



## MINUTES

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### **Toronto Public Library Board**

**Meeting No. 5: Monday, June 9, 2003, from 6:02 p.m. to 7:55 p.m.**

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

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#### **Members Present:**

Ms. Gillian Mason (Chair)  
Mr. Bill Booth (Vice Chair)  
Mr. Meyer Brownstone  
Councillor Mike Feldman  
Mr. Rick Goldsmith  
Ms. Mizan Ibrahim  
Councillor Joe Mihevc  
Councillor Kyle Rae  
Ms. Marjorie Stephenson

#### **Regrets:**

Councillor Maria Augimeri  
Councillor Olivia Chow  
Councillor Denzil Minnan-Wong  
Mr. Mark Nightingale  
Councillor Jane Pitfield  
Mr. Mitchell Weisberg

#### **03-92 Call to Order**

Gillian Mason called the meeting to order at 6:02 p.m.

#### **03-93 Approval of Agenda**

*Moved by M. Brownstone, seconded by M. Ibrahim, and carried:  
That the agenda as revised be approved.*

#### **03-94 Declarations of Interest**

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

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**03-95 Approval of May 12, 2003 Toronto Public Library Board Meeting Minutes***Moved by Bill Booth, seconded M. Brownstone, and carried:**That the minutes of the May 12, 2003 Toronto Public Library Board meeting be approved.***Business Arising****03-96 (a) Toronto Public Library Board Composition – City Council Approval***Moved by M. Ibrahim, seconded by R. Goldsmith, and carried:**That the Toronto Public Library Board receive for information the verbal Toronto Public Library Board Composition – City Council Approval report.*

Josephine Bryant, City Librarian, advised Board members of the City of Toronto Council's recent approval of the composition of the Toronto Public Library Board for the 2004-2006 Library Board term.

**03-97 (b) Federation of Ontario Public Libraries***Moved by M. Brownstone, seconded by R. Goldsmith, and carried:**That the Toronto Public Library Board receive for information the verbal Federation of Ontario Public Libraries report.*

Linda Mackenzie, Director, Research & Reference, updated the Board on information provided at the May Library Board meeting concerning Library Consortia Activity in Ontario. In late May, the Strategic Directions Council approved the Terms of Reference for the Federation of Ontario Public Libraries. While funding to assist with the establishment of the Federation will be requested of the province, Ontario libraries are being asked to provide financial assistance in the amount of \$.005 per population served to a maximum of \$1,000.00. As a result, the Toronto Public Library will be contributing \$1,000.00 to the Federation.

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**03-98 (c) Ontario Digital Library Focus Groups***Moved by M. Brownstone, seconded by Councillor Kyle Rae, and carried:**That the Toronto Public Library Board receive for information the verbal Ontario Digital Library Focus Groups report.*

Meyer Brownstone, Board representative to the Ontario Library Boards' Association, reported on the progress to establish the Ontario Digital Library (ODL). The ODL, an initiative of the Ontario Library Association, with support from the Province, is expected to assist in bringing equity of access to information to all citizens in Ontario. In an effort to prepare a business plan for this endeavour by the end of September for the province's consideration, a series of focus groups will be conducted through the province in June. Board members were requested to let Gillian Mason know of their interest in participating in a focus group meeting.

**03-99 (d) Correction to Information – Toronto Civic Employees Union–Local 416 C.U.P.E.–March 24, 2003 Presentation to the Board re: 2003 Operating Budget***Moved by M. Ibrahim, seconded by B. Booth, and carried:**That the Toronto Public Library Board receive for information the verbal Correction to Information – Toronto Civic Employees Union–Local 416 C.U.P.E.–March 24, 2003 Presentation to the Board re: 2003 Operating Budget report.*

Dan Keon, Director, Human Resources, referred to discussion at the March 24, 2003 Library Board meeting concerning the 2003 Operating Budget. At that time, Local 416 C.U.P.E. referred to a gapping figure of 4.9 percent. The Director, Finance and Treasurer corrected the gapping figure to 4.1 percent. Local 416 C.U.P.E. recently requested that it be clarified for the Board that the 4.9 percent figure had been provided to them by management in October 2002 as a projection for 2003.

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**03-100 Chair's Report**

Gillian Mason reported the following details regarding Library activities:

- (1) Despite concerns regarding Severe Acute Respiratory Syndrome, the American Library Association/Canadian Library Association conference is scheduled for June 19 to 25 in Toronto. Attending will be approximately 10,000 full conference delegates, a further 2,000 one-day participants, along with 650 vendors. TPL's advertising campaign, timed to coincide with the conference, is now underway throughout the city on transit shelters, recycling bins and street pole banners.
- (2) The Toronto Public Library Foundation has secured a three-year, \$120,000 commitment from Kiwanis clubs in the South/West regions of the city to undertake a story-time outreach initiative in high-needs areas.
- (3) The Library's new teen booklist, *Much Reading*, continues to receive positive feedback. The City's Children and Youth Advocate, Councillor Olivia Chow, requested multiple copies, as did youth outreach workers at the City's Parks and Recreation Department. Already, branches are requesting extra copies to meet the demand from patrons.
- (4) TPL has won a *2003 Best of the Web Award* for the SmallbizXpress Gateway. The award recognizes the Library for meeting the needs of small businesses.
- (5) City Librarian Josephine Bryant is featured on the cover of the June 1 edition of *Library Journal* – an American Library Association publication. The accompanying article, *Growing into a Changing City*, provides a good overview of library service in Toronto, emphasizing the challenges of multiculturalism and amalgamation. Every year, *Library Journal* features the ALA Conference host library as its cover story.
- (6) The public education session concerning the World Trade Organization's General Agreement on Trade in Service held at the Toronto Reference Library on Thursday, May 22 was a well-attended event. The panelists discussed the potential impact on libraries and government to deliver and regulate public service directly by allowing competition from private sector providers.

*Moved by R. Goldsmith, seconded by B. Booth, and carried:  
That the Chair's Report be received for information.*

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**Presentations****03-101 Northern Elms Branch Library – Relocation and New Lease**

Dave Dunn, a member of the Northern Elms community, addressed the Board concerning Agenda Item #25a – *Northern Elms Branch Library – Relocation and New Lease*. Mr. Dunn reminded the Board of the importance of the Northern Elms Branch to the community and requested the Board ensure that library service remain in the community.

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

***That the presentation by Dave Dunn regarding library service to the Northern Elms community be received for information.***

**03-102 Runnymede Branch Library – Closure for Reconstruction**

Susan Zalepa, a representative of the Swansea Memorial Library Friends, addressed the Board concerning Agenda Item #22 – *Runnymede Branch Library – Closure for Reconstruction*. Ms. Zalepa referred to four letters from the Swansea community which were tabled at the Board meeting. She requested that the Library Board consider scheduling a community consultation meeting to review the proposed plans for service at the Swansea Memorial Library during the renovation of the Runnymede Library.

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

***That the presentation by Susan Zalepa, Swansea Memorial Library Friends, in connection with Agenda Item #20 – Runnymede Branch Library – Closure for Reconstruction be received for information.***

Anne Bailey, Director, Branches, reported that the alternate service plan during the period that the Runnymede Branch is closed includes the addition of seven hours to the Swansea Memorial Branch. Due to budget constraints, the addition of further hours is not feasible. However, staff would be pleased to hear from interested community groups concerning any proposed adjustments within the framework of the plan.

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**03-103 Communications**

There were no *Communications* for the June 9 meeting.

**Items for Information:****03-104 Toronto Public Library Foundation – 2002 in Review**

Rick Goldsmith, Chair, Toronto Public Library Foundation Board, provided the Library Board with details concerning the Foundation's 2002 activities including:

- (a) financial information for the year ending December 31, 2002
- (b) highlights of 2002;
- (c) fundraising priorities and plans for 2003;
- (d) Capital Campaign goals for 2003 – 2004.

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

***That the Toronto Public Library Board:***

- (1) *receive for information the verbal Toronto Public Library Foundation – 2002 in Review presentation; and*
- (2) *express appreciation to the Toronto Public Library Foundation for their efforts in 2002.*

**03-105 Operating Budget Monitoring Report – April 30, 2003**

***Moved by Councillor Feldman, seconded by B. Booth, and carried:***

***That the Toronto Public Library Board receive for information the Operating Budget Monitoring Report – April 30, 2003.***

**03-106 ALA/CLA Conference – Marketing & Communications Status Report**

***Moved by M. Brownstone, seconded by Councillor Rae, and carried:***

***That the Toronto Public Library Board receive for information the ALA/CLA Conference – Marketing and Communications Status Report.***

**03-107 ABC Ad Hoc Committee – Update**

As final versions of the ABC Ad Hoc Committee reports for the Library Board's consideration had not yet been received by the Board, the agenda item was deferred.

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**Items for Approval:****03-108 Strategic Plan 2004 – 2006: Proposed Consultation Plan**

*Moved by Marjorie Stephenson, seconded by Councillor Feldman, and carried:  
That the Toronto Public Library Board approve the consultation strategy for the Strategic Plan 2004 – 2006, provided as Attachment 1 to the report.*

**03-109 Financial Control Policy**

Larry Hughsam, Director, Finance & Treasurer, provided the Board with a presentation outlining the details of the Library's *Financial Control Policy*.

*Moved by B. Booth, seconded by R. Goldsmith, and carried:*

*That the Toronto Public Library Board:*

- (1) subject to recommendation (2), adopt the Financial Control Policy, provided as Attachment 1 to the report; and*
- (2) authorize the City Librarian to submit clauses 3.3.4, 3.4.3 and 3.4.7 of the Financial Control Policy to Council for approval, after which they will become effective.*

**03-110 Police Reference Checks for Volunteers at Toronto Public Library**

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

*That the Toronto Public Library Board implement police reference checks as part of the screening process for volunteers working with children and youth in the Library's programs.*

**03-111 Bridlewood Branch Library – Lease Renewal**

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

*That:*

- (1) the Toronto Public Library Board approve a lease renewal for the Bridlewood Branch Library with 1512691 Ontario Limited for a period of five (5) years, commencing October 1, 2002 and expiring September 30, 2007, at an annual base rent cost for the first year of \$112,167 plus an estimated annual common area maintenance cost of \$47,615 for a total annual lease cost of \$159,782; and at an annual base rent cost for the second to fifth year of \$84,125 plus an estimated annual common area maintenance cost of \$47,615 for a total annual lease cost of \$131,740.*
- (2) the appropriate Library officials be authorized and directed to take the necessary action to give effect thereto.*

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**03-112 Guildwood Branch Library – Lease Renewal***Moved by M. Brownstone, seconded by R. Goldsmith, and carried:**That:*

- (1) *the Toronto Public Library Board approve a lease renewal for the Guildwood Branch Library with Revenue Properties Company Limited for a period of five (5) years, commencing December 1, 2003 and expiring November 30, 2008, at an annual base rent cost of \$38,754 plus an estimated annual common area maintenance cost of \$15,346 for a total annual lease cost of \$54,100.*
- (2) *the appropriate Library officials be authorized and directed to take the necessary action to give effect thereto.*

**03-113 Morningside Branch Library – Relocation and New Lease***Moved by R. Goldsmith, seconded by M. Ibrahim, and carried:**That the Toronto Public Library Board:*

- (1) *approve a new five (5) year lease for 7,000 square feet at the Morningside Branch at a basic lease rate of \$22.00 per square foot and \$3.50 per square foot for common area maintenance for a total annual cost of \$183,855, conditional upon completion of the Mall re-development in 2004 and City funding for the leasehold improvements; and*
- (2) *submit a 2004 capital project pre-approval request to City Council for \$750,000 gross and \$412,000 net after development charge funding for leasehold improvements at the relocated Morningside Branch.*

**03-114 Northern Elms Branch Library – Relocation and New Lease**

The agenda item was moved to the Closed portion of the June 9, 2003 Library Board meeting.

**03-115 McGregor Park Branch Library Reconstruction – Award of Contract***Moved by Councillor Mihevc, seconded by M. Brownstone, and carried:**That the Toronto Public Library Board award a contract to the lowest bidder, The Atlas Corporation, to complete the reconstruction of the McGregor Park Branch Library at a cost of \$1,596,397.*



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**03-116 Toronto Reference Library Learning Centre – Award of Contract**

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

*That the Toronto Public Library Board award a contract to the lowest bidder, Steelcase Construction Inc., to complete the renovation of the Toronto Reference Library Learning Centre at a cost of \$437,716.*

**03-117 Runnymede Branch Library – Closure for Reconstruction**

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

*That the Runnymede Branch be closed for renovation for a period to last approximately one year.*

**03-118 Toronto Public Library Board – Corporate Seal**

*Moved by B. Booth, seconded by R. Goldsmith, and carried:*

*That the Toronto Public Library Board approve a revised corporate seal.*

**03-119 Other Business**

There were no *Other Business* items for the June 9 meeting.

**03-120 Closed Meeting**

At 7:30 p.m., it was:

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

*That the Toronto Public Library Board begin the Closed portion of the June 9, 2003 Library Board meeting.*

**03-121 Adoption of Actions Taken in Closed Meeting**

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

*That the Toronto Public Library Board adopt the actions taken in the Closed portion of the June 9, 2003 Library Board meeting.*

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**03-122 Adjournment**

***Moved by Councillor Feldman, seconded by Councillor Mihevc, and carried:**  
**That the June 9, 2003 Toronto Public Library Board meeting be adjourned.***

The meeting ended at 7:55 p.m.

Signed: \_\_\_\_\_