



Toronto Public Library Board

Meeting No. 8: Monday, November 15, 2004, from 6:05 p.m. to 9:05 p.m.

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

Members Present:

Ms. Gillian Mason (Chair)
Mr. Bill Booth (Vice Chair)
Councillor Gay Cowbourne
Councillor Janet Davis
Ms. Mizan Ibrahim
Councillor Karen Stintz
Mr. Mitchell Weisberg

Regrets:

Mr. Meyer Brownstone
Mr. Rick Goldsmith
Mr. Mark Nightingale
Councillor Kyle Rae
Councillor Sylvia Watson

04-135 Call to Order

Gillian Mason called the meeting to order at 6:05 p.m.

04-136 Approval of Agenda

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

That:

- (1) *the agenda be reordered to move agenda items # 9 – Recognition of Citizen Library Board Members, #10 – 2005 Operating Budget and #11 – 2005 - 2009 Capital Budget to the beginning of the meeting; and*
- (2) *the agenda be revised to include a deputation from representatives of Toronto Civic Employees Union – Local 416 C.U.P.E. in connection with agenda item #12 – Operating Budget Monitoring Report – September 30, 2004 and an additional Communication Item (g).*

04-137 Declarations of Interest

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

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04-138 Approval of September 20, 2004 Toronto Public Library Board Meeting Minutes*Moved by M. Ibrahim, seconded by W. Booth, and carried:**That the minutes of the September 20, 2004 Toronto Public Library Board meeting be approved.***04-139 Business Arising**There were no *Business Arising* items for discussion.**04-140 Recognition of Citizen Library Board Members**

Councillor Janet Davis presented the Library Board's citizen representatives in attendance at the meeting – Bill Booth, Mizan Ibrahim, Gillian Mason, and Mitchell Weisberg – with a gift in recognition of their service to the Library Board for 2001 – 2004. Also recognized were Meyer Brownstone, Rick Goldsmith, Mark Nightingale and Marjorie Stephenson. On behalf of the Board, Councillor Davis expressed appreciation for the contribution of each of the citizen representatives to public library service in Toronto.

04-141 2005 Operating Budget

Josephine Bryant, City Librarian, provided the Board with a presentation outlining details of the Toronto Public Library's 2005 Operating Budget submission to the City.

*Moved by W. Booth, seconded by M. Weisberg, and carried:**That the Toronto Public Library Board:*

- (1) *adopt the 2005 Operating Budget submission (Attachment 1), which has been provided to the City for discussion and consideration; and*
- (2) *receive the Operating Business Case Summary: 2005 Service Level Reductions (Attachment 2) for information only.*

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04-142 2005 – 2009 Capital Budget

Josephine Bryant, City Librarian, provided the Board with a presentation outlining details of the Toronto Public Library's 2005 – 2009 Capital Budget submission to the City.

Deputations concerning the 2005 – 2009 Capital Budget:

Councillor Jane Pitfield (Ward 26 – Don Valley West) requested that the Library Board consider the addition to the Board's list of capital budget projects of a renovation and expansion to the Thorncliffe Branch. The proposed renovation and expansion, to be completed in cooperation with the City's Parks and Recreation Department at the Jenner Jean-Marie Community Centre, could provide an additional 5,000 sq. ft. of space for the branch in the area currently occupied by a day care center in the lower level of the Centre. Councillor Pitfield indicated that the total cost for the Library project is estimated at \$2.7 million with \$200,000 required for 2005.

Gordon Crann, former East York Councillor and former East York Public Library Board member, expressed his support for the Library Board's proposed capital budget renovations at the S. Walter Stewart Branch. While Mr. Crann supports the need for additional space at the Thorncliffe Branch, he suggested that the Board consider a number of options to expand the space in addition to renovating the lower level area. He noted that in addition to the Thorncliffe Branch area, additional library service is warranted in the south/east section of Ward 26 as well as in the Todmorden area.

After considerable discussion, it was:

Moved by Councillor Cowbourne, seconded by W. Booth, and carried:

That:

- (1) *the Toronto Public Library Board adopt the 2005 – 2009 Capital Budget Submission, which has been provided to the City for discussion and consideration; and that*
- (2) *staff report to the Board at the December 2004 meeting regarding the implications of including plans to renovate and expand the Thorncliffe Branch in the 2005 – 2009 Capital Budget submission to the City.*

Moved by Councillor Stintz, seconded by M. Weisberg, and carried:

That the Toronto Public Library Board receive the deputation from Councillor Jane Pitfield, Ward 26 – Don Valley West regarding the 2005 – 2009 Capital Budget for information.

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2005 – 2009 Capital Budget - continued

Moved by Councillor Cowbourne, seconded by Councillor Davis, and carried: That the Toronto Public Library Board receive the deputation from Gordon Crann regarding the 2005 – 2009 Capital Budget for information.

04-143 Chair's Report

- (1) St. James Town, the Library's 99th branch, opened to the public on October 14 . The branch, which is located in the most densely populated area of the city, is being well-used by the community.
- (2) The Foundation recently hosted an event at the new St. James Town Branch to thank donors and partners for their support, and to introduce them to the new branch. At the same time, a gift of artwork from children's illustrator Barbara Reid was acknowledged.
- (3) *I Wrote on All Four Walls*, a book conceived as a result of TPL's Young Voices creative writing program for young people, was launched on October 19 at the City Hall Branch. The Library worked with Annick Press to develop the publication.
- (4) The Library recently presented the first *Young Voices* Writing Conference at the North York Central Library. Included in the conference were presentations by several talented Toronto writers. The all-day event drew more than 100 creative young people.
- (5) The City's new Poet Laureate – Pier Giorgio Di Cicco – was announced on September 29. Office space is provided for the Poet Laureate at the Toronto Reference Library.
- (6) The Foundation's annual fall fundraising appeal began in October. The goal is \$86,000 to enhance children's collections, particularly in the area of multicultural materials.
- (7) *Unaffected by fashion trends* is the slogan for TPL's latest transit ad campaign. Posters are appearing in bus shelters in the city.
- (8) The Library's annual United Way campaign is underway with staff participating in a variety of fundraising events. TPL's 2004 campaign fundraising goal is \$135,000.
- (9) With the proposed timing of Council's appointment of citizen representatives to the Board, the date of the December Board meeting will need to be changed. Staff will advise Board members when a date has been confirmed.

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

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04-144 Presentations

For details concerning deputations by Councillor Jane Pitfield and Gordon Crann in connection with Agenda Item #11 – 2005 - 2009 Capital Budget see Minute No. 04-142.

For details concerning a deputation by Toronto Civic Employees Union – Local 416 C.U.P.E. in connection with Agenda Item #12 – Operating Budget Monitoring Report – September 30, 2004 see Minute No. 146.

04-145 Communications

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

That the Toronto Public Library Board receive Communication Items (a) – (g) for information:

- (a) *Letter to Madeleine Meilleur, Minister of Culture & Minister Responsible for Francophone Affairs, dated August 10, 2004, from Gillian Mason, Chair, Toronto Public Library Board, offering congratulations on the creation of the Minister's Advisory Council for Arts and Culture and recommending the inclusion of library community members on the Council.*
- (b) *Letter to Gillian Mason, Chair, Toronto Public Library Board, dated September 13, 2004, from Madeleine Meilleur, Minister of Culture & Minister Responsible for Francophone Affairs, responding to the Chair's letter of August 10 [see (a) above], expressing appreciation for the Chair's support for the creation of the Minister's Advisory Council for Arts and Culture and advising that a group of notable Ontarians representing many of the province's cultural institutions has been selected for the Council.*
- (c) *Letter to Josephine Bryant, City Librarian, dated September 10, 2004, from Sheila Ward, Chair, Toronto District School Board, expressing appreciation and support for the Library Board's 2004 – 2007 Strategic Plan.*
- (d) *Letter to Josephine Bryant, City Librarian, dated September 15, 2003, from Madeleine Meilleur, Minister of Culture & Minister Responsible for Francophone Affairs, expressing appreciation and support for the Library Board's 2004 – 2007 Strategic Plan.*

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Communications - continued

- (e) *E-mail message to Josephine Bryant, City Librarian, dated September 18, 2004, from Sandy Douglas, former Chair, Scarborough Public Library Board and former member, Toronto Public Library Board expressing appreciation and support for the Library's 2004 – 2007 Strategic Plan.*
- (f) *Letter to Dan Keon, Director, Human Resources, dated September 22, 2004, from Christina Duckworth-Pilkington, Chair, Library Division, Toronto Civic Employees Union, Local 416, outlining the reasons for not joining the Library Board in requesting a speedy ruling on wage harmonization from the Board of Arbitration.*
- (g) *Letter to Toronto Area MPs, dated November 12, 2004, from Gillian Mason, Chair, Toronto Public Library Board, concerning the Standing Committee on Canadian Heritage's resubmission of its recommendations to amend the Canadian Copyright Act of 1998 without contemplating its dire consequences and profound implications on literacy, learning, education and research in Canada.*

Items for Approval:**04-146 Operating Budget Monitoring Report – September 30, 2004**

Maureen O'Reilly and Rob Rolfe, representatives of Toronto Civic Employees Union – Local 416 C.U.P.E., addressed the Board concerning the *Operating Budget Monitoring Report – September 30*. They expressed Local 416 C.U.P.E.'s concern with the proposed recommendation to forward a request to City Council recommending that the projected 2004 net operating surplus of \$957,000 be used toward funding the pending arbitration ruling on the Library's wage rate and job classification harmonization.

Moved by Councillor Stintz, seconded by M. Weisberg, and carried:

That the Toronto Public Library Board:

- (1) *receive for information the Operating Budget Monitoring Report – September 30, 2004; and*
- (2) *forward a request to City Council recommending that the projected 2004 net operating surplus of \$957,000 be used toward funding the pending arbitration ruling on the Library's wage rate and job classification harmonization.*

Councillor Davis requested that staff report to the Board at the December meeting regarding methods to improve the timeliness of hiring new staff.

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Operating Budget Monitoring Report – September 30, 2004 - continued

Councillor Davis requested that staff report to the Board at the December meeting regarding methods to achieve the Library's staffing targets.

Moved by M. Weisberg, 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 Operating Budget Monitoring Report – September 30, 2004 for information.

04-147 Federation of Ontario Public Libraries Membership

Steve Salmons, a representative of the Strategic Directions Council addressed the Board concerning membership in the Federation of Ontario Public Libraries. Mr. Salmons tabled a document responding to the Board's communication to Gay Kozak Selby, Chair, Strategic Directions Council identifying the Board's concerns and questions regarding membership in the Federation. In addition to the tabled item, Mr. Salmons reviewed the responses to the Board's concerns and questions.

Moved by Councillor Stintz, seconded by M. Weisberg, and carried:

That the Toronto Public Library Board:

- (1) become a founding member of the Federation of Ontario Public Libraries at the cost of \$15,000.00 for 2005; and*
- (2) communicate its membership decision to the Chair of the Strategic Directions Council.*

04-148 Procurement Processes Policy

Moved by Councillor Stintz, seconded by M. Ibrahim, and carried:

That the Toronto Public Library Board approve:

- (1) the Procurement Processes Policy appended as Attachment 1; and*
- (2) the amendments to the Financial Control Policy appended as Attachment 2.*

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04-149 Tenant Lease at 40 Orchard View Boulevard – Central Learning Centre*Moved by M. Weisberg, seconded by Councillor Stintz, and carried:**That:*

- (1) *the Toronto Public Library Board approve a one (1) year extension to the tenant lease agreement with Central Learning Centre for:*
 - (i) *a twelve (12) month period to begin July 1, 2004 and terminate on June 30, 2005;*
 - (ii) *basic rent of \$6.25 per square foot of “rentable area” as defined in the existing lease plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$13.86 per square foot of “rentable area” as defined in the existing lease plus applicable taxes, subject to adjustments at the end of the fiscal year to reflect actual costs; and*
- (2) *a monthly fee of \$97.75 (including Provincial Sales Tax and Goods and Services Tax of \$12.75) be charged to Central Learning Centre for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

04-150 Expense Claim Policy*Moved by Councillor Stintz, seconded by M. Ibrahim, and carried:**That the Toronto Public Library Board approve the Expense Claim Policy appended as Attachment 1.***04-151 Lobbying Disclosure for Proposals and Tender/Quotation Calls Policy***Moved by M. Weisberg, seconded by W. Booth, and carried:**That the Toronto Public Library Board approve:*

- (1) *the Toronto Public Library Board approve the Lobbying Disclosure for Request for Proposals and Tender/Quotation Calls Policy appended as Attachment 1; and*
- (2) *the appropriate Library officials be authorized and directed to take the necessary action to give effect hereto.*

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04-152 Programming Policy

Approval of the *Programming Policy* was deferred to the December 2004 meeting of the Toronto Public Library Board to allow more time for consideration of the policy.

04-153 Toronto Public Library Board Meeting Schedule - 2005

*Moved by Councillor Stintz, seconded by Councillor Davis, and carried:
That the Toronto Public Library Board meet on the following Mondays in 2005 at 6:00 p.m.:*

*January 17
February 14
March 7
April 4
May 9
June 6
July 11 (if required)
September 26
October 31
November 28
December 12*

The dates for meetings of the Library Board in 2005 will be reviewed with the new citizen representatives to the Board once appointed by Council.

Other Business

04-154 2005 Operating Budget – Member of the Public Comment

A member of the public in attendance at the meeting suggested that the Library Board consider reducing the number of security guards at the Toronto Reference Library as a cost-savings measure.

04-155 Closed Meeting

At 8:40 p.m., it was:

Moved by W. Booth, 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.

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04-156 Adoption of Closed Meeting Actions

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

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

04-157 Adjournment

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

That the November 15, 2004 Toronto Public Library Board meeting be adjourned.

The meeting ended at 9:05 p.m.

Signed: _____