the campaign will come from TPL staff visits to classrooms in order to promote registration and Library use. During the 2002 campaign, 4,500 kindergarten children were registered as new card-holders.

03-125 Extension of Quorum Wait Period

At 6:15 p.m., as per Toronto Public Library Board Procedural By-law #27 – *Quorum*, the Board members present voted an extension of the fifteen-minute wait period for quorum to be achieved. The meeting began at 6:17 p.m. when quorum was achieved.

03-126 Approval of Agenda

Moved by R. Goldsmith, seconded by M. Nightingale, and carried:

That:

- (1) *the agenda be reordered to ensure a quorum for agenda items requiring approval; and that*
- (2) *the revised agenda be approved.*

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03-127 Declarations of Interest

There were no declarations of interest by members of the Library Board.

03-128 Approval of June 9, 2003 Toronto Public Library Board Meeting Minutes

Moved by M. Stephenson, seconded R. Goldsmith, and carried:

That the minutes of the June 9, 2003 Toronto Public Library Board meeting be approved.

Business Arising

03-129 Financial Control Policy

At the June 9, 2003 Toronto Public Library Board meeting, the Board adopted a Financial Control Policy subject to City Council approval of clauses 3.3.4, 3.4.3 and 3.4.7 of the policy. Larry Hughsam, Director, Finance & Treasurer, advised the Board of City Council's approval of the aforementioned clauses in July.

Moved by M. Ibrahim, seconded by R. Goldsmith, and carried:

That the Toronto Public Library Board receive for information the Financial Control Policy verbal report.

03-130 Absence of Board Member

Moved by M. Ibrahim, seconded by B. Booth, and carried:

That Mitchell Weisberg's absence for more than three consecutive Board meetings be excused.

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03-131 Presentations

Christine Duckworth Pilkington, Chair, Library Division, Toronto Civic Employees Union – Local 416 C.U.P.E., addressed the Board concerning the 2004 Operating Budget – Financial Options (Agenda Item #14). She requested that the Board consider adopting Option 1 outlined in Attachment 1 of the Board report for submission to the City.

Moved by R. Goldsmith, seconded by M. Ibrahim, and carried:

That the Toronto Public Library Board receive the Toronto Civic Employees Union – Local 416 C.U.P.E.'s presentation regarding the 2004 Operating Budget – Financial Options for information.

03-132 Communications

Moved by M. Ibrahim, seconded by B. Booth, and carried:

That the Toronto Public Library Board receive Communications Items (a) and (b) for information:

- (a) *Email message from John Mark Bolthouse, dated July 7, 2003, concerning his visit to TPL's Sanderson Branch Library during the 2003 ALA/CLA Annual Conference Meeting.*
- (b) *Note from Dave Dunn received on August 6, 2003 to Gillian Mason expressing appreciation for the Library Board's commitment to maintain library service in the Northern Elms community.*

Items for Approval:

03-133 2004 – 2008 Capital Budget

Josephine Bryant, City Librarian, provided the Board with a presentation outlining details of the Toronto Public Library's 2004 – 2008 Capital Budget.

Moved by Councillor Augimeri, seconded by B. Booth, and carried:

That the Toronto Public Library Board adopt and forward the 2004 – 2008 Capital Budget submission to the City for discussion and consideration.

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03-134 2004 Operating Budget – Financial Options

Josephine Bryant, City Librarian, provided the Board with a presentation outlining details of three financial options for Toronto Public Library's 2004 Operating Budget submission.

Moved by R. Goldsmith, seconded by M. Brownstone, and carried:

That the Toronto Public Library Board:

- (1) review the financial options for the 2004 Operating Budget submission, appended as Attachment 1; and
- (2) direct Library staff to prepare a budget based on Option 1 of Attachment 1 for Board approval at the October 20, 2003 Library Board meeting.

03-135 Morningside Neighbourhood Branch Library Relocation – 10-year Lease

Moved by M. Ibrahim, seconded by M. Stephenson, and carried:

That the Toronto Public Library Board approve a 10-year lease in the Morningside Mall, at an average cost of \$184,520 (net rent of \$22 per sq. ft.) during the first five years and \$200,668 (net rent of \$24 per sq.ft.) during the second five years, with an option to renew for an additional five years.

Items for Information:**03-136 Operating Budget Monitoring Report – July 31, 2003**

Moved by M. Brownstone, seconded by B. Booth, and carried:

That the Toronto Public Library Board receive for information the Operating Budget Monitoring Report – July 31, 2003.

03-137 Ontario Public Library Week – 2003

Moved by M. Ibrahim, seconded by R. Goldsmith, and carried:

That the Toronto Public Library Board receive for information the Ontario Public Library Week – 2003 report.

03-138 ABC Ad Hoc Committee – Update

Moved by B. Booth, seconded by M. Nightingale, and carried:

That the Toronto Public Library Board receive for information the ABC Ad Hoc Committee – Update report.

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03-139 Ontario Works Incentive Funds, 2004 – 2005

Moved by R. Goldsmith, seconded by M. Ibrahim, and carried:

That the Toronto Public Library Board receive the Ontario Works Incentive Funds, 2004 – 2005 report for information.

03-140 Other Business

There were no *Other Business* items for the September 15 meeting.

Closed Meeting Minutes

03-141 Approval of June 9, 2003 Toronto Public Library Board Closed Meeting Minutes

Moved by B. Booth, seconded by M. Stephenson, and carried:

That the Closed Meeting minutes of the June 9, 2003 Toronto Public Library Board meeting be approved.

03-142 Adjournment

Moved by M. Ibrahim, seconded by M. Brownstone, and carried:

That the September 15, 2003 Toronto Public Library Board meeting be adjourned.

The meeting ended at 7:12 p.m.

Signed: _____