



Toronto Public Library Board

Meeting No. 7: Monday, September 20, 2004, from 6:04 p.m. to 8:40 p.m.

Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto

Members Present:

Ms. Gillian Mason (Chair)
Mr. Bill Booth (Vice Chair)
Mr. Meyer Brownstone
Councillor Gay Cowbourne
Councillor Janet Davis
Mr. Rick Goldsmith
Ms. Mizan Ibrahim
Councillor Sylvia Watson
Mr. Mitchell Weisberg

Regrets:

Mr. Mark Nightingale
Councillor Kyle Rae
Councillor Karen Stintz

04-105 Call to Order

Gillian Mason called the meeting to order at 6:04 p.m. The meeting began at 6:07 p.m. when quorum was achieved.

04-106 Approval of Agenda

*Moved by M. Weisberg, seconded by M. Ibrahim, and carried:
That the agenda, as revised to include item #25a – Tenant Lease at 40 Orchard View Boulevard – North Toronto Green Community Inc., be approved.*

04-107 Declarations of Interest

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

04-108 Approval of June 24, 2004 Toronto Public Library Board Meeting Minutes

*Moved by M. Brownstone, seconded by R. Goldsmith, and carried:
That the minutes of the June 24, 2004 Toronto Public Library Board meeting be approved.*

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04-109 Business Arising

There were no *Business Arising* items for discussion.

04-110 Chair's Report

- (1) McGregor Park Branch was re-opened to the public in June. Early statistics show that circulation in the new location has increased by about 25 percent over the previous location while visits, information requests and electronic use have increased even more. The branch's official opening is scheduled to take place on Saturday, October 2, 2004 at 11:00 a.m. Attendees include the local councillor, Michael Thompson, and the architect Paul Stevens of ZAS Architects.
- (2) Participation in the *TD Summer Reading Club* was high again this summer. One of the visitors to the *TD Summer Reading Club* at Parliament Branch was George Smitherman, the local MPP and Minister of Health and Long-Term Care for Ontario.
- (3) *Kids @ Computers* is a program led by the city for children and families from low-income homes. TPL participated in the program over the summer by providing computer training to children ages 8 to 14 years. Staff were also given an opportunity to introduce parents to library services. The city rewards graduates with a new computer, software and internet service for one year. Over the summer TPL trained 1,144 children, and for the first time, used an innovative *Web Quest* independent learning package to deliver the training. *Web Quest*, a package developed by TPL uniquely for this project, was a great success. The program will be re-offered in the fall, and TPL staff will train Parks and Recreation staff in its use.
- (4) TPL, in partnership with entrepreneur Beth Jefferson, featured a new online book club, *Summer Sandbox*, on the teen's website *ramp*. The Toronto Star featured an article on the service in the September 6 edition of the paper.
- (5) Approximately 38 Toronto young people working at TPL over the summer assisted close to 1,800 children, in 19 Library branches, to develop their reading skills as part of the Library's *Summer Leading to Reading* program.
- (6) At the North York Central Branch, 55 teen volunteers contributed over 1,300 hours, creating story kits and a shadow play, and provided reading practice for approximately 75 children each week.
- (7) St. James Town, TPL's 99th branch, will open on Tuesday, September 28. This inter-city area is one of the most densely populated neighbourhoods in Canada – ten times the average of the City of Toronto.

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Chair's Report (continued)

- (8) TPL's Strategic Plan has been printed and distributed after much research, community consultation and Board approval. The Chair expressed the Board's congratulations to Library staff on an excellent plan with clear and well-thought-out priorities. Considerable positive feedback is still being received in connection with the plan.
- (9) Taking direction from the Strategic Plan, programming and outreach during the fall is spotlighting many of the Library's services for youth, especially during Ontario Public Library Week. Plans are in the works for a youth-focused promotional campaign for the city-owned bus shelters and recycling bins, and a writing conference for youth in October.
- (10) Programming to support books and culture is very strong this fall at TPL. Margaret Henry, from the Library's Collections Development Department, participated in a recent panel discussion about fall books on CBC's *Here and Now* with Avril Benoit. TPL will be present, including the Bookmobile, at the *Word on the Street Festival* being held at the end of this month, at Queen's Park.
- (11) This fall, Library staff will go out to city high schools to promote the TPL directly to students, and in particular, to promote the redesigned *Virtual Reference Library*. One aspect of the redesign makes it searchable by Ontario curriculum grade and subject.
- (12) TPL Board has donated a sum of \$1,000 to the Peterborough Public Library to assist with their flood recovery. The Peterborough Public Library sustained considerable damage, particularly to their main branch, as a result of flooding earlier in the summer, including damage to equipment and collections.
- (13) TPL supports several community-building initiatives identified by the Mayor and Council as deserving of city-wide attention. These include the *Strong Neighbourhoods Task Group*; the *Mayor's Community Safety Plan*; and the *Roundtable on Children, Youth and Education*. Briefing notes providing details of the initiatives were tabled at the meeting. The Library supports the initiatives in two ways: representatives from staff contribute as members of reference, task and working groups; and many Library programs from *Homework Help*, to *Kids@Computers*, to teen parenting programs put into effect, the goals and objectives of those planning groups, often times in collaboration with other community partners. TPL Board Member, Janet Davis is appointed to the Roundtable on Children, Youth and Education.

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

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04-111 Presentations

Steven Burdick, Toronto Civic Employees Union – Local 416 C.U.P.E. addressed the Board concerning the Federation of Ontario Public Libraries (see Minute #04-120). He outlined the Union's concerns regarding the proposed governance structure of the Federation and the lack of official C.U.P.E. Library Workers' representation in the Federation.

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

That the Toronto Public Library Board receive the Toronto Civic Employees Union – Local 416 C.U.P.E.'s presentation regarding the Federation of Ontario Public Libraries for information.

04-112 Communications

Moved by Councillor Cowbourne, seconded by M. Brownstone, and carried:

That the Toronto Public Library Board receive Communication Items (a) – (j) for information and direct Library staff to prepare a response concerning Communication Item (e):

- (a) *Letter to Gillian Mason, Chair, Toronto Public Library Board, dated June 3, 2004, from Andrea Rosen, President, TD Canada Trust, congratulating the Library on winning the City Livability Award from the Canadian Urban Institute.*
- (b) *Report to the Toronto Public Library Board from Mizan Ibrahim, Toronto Public Library Board member, concerning the June 17 – 19, 2004 Canadian Library Association Conference in Victoria, British Columbia.*
- (c) *Letter to Eric Gam, Co-Chair, Strong Neighbourhoods Task Force, City of Toronto, dated July 16, 2004, from Gillian Mason, Chair, Toronto Public Library Board, requesting consideration of Library Board member participation on the Strong Neighbourhoods Task Force.*
- (d) *Letter to Gillian Mason, Chair, Toronto Public Library Board, dated August 31, 2004, from Eric Gam, Commissioner, Community and Neighbourhood Services, City of Toronto and Co-Chair, Strong Neighbourhoods Task Force, in response to the Chair's letter of July 16, 2004 [see (b) above]. The Chair's request for Library Board member participation on the Strong Neighbourhoods Task Force cannot be accommodated by the Task Force.*
- (e) *Letter to Nancy Marshall, Administrative Coordinator, dated August 3, 2004, from Joan Sweny, regarding alternative service during the reconstruction of the Morningside branch.*

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Communications (continued)

- (f) *Letter to Chairs of Agencies, Boards and Commissions dated August 30, 2004, from Mayor David Miller concerning the recent publication of the Information and Privacy Commissioner's 2003 Annual Report on the administration of the Municipal Freedom of Information and Protection of Privacy Act.*
- (g) *Letter to Josephine Bryant, City Librarian and Gillian Mason, Chair, Toronto Public Library Board, dated August 27, 2004, from Paula Fletcher, City Councillor, Ward 30, expressing appreciation and support for the Library's 2004 – 2007 Strategic Plan.*
- (h) *Copy of a letter to Josephine Bryant, City Librarian, dated September 1, 2004, from Kevin Costante, Deputy Minister, Ministry of Community and Social Services, expressing appreciation and support for the Library's 2004 – 2007 Strategic Plan.*
- (i) *Letter to Gillian Mason, Chair, Toronto Public Library Board, dated September 7, 2004, from Reg Alcock, President of the Treasury Board and Minister responsible for the Canadian Wheat Board, regarding the Sustaining Canada's Digital Capacity: an Urban Library Strategy to Sustain Socially Inclusive ICT Network proposal.*
- (j) *Report to the Toronto Public Library Board dated September 12, 2004, from Meyer Brownstone, TPL Board representative to the Ontario Library Boards' Association (OLBA), concerning the OLBA Council meeting of September 11, 2004.*

In connection with Communication Item (e), Councillor Cowbourne requested that Library staff investigate the possibility of providing bookmobile service as an alternative service option in the Morningside Library community when the branch is closed for reconstruction in 2005.

Items for Information:**04-113 Children's Services**

Library staff outlined for the Board the wide variety of services and programs available for children at the Toronto Public Library. Participating in the presentation were: Ken Settrington, Children and Youth Advocate for Library Services; Cheryl Skovronek, District Manager, South/West Region and Chair, Children Services Committee; Joanne Hawthorne, Coordinator, Children's & Young Adult Services, Planning Department; Elsa Ngan, Children's Librarian, South/West Region; and Susan Truong, Children's Librarian, North/East Region.

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Children's Services (continued)

*Moved by Councillor Cowbourne, seconded by M. Weisberg, and carried:
That the Toronto Public Library Board receive the Children's Services
presentation for information.*

04-114 Ontario Public Library Week – 2004

*Moved by M. Ibrahim, seconded by B. Booth, and carried:
That the Toronto Public Library Board receive the report on Ontario Public
Library Week – 2004 for information.*

04-115 Auditorium, Meeting Room and Theatre Rental Policy Status Report

*Moved by M. Weisberg, seconded by B. Booth, and carried:
That the Toronto Public Library Board receive the report on the Auditorium,
Meeting Room and Theatre Rental Policy Status Report for information.*

04-116 Operating Budget Monitoring Report – July 31, 2004

*Moved by M. Ibrahim, seconded by Councillor Cowbourne, and carried:
That the Toronto Public Library Board receive the Operating Budget
Monitoring Report – July 31, 2004 for information.*

It was noted that the amount that the Library is under spent up until the end of July 2004 was incorrectly shown in the report to the Board as \$1,121,000 million; the word "million" should be deleted.

04-117 Exercise of Extended Authority – Award of Contract – Toronto Reference Library, Ground Floor, Phase 4

*Moved by M. Brownstone, seconded by Councillor Cowbourne, and carried:
That the Toronto Public Library Board receive for information the Exercise of
Extended Authority – Award of Contract -Toronto Reference Library, Ground
Floor, Phase 4 report for the award of tender to the lowest bidder, Newgen
Construction Corporation, for the renovation of the Toronto Reference Library,
Ground Floor, Phase 4, at a cost of \$969,420, including applicable taxes.*

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04-118 Report to City of Toronto Audit Committee – *Outstanding Issues from Management Letters – Audit Results for the Year Ended December 31, 2003 – Toronto Public Library Board and Trust Funds of the Toronto Public Library Board**Moved by M. Weisberg, seconded by R. Goldsmith, and carried:**That the Toronto Public Library Board receive the Report to City of Toronto Audit Committee – Outstanding Issues from Management Letters – Audit Results for the Year Ended December 31, 2003 – Toronto Public Library Board and Trust Funds of the Toronto Public Library Board for information.***04-119 Toronto Public Library Foundation Assessment of 2004/2005 Fundraising Priorities***Moved by R. Goldsmith, seconded by M. Ibrahim, and carried:**That the Toronto Public Library Board receive the Toronto Public Library Foundation Assessment of 2004/2005 Fundraising Priorities report for information.***Items for Approval:****04-120 Federation of Ontario Public Libraries Membership**

The Strategic Directions Council's video – *It's Time for One Voice for Ontario Public Libraries* requesting library boards in Ontario to consider membership in the Federation of Ontario Public Libraries was presented to the Board.

After considerable discussion, it was:

*Moved by B. Booth, seconded by Councillor Watson, and carried:**That the Toronto Public Library Board:*

- (1) *defer a decision concerning membership in the Federation of Ontario Public Libraries;*
- (2) *strike a Working Group of the Board to prepare a submission to the Strategic Directions Council outlining the Board's questions and issues regarding membership in the Federation of Ontario Public Libraries; and*
- (3) *consider the response of the Strategic Directions Council in making a decision concerning membership in the Federation of Ontario Public Libraries at a subsequent meeting of the Library Board.*

Gillian Mason, Meyer Brownstone and Mizan Ibrahim volunteered to participate in the Federation of Ontario Public Libraries Membership Working Group.

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04-121 2005 Capital and Operating Budgets – Timetable and Process

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

That the Toronto Public Library Board:

- (1) receive the 2005 Capital and Operating Budgets – Timetable and Process report for information; and*
- (2) strike a Budget Working Group of the Board, consisting of the Chair, Vice-Chair, and two other members, to provide direction and guidance to staff during the 2005 budget process.*

Councillor Janet Davis and Meyer Brownstone volunteered to participate in the Board Budget Working Group along with the Chair and Vice Chair.

04-122 2005 Capital Budget Summary of Pre-Approvals

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

That the Toronto Public Library Board adopt the 2005 Capital Budget Summary of Pre-Approvals submission to the City.

04-123 Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request

Moved by Councillor Davis, seconded by M. Brownstone, and carried:

That the Toronto Public Library Board adopt the Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request, appended as Attachment 1.

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04-124 Tenant Lease at 40 Orchard View Boulevard – Association of Early Childhood Educators, Ontario*Moved by Councillor Cowbourne, seconded by M. Brownstone, and carried:**That:*

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with Association of Early Childhood Educators, Ontario for:*
 - (i) *a thirty-six (36) month period to begin April 1, 2004 and terminate on March 31, 2007;*
 - (ii) *basic rent of \$4.10 per square foot plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$11.90 per square foot plus applicable taxes, subject to adjustments at the end of each fiscal year to reflect actual costs, with a five percent limit on any annual increase; and*
- (2) *a monthly fee of \$85 plus applicable taxes be charged to Association of Early Childhood Educators, Ontario for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

04-125 Tenant Lease at 40 Orchard View Boulevard – Delisle Youth Services*Moved by Councillor Cowbourne, seconded by M. Brownstone, and carried:**That:*

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with Delisle Youth Services for:*
 - (i) *a thirty-six (36) month period to begin August 1, 2004 and terminate on July 31, 2007;*
 - (ii) *basic rent of \$4.10 per square foot plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$11.90 per square foot plus applicable taxes, subject to adjustments at the end of each fiscal year to reflect actual costs, with a five percent limit on any annual increase; and*
- (2) *a monthly fee of \$85 plus applicable taxes be charged to Delisle Youth Services for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

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04-126 Tenant Lease at 40 Orchard View Boulevard – Mood Disorder Association of Ontario*Moved by Councillor Cowbourne, seconded by M. Brownstone, and carried:**That:*

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with Mood Disorders Association of Ontario for:*
 - (i) *a thirty-six (36) month period to begin April 1, 2004 and terminate on March 31, 2007;*
 - (ii) *basic rent of \$4.10 per square foot plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$11.90 per square foot plus applicable taxes, subject to adjustments at the end of each fiscal year to reflect actual costs, with a five percent limit on any annual increase; and*
- (2) *a monthly fee of \$85 plus applicable taxes be charged to Mood Disorders Association of Ontario for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

04-127 Tenant Lease at 40 Orchard View Boulevard – Ontario Genealogical Society*Moved by Councillor Cowbourne, seconded by M. Brownstone, and carried:**That:*

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with Ontario Genealogical Society for:*
 - (i) *a thirty-six (36) month period to begin April 1, 2004 and terminate on March 31, 2007;*
 - (ii) *basic rent of \$4.10 per square foot plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$11.90 per square foot plus applicable taxes, subject to adjustments at the end of each fiscal year to reflect actual costs, with a five percent limit on any annual increase; and*
- (2) *a monthly fee of \$85 plus applicable taxes be charged to Ontario Genealogical Society for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

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04-128 Tenant Lease at 40 Orchard View Boulevard – Self-Help Resource Centre*Moved by Councillor Cowbourne, seconded by M. Brownstone, and carried:**That:*

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with Self-Help Resource Centre for:*
 - (i) *a thirty-six (36) month period to begin April 1, 2004 and terminate on March 31, 2007;*
 - (ii) *basic rent of \$4.10 per square foot plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$11.90 per square foot plus applicable taxes, subject to adjustments at the end of each fiscal year to reflect actual costs, with a five percent limit on any annual increase; and*
- (2) *a monthly fee of \$85 plus applicable taxes be charged to Self-Help Resource Centre for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

04-129 Tenant Lease at 40 Orchard View Boulevard – Toronto Transit Commission*Moved by Councillor Cowbourne, seconded by M. Brownstone, and carried:**That:*

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with Toronto Transit Commission for:*
 - (i) *a thirty six (36) month period to begin October 1, 2004 and terminate on September 30, 2007;*
 - (ii) *gross rent of \$17.00 per square foot plus applicable taxes, with the first three months rent free;*
 - (iii) *an option to renew for thirty six (36) months with a gross rent of \$19.00 per square foot plus applicable taxes; and*
- (2) *should TTC require parking, and spaces are available, a monthly fee of \$85 plus applicable taxes be charged for each parking space during the first three (3) years of the lease;*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

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04-130 Tenant Lease at 40 Orchard View Boulevard – North Toronto Green Community Inc.

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

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with North Toronto Green Community Inc. for:*
 - (i) *a twenty four (24) month period to begin October 1, 2004 and terminate on September 30, 2006;*
 - (ii) *basic rent of \$4.10 per square foot plus applicable taxes; and*
 - (iii) *operating costs and property taxes estimated at \$11.90 per square foot plus applicable taxes, subject to adjustments at the end of each fiscal year to reflect actual costs, with a five percent limit on any annual increase;*
- (2) *should North Toronto Green Community Inc. require parking, and spaces are available, a monthly fee of \$85 plus applicable taxes be charged for each parking space during the lease; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

04-131 Other Business

There were no *Other Business* items for discussion.

04-132 Closed Meeting

At 8:05 p.m., it was:

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

That the Toronto Public Library Board conduct a Closed meeting as the subject matter being considered is labour related.

04-133 Adoption of Closed Meeting Actions

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

That the Toronto Public Library Board adopt the actions taken in the Closed meeting.

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04-134 Adjournment

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

That the September 20, 2004 Toronto Public Library Board meeting be adjourned.

The meeting ended at 8:40 p.m.

Signed: _____