

Toronto Public Library Board

Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.

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

Members Present:

Ms. Gillian Mason (Chair)
Mr. Bill Booth (Vice-Chair)
Ms. Louise Aspin
Mr. Matthew Church
Councillor Janet Davis
Mr. Murthy Ghandikota
Dr. Kathy Gallagher-Ross

Regrets:

Councillor Gay Cowbourne
Mr. Okeima Lawrence
Councillor Kyle Rae
Councillor Karen Stintz
Councillor Sylvia Watson
Ms. Kate Wilson

There being no quorum at 6:00 p.m., the *Youth/Teen Services* presentation (Agenda Item #9 for information) was made to members of the Board in attendance at that time, while waiting for quorum. Ken Settington, Children and Youth Advocate for Library Services, and Cheryl Skovronek, District Manager, and Chair, Children and Youth Services Committee, provided an overview of Youth and Teen Services available at the Toronto Public Library. Representatives from the Albion Branch Youth Advisory Group outlined the benefits of participation in the group.

05-46 Call to Order

Quorum was achieved at 6:10 p.m. during the Youth/Teen Services presentation. Gillian Mason called the meeting officially to order at 6:20 p.m.

05-47 Approval of Agenda

*Moved by K. Gallagher-Ross, seconded by M. Ghandikota, and carried:
That the agenda be approved.*

Toronto Public Library Board**Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.****Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto**

05-48 Declarations of Interest

There were no *Declarations of Interest* by members of the Library Board.

05-49 Approval of February 14, 2005 Toronto Public Library Board Meeting Minutes

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

That the minutes of the February 14, 2005 Toronto Public Library Board meeting be approved.

Business Arising

There were no *Business Arising* items for the meeting.

05-50 Chair's Report

- (1) The winner of CBC's *Canada Reads 2005* was *Rockbound* by Frank Parker Day. One copy of the 1928 edition is available at the Toronto Reference Library. Before *Canada Reads 2005*, there was little demand for the three copies of the book at TPL. There are now 40 copies in circulation, with more than 220 requests for holds on the book.
- (2) A recent mention in an Ottawa newspaper of one of the Library's booklists, *100 Best Canadian Books for Kids*, resulted in more than 2,000 "hits" to TPL's web site from the Ottawa area in the three-day period following the article's publication.
- (3) A number of Library programs were featured in February in support of *Black History Month* and *Freedom To Read Week*. The Toronto Reference Library's program in recognition of *Freedom To Read Week* entitled *Degrassi Speaks Out (way out)* featuring a writer, a producer and an actor from the television series *Degrassi: The Next Generation*, was well-attended.
- (4) Congratulations were extended to TPL staff for their participation in the recent OLA Super Conference in Toronto. Seventeen staff contributed to 12 different sessions. Some of the topics included: censorship, service for teens, volunteers and adult literacy. In total, 165 staff attended. TPL also promoted its new *Virtual Reference Library* at the conference along with *Ontario History Quest*.
- (5) In addition to the recent Minister's Award for Innovation, *Ontario History Quest* is the recipient of an award from North America's e-government publication, *CIO Government Review*. It recognizes excellence in inter-jurisdictional projects.

Toronto Public Library Board**Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.****Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto**

Chair's Report - continued

- (6) *Friends of Toronto Public Library – North Chapter* achieved a monumental accomplishment on February 25, 2005 by reaching the \$500,000 mark in total sales at *Book Ends* at the North York Central Library. The North Chapter Friends have been selling donated and discarded books at that location since 1993. *Book Ends* is operated entirely by volunteers. All funds raised are donated to the Library. Representatives from the *Friends of the Toronto Public Library – North Chapter* will be invited to the April Board meeting where their achievement will be acknowledged formally. Another recognition event will be held on Tuesday, April 26 at 4:30 p.m. at the North York Central Library for the *Friends of Toronto Public Library – North Chapter*.
- (7) Three TPL staff in Mobile Services were recent recipients of the City of Toronto's *CityWatch Award*. Carol Pazitka, Jo-Anne Slessor and Randy Sookram all went above and beyond their normal work duties to help individuals in critical need.
- (8) The Northern Elms Branch will re-open in April in a new, larger location on Rexdale Blvd. The Branch, which is fully accessible, will be operated on one-floor with increased study and lounge space, additional computer stations, and an improved children's area.
- (9) Approximately 8,000 children, from all areas of the city, participate each year in the Library's *Design-a-Bookmark Contest*. In February, the Library hosted its recognition event for the contest winners at the North York Central Library. TPL's *Dial-a-Story* program was promoted on the back of each of the bookmarks.

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

Presentations**05-51****40 St. Clair Avenue East, Suite 203 – Toronto Psychoanalytic Society
Inc. Tenant Lease**

Dr. Joseph Fernando addressed the Board concerning the Toronto Psychoanalytic Society's tenant lease at 40 St. Clair Avenue East, Suite 203. Dr. Fernando outlined the Toronto Psychoanalytic Society's concerns regarding the Library Board's proposed rental increase.

Toronto Public Library Board**Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.****Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto**

Presentations - continued**40 St. Clair Avenue East, Suite 203 – Toronto Psychoanalytic Society Inc. Tenant Lease - continued**

Moved by K. Gallagher-Ross, seconded by L. Aspin, and carried: That the Toronto Public Library Board receive the presentation from the Toronto Psychoanalytic Society Inc., concerning a tenant lease at 40 St. Clair Avenue East, Suite 203, for information.

Staff were directed to report to the Board concerning the tenant lease negotiations with the Toronto Psychoanalytic Society.

05-52**Janitorial Services – Award of Contract**

Christina Duckworth-Pilkington, Library Division Chair, Toronto Civic Employees Union – Local 416 C.U.P.E., outlined for the Board the benefits of the Union's proposal for a janitorial pilot project in the West Region in connection with Agenda Item #16 – *Janitorial Services - Award of Contract* (see Minute No. 05-61).

Moved by M. Church, seconded by B. Booth, and carried: That the Toronto Public Library Board receive the presentation from Toronto Civic Employees Union – Local 416 concerning Janitorial Services – Award of Contract for information.

05-53 Communications

Moved by Councillor Davis, seconded by M. Ghandikota, and carried: That the Toronto Public Library Board receive Communication Item (a) for information:

- (a) *Letter to Josephine Bryant, dated February 24, 2005, from Janet McKelvey, Chair, Toronto Public Library Foundation Board, regarding the total amount of funds available for allocation to the Library.*

The Chair expressed the Board's appreciation to the Foundation for providing \$1,019,241.79 to the Library as a result of fundraising activity in 2004.

Toronto Public Library Board**Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.****Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto**

Items for Information:**05-54 Youth/Teen Services at Toronto Public Library**

In connection with the presentation by staff and representatives of the Library's Youth Advisory Groups at the beginning of the meeting, it was:

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

That the Toronto Public Library Board receive the staff presentation on Youth/Teen Services at the Toronto Public Library for information.

05-55 Keep Toronto Reading

Heather Rumball, President, Toronto Public Library Foundation, and Sonia Chai, Director, Marketing and Communications, outlined the Foundation and Library's joint plans for an annual celebration of the Library and its commitment to *Keep Toronto Reading* in February 2006.

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

That the Toronto Public Library Board receive the presentation concerning Keep Toronto Reading for information.

Items for Approval:**05-56 2005 Operating Budget**

Moved by Councillor Davis, seconded by K. Gallagher-Ross, and carried:

That the Toronto Public Library Board adopt the 2005 Operating Budget as approved by City Council on February 28, 2005, which reflects gross expenditures of \$152.013 million and revenues of \$14.431 million, resulting in a net budget of \$137.582 million comprised of:

	Gross (\$000's)	Net (\$000's)
<u>Service:</u>		
Library Administration	5,020.9	4,820.9
Library Services	<u>146,992.5</u>	<u>132,761.5</u>
Total	<u>152,013.4</u>	<u>137,582.4</u>

Toronto Public Library Board**Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.****Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto**

2005 Operating Budget - continued

Josephine Bryant, City Librarian, advised the Board that the details of additional motions from the February 28, 2005 City Council meeting in connection with the Library's 2005 operating budget are being finalized with the City Clerk's Office.

Gillian Mason, Chair, expressed appreciation to staff and to Councillors Davis and Cowbourn for their efforts in obtaining City Council approval of the Library's 2005 operating and capital budgets.

05-57 2005 – 2009 Capital Budget

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

That the Toronto Public Library Board adopt the 2005 - 2009 Capital Budget as approved by City Council at its meeting on February 22, 2005, which results in a funding envelope of \$15.594 million gross (\$10.0 million net) in 2005 and \$33.944 million gross (\$24.273 million net) for 2005 – 2009, including one-year carry-forwards.

05-58 Expenditure Authorization for PCs and Monitors

Moved by K. Gallagher-Ross, seconded by L. Aspin, and carried:

That:

- (1) the Toronto Public Library Board authorize the expenditure of up to \$1,300,000, including applicable taxes, for PCs and Monitors, including the Service Level Agreement with Compugen Inc.; and*
- (2) the appropriate Library officials be authorized and directed to take the necessary action to give effect thereto.*

Toronto Public Library Board**Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.****Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto**

05-59 Pape/Danforth Branch – Award of Tender*Moved by B. Booth, seconded by L. Aspin, and carried:**That:*

- (1) *the Toronto Public Library Board award a contract to the lowest bidder, J. D. Strachan Construction Limited, for the renovation of the Pape/Danforth Branch at a cost of \$1,616,021, which includes Goods and Services Tax of \$105,721; and*
- (2) *the appropriate Library officials be authorized and directed to take the necessary action to give effect thereto.*

05-60 Pape/Danforth Branch – Closure for Renovation*Moved by K. Gallagher-Ross, seconded by B. Booth, and carried:**That the Pape/Danforth Branch be closed for renovation for approximately one year.***05-61 Janitorial Services – Award of Contract***Moved by M. Ghandikota, seconded by K. Gallagher-Ross; and carried:**That:*

- (1) *the Toronto Public Library Board award a two-year contract to the lowest bidder, National Cleaning Contractors, to supply janitorial services for 94 TPL locations, at an annual cost of \$1,297,652.91 or \$2,424,277.87 over two years, including GST;*
- (2) *the Toronto Public Library Board approve a one-year renewal option at the same terms and conditions, solely at the discretion of TPL and subject to satisfactory performance;*
- (3) *staff be authorized to negotiate with National Cleaning Contractors to add or delete services resulting from operational needs, subject to budget availability; and*
- (4) *the appropriate Library staff be authorized and directed to take the necessary action to give effect thereto.*

*Moved in amendment by M. Ghandikota, seconded by K. Gallagher-Ross, and carried that Recommendation (2) above be replaced with the following:**That:*

- (2) *staff report to the Toronto Public Library Board concerning options regarding the janitorial services contract before exercising the one-year renewal option with National Cleaning Contractors.*

The motion as amended was carried.

Toronto Public Library Board**Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.****Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto**

05-62 40 St. Clair Avenue East – White Pines Therapeutics Tenant Lease*Moved by B. Booth, seconded by K. Gallagher-Ross, and carried:****That:***

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with White Pines Therapeutics for:*
 - (i) *a thirty-six (36) month period to begin December 1, 2004 and terminate on November 30, 2007;*
 - (ii) *basic rent of \$8.00 per square foot of rentable area plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$12.50 per square foot of rentable area 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 applicable taxes of \$12.75) be charged for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

05-63 40 St. Clair Avenue East – Stevens & Burgess Architects Limited Tenant Lease*Moved by L. Aspin, seconded by B. Booth, and carried:****That:***

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with Stevens & Burgess, Architects for:*
 - (i) *a thirty-six (36) month period to begin December 1, 2004 and terminate on November 30, 2007;*
 - (ii) *basic rent of \$8.00 per square foot of rentable area plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$12.50 per square foot of rentable area plus applicable taxes, subject to adjustments at the end of the fiscal year to reflect actual costs; and*
- (3) *a monthly fee of \$97.75 (including applicable taxes of \$12.75) be charged for each parking spot required; and*
- (4) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

Toronto Public Library Board**Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.****Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto**

05-64 40 St. Clair Avenue East – Children’s Mental Health Ontario Tenant Lease*Moved by M. Ghandikota, seconded by B. Booth, and carried:****That:***

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with Children’s Mental Health Ontario for:*
 - (i) *a thirty-eight (38) month period to begin February 1, 2005 and terminate on March 31, 2008;*
 - (ii) *basic rent of \$5.00 per square foot of rentable area plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$12.50 per square foot of rentable area 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 applicable taxes of \$12.75) be charged for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

05-65 40 St. Clair Avenue East – Municipal Chapter of Toronto Imperial Order Daughters of the Empire Tenant Lease*Moved by K. Gallagher-Ross, seconded by L. Aspin, and carried:****That:***

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with the Municipal Chapter of Toronto Imperial Order Daughters of the Empire for:*
 - (i) *a thirty-six (36) month lease to begin February 1, 2005 and to terminate with one month’s notice;*
 - (ii) *basic rent of \$5.00 per square foot of rentable area plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$12.50 per square foot of rentable area 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 applicable taxes of \$12.75) be charged for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

Toronto Public Library Board**Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.****Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto**

05-66 40 St. Clair Avenue East – Dr. Freebury Tenant Lease*Moved by M. Ghandikota, seconded by K. Gallagher-Ross, and carried:****That:***

- (1) *the Toronto Public Library Board enter into a tenant lease agreement with Dr. Freebury for:*
 - (i) *a six (6) month period to begin December 1, 2004 and terminate on May 31, 2005;*
 - (ii) *basic rent of \$8.00 per square foot of rentable area plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$12.50 per square foot of rentable area 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 applicable taxes of \$12.75) be charged for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

05-67 40 St. Clair Avenue East, Suite 303 – Dr. Bernard Fresco Tenant Lease*Moved by M. Ghandikota, seconded by B. Booth, and carried:****That:***

- (1) *the Toronto Public Library Board enter into a tenant lease agreement at 40 St. Clair Avenue East, Suite 303 with Dr. Bernard Fresco for:*
 - (i) *a thirty-six (36) month period to begin December 1, 2004 and terminate on November 30, 2007;*
 - (ii) *basic rent of \$8.00 per square foot of rentable area plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$12.50 per square foot of rentable area 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 applicable taxes of \$12.75) be charged for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

Toronto Public Library Board**Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.****Toronto Reference Library, Beeton Auditorium, 789 Yonge Street, Toronto**

05-68 40 St. Clair Avenue East, Suite 303A – Dr. Bernard Fresco Tenant Lease*Moved by M. Ghandikota, seconded by B. Booth, and carried:**That:*

- (1) *the Toronto Public Library Board enter into a tenant lease agreement at 40 St. Clair Avenue East, Suite 303A with Dr. Bernard Fresco for:*
 - (i) *a thirty-six (36) month period to begin December 1, 2004 and terminate on one (1) month's notice;*
 - (ii) *basic rent of \$8.00 per square foot of rentable area plus applicable taxes;*
 - (iii) *operating costs and property taxes estimated at \$12.50 per square foot of rentable area 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 applicable taxes of \$12.75) be charged for each parking spot required; and*
- (3) *appropriate staff be authorized and directed to take the necessary actions to give effect hereto.*

At the request of Councillor Davis, staff were directed to report to the Board in March concerning the City's policy regarding Leases.

Other Business**05-69 Absence of Board Members***Moved by Councillor Davis, seconded by K. Gallagher-Ross, and carried:**That Councillor Kyle Rae's absence from three consecutive Board meetings be excused.***05-70 Closed Meeting***At 7:55 p.m., it was:**Moved by B. Booth, seconded by K. Gallagher-Ross, and carried:**That the Toronto Public Library Board conduct a Closed meeting as the subject matters being considered concern labour relations and a personnel matter.*

Toronto Public Library Board

Meeting No. 3: Monday, March 7, 2005, from 6:20 p.m. to 8:35 p.m.

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

05-71 Adoption of Closed Meeting Actions

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

That the Toronto Public Library Board adopt the actions taken in the March 7, 2005 Closed meeting.

05-72 Adjournment

Moved by K. Gallagher, seconded by M. Ghandikota, and carried:

That the March 7, 2005 Toronto Public Library Board meeting be adjourned.

The meeting ended at 8:35 p.m.

Signed: _____