

**Toronto Public Library Board**

**Meeting No. 1: Monday, January 16, 2006, from 6:06 p.m. to 8:37 p.m.**

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

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**Members Present:**

Mr. Bill Booth (Chair)  
Dr. Kathy Gallagher Ross (Vice Chair)  
Ms. Louise Aspin  
Mr. Matthew Church  
Councillor Gay Cowbourne  
Councillor Janet Davis  
Mr. Okeima Lawrence  
Ms. Gillian Mason  
Councillor Kyle Rae  
Councillor Karen Stintz  
Councillor Sylvia Watson  
Ms. Kate Wilson

**Regrets:**

Mr. Murthy Ghandikota

**06-01 Call to Order**

Gillian Mason called the meeting to order at 6:06 p.m.

**06-02 Approval of Agenda**

*Moved by L. Aspin, seconded by K. Gallagher Ross, and carried:  
That the agenda, as revised to move the Approval of Agenda and the Chair's Report to the beginning of the meeting, be approved.*

**06-03 Chair's Report**

- (1) In 2005, circulation of library materials was at 30.5 million items, an increase of five percent or 1.4 million items over 2004. In 1998 the total circulation figure was at 26.8 million items.

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**Chair's Report – continued**

- (2) Dan Yashinsky is TPL's first Storyteller-in-Residence. Dan founded the Toronto Festival of Storytelling in 1979; co-founded the Storytellers School of Toronto; and has been an important part of Toronto's storytelling scene for many years. In January he started his first public library program, a Storytelling Atelier at Oakwood Village Branch – a 10-week workshop series for new and experienced storytellers.
- (3) TPL Foundation's annual fall fundraising campaign has raised \$68,000 to-date. In tandem with this campaign, the first-ever, Chinese language fundraising brochures were distributed to branches.
- (4) Keep Toronto Reading (KTR) is offering a large range of interesting programs with close to 100 authors, illustrators, storytellers and notable Torontonians in February. Events include Thursday lunch-time readings; family storytelling; Canada Reads and PEN Canada events. On January 27, Mayor Miller will declare February as Keep Toronto Reading Month at a press launch. The program will begin at 7:30 p.m. on February 1 at the Toronto Reference Library with a considerable array of special guests including Bonnie Stern and Ian Brown. KTR partners include: the Toronto Star, International Readings At Harbourfront, PEN Canada, Toronto Community News and CBC Canada Reads. The event will be supported by an advertising campaign, a [keepontoreading.ca](http://keepontoreading.ca) website, author Q&A's and video clips showing Mayor Miller, Robert Munsch, Margaret Atwood and others talking about books and libraries. The project, which is the Library component of the City's Live with Culture initiative is expected to continue to bring the Library's message of accessible culture to Toronto residents. With the Book Lover's Ball on February 16 and an I Keep Toronto Reading fundraising campaign, the awareness of the Library as a place worthy of support through charitable giving will be increased.
- (5) A contest to name the one-ton cast bronze Owl at the Beaches branch will begin on January 20. The contest is open to all Toronto residents holding a Library card; entry forms are available at the Beaches branch. The six-person judging panel includes Library staff; architect Phillip Carter; Deputy Mayor Sandra Bussin; a local journalist; and Owl sculptor Ludzer Vandermolen. Contest winners will be announced on February 25 at Beaches branch.
- (6) The Library has surpassed all other City departments in its rate of waste diversion.
- (7) The total raised for the United Way broke all records at \$175,000 with the Library receiving an award for the best campaign among City departments and agencies with over 1,000 employees.

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**Chair's Report - continued**

- (8) Sonia Chai, Director, Marketing and Communications, is resigning effective February 24. She is moving with her family to Paris, France. Thanks to Sonia for all her efforts, and especially her commitment to the Keep Toronto Reading project.
- (9) Jane Pyper, Director, Planning, Policy and City-Wide Services, will be on a staff exchange with the New York Public Library for three months beginning February 6 working on New York's strategic plan and other issues.
- (10) Two items in the press recently: a feature on Runnymede and Long Branch branches appeared in the November/December issue of Canadian Interiors; and a personal piece called "A city among the stacks" was featured in the November 25 issue of Eye Magazine.
- (11) Appreciation was expressed from Gillian Mason for the opportunity to serve the City of Toronto on the Toronto Public Library Board. She commented that serving on the Board and ultimately chairing the Board has been one of the most rewarding experiences of her life. Ms. Mason commented on the richness of the resources and at the esteem with which Torontonians view their Library. As Chair, she felt her most important role was to give as much profile as she could to the Library, and broaden understanding of the role of the Library in community and city building. She also thanked fellow Board members and the people of Toronto for making TPL the most successful public library in the world.

*Moved by K. Wilson, seconded by K. Gallagher Ross, and carried:  
That the Chair's Report be received for information.*

**06-04 Presentation to Chair of the Board**

Bill Booth, Vice Chair, presented Gillian Mason with a book – Historic Toronto Houses – by Tom Cruickshank and John de Visser, from the Toronto Public Library Board in appreciation for her service to the Board as Vice Chair from January 2000 to May 2001, and as Chair from May 2001 to January 2006.

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**06-05 Election of the Chair of the Board**

For the purpose of the election, the City Librarian assumed the Chair in her role as Secretary to the Board. She called for nominations for the Chair of the Toronto Public Library Board for January – December 2006.

*Moved by G. Mason, seconded by K. Wilson, and carried:  
That Bill Booth be nominated for Chair.*

Bill Booth agreed to stand for election.

*Moved by O. Lawrence, seconded by K. Gallagher Ross, and carried:  
That nominations be closed.*

The City Librarian declared Bill Booth duly elected Chair of the Toronto Public Library Board for 2006 by acclamation.

Bill Booth assumed the Chair.

**06-06 Election of Vice-Chair of the Board**

The Chair called for nominations for the Vice-Chair of the Toronto Public Library Board for January – December 2006.

*Moved by O. Lawrence, seconded by Councillor Cowbourne, and carried:  
That Kathy Gallagher Ross be nominated for Vice-Chair.*

Kathy Gallagher Ross agreed to stand for election.

*Moved by L. Aspin, seconded by K. Wilson, and carried:  
That nominations be closed.*

The Chair declared Kathy Gallagher Ross duly elected Vice-Chair of the Toronto Public Library Board for 2006 by acclamation.

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**06-07 Selection of Committee, Task Force and Working Group Members – 2006**

*Moved by Councillor Stintz, seconded by O. Lawrence, and carried:*

***That:***

- (1) *the Toronto Public Library Board appoint Library Board member representatives to the Budget Working Group, City Librarian's Annual Performance Review, Federation of Ontario Public Libraries, Ontario Library Boards' Association and the TPL Celebrates Reading Nomination Committee for 2006;*
- (2) *the 2005 membership of the Board Budget Working Group continue until final operating budget approval at the end of March 2006;*
- (3) *the 2005 membership of the City Librarian's Annual Performance Review Committee continue until the completion of the City Librarian's 2005 annual performance review; and*
- (4) *the City Librarian's 2006 annual performance be completed before the end of 2006.*

*Moved in amendment by Councillor Cowbourne, seconded by Councillor Watson, and carried:*

*That in view of the municipal election in 2006, the Councillor's positions on Library Board committees be reviewed at the beginning of December 2006.*

The City Librarian noted that all Board committee positions will be reviewed at the end of December 2006 at the end of the term of the current Board.

The following Board Members will participate on the following Committees, Task Forces and Working Groups in 2006:

***Budget Working Group:***

Bill Booth as Chair; Kathy Gallagher Ross as Vice-Chair; Matthew Church; and Councillor Janet Davis.

***City Librarian's Annual Performance Review:***

Bill Booth as Chair; Kathy Gallagher Ross as Vice-Chair; and Louise Aspin.

***Federation of Ontario Public Libraries:***

Bill Booth; Kathy Gallagher Ross (as Bill Booth's designate); and Kate Wilson.

***Ontario Library Boards' Association:***

Councillor Karen Stintz.

***Toronto Public Library Celebrates Reading Nominating Committee:***

Okeima Lawrence.

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**06-08 Declarations of Interest**

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

**06-09 Approval of November 28, 2005 Toronto Public Library Board Meeting Minutes**

*Moved by L. Aspin, seconded by Councillor Cowbourne, and carried:*

*That the minutes of the November 28, 2005 Toronto Public Library Board meeting be approved.*

**06-10 Business Arising**

There are no Business Arising items for the meeting.

**06-11 Presentation – Naming of the Black and Caribbean Heritage Collection at Toronto Public Library**

Itah Sadu and Denise Herrera-Jackson, Committee Members, Committee in Support of the Naming of the Black and Caribbean Heritage Collection at the Toronto Public Library, addressed the Board regarding a request that the Black and Caribbean Heritage Collection at the Toronto Public Library be named for Dr. Rita Cox. They noted that the original request was for recognition of the collection at the Parkdale branch. Given that Black and Caribbean Heritage Collections are also located at several other branches, they indicated that Library-wide recognition would be appropriate.

A member of the audience, Colin Rickards, spoke to the Board in support of the naming of Toronto Public Library's Black and Caribbean Heritage Collection for Rita Cox.

*Moved by G. Mason, seconded by L. Aspin, and carried:*

*That the Toronto Public Library Board:*

- (1) receive the presentation by Itah Sadu and Denise Herrera-Jackson, Committee Members, Committee in Support of the Naming of the Black & Caribbean Heritage Collection at Toronto Public Library for information and approve it in principle;*
- (2) direct staff to report to the Board within two months concerning options for suitable recognition for Dr. Rita Cox at the Toronto Public Library in consultation with the Committee in Support of the Naming of the Black and Caribbean Heritage Collection at the Toronto Public Library; and*
- (3) direct staff to develop a Naming Policy.*

Matthew Church requested that the process to provide options for suitable recognition for Dr. Rita Cox be completed before a Naming Policy is finalized.

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**06-12 Motion of Which Notice has been Previously Given – *Appointment of a Youth Representative to the Toronto Public Library Board***

Bill Booth called upon the *Motion of Which Notice has been Previously Given – Appointment of a Youth Representative to the Toronto Public Library Board* for consideration:

**Moved by:** Okeima Lawrence

**Seconded by:** Kathy Gallagher Ross

*“WHEREAS the Toronto Public Library Board has a strong commitment to youth in the City of Toronto through the provision of collections, services and programs specifically for youth, and*

*WHEREAS the City of Toronto as part of the Toronto Youth Strategy recognizes the importance of youth representatives to the City’s Agencies, Boards and Commissions, NOW THEREFORE BE IT RESOLVED THAT the Toronto Public Library Board request that the City of Toronto effective December 1, 2006 make every effort to appoint a citizen representative between the ages of 18 – 30 as a youth representative to the Board for each term of the Board within the 13-member Toronto Public Library Board composition.”*

The motion was *carried*.

**06-13 Communications**

***Moved by Councillor Stintz, seconded by Councillor Cowbourne, and carried: That the Toronto Public Library Board receive Communication Items (a) to (k) for information:***

- (a) *Letter to Josephine Bryant, City Librarian, dated November 7, 2005, from Rosemary Sadlier, President, Ontario Black History Society, expressing support for the naming of the Black and Caribbean Heritage Collection at the Parkdale Library after Dr. Rita Cox.*
- (b) *Letter to Josephine Bryant, City Librarian, dated December 5, 2005, from Inez Elliston, Educator, Researcher, Writer and Community Volunteer, expressing support for the naming of the Black and Caribbean Heritage Collection at the Parkdale Library after Dr. Rita Cox.*

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**Communications – continued**

- (c) *Letter to Josephine Bryant, City Librarian, dated December 5, 2005, from Wendy Jones, North York Inter-Community Youth Group, expressing support for the naming of the Black and Caribbean Heritage Collection at the Parkdale Library after Dr. Rita Cox.*
- (d) *Letter to Josephine Bryant, City Librarian, dated December 5, 2005, from Colin Rickards, Journalist, Broadcaster, Author, Media Advisor, expressing support for the naming of the Black and Caribbean Heritage Collection at the Parkdale Library after Dr. Rita Cox.*
- (e) *Letter to Josephine Bryant, City Librarian, dated December 6, 2005, from the Honourable Jean Augustine, Member of Parliament, Etobicoke-Lakeshore, expressing support for the naming of the Black and Caribbean Heritage Collection at the Parkdale Library after Dr. Rita Cox.*
- (f) *Letter to Toronto Public Library Board, dated December 6, 2005, from Susan Zalepa, Swansea Memorial Library - Friends, attaching an article in The Village Gleaner, November 2005 edition, concerning the Swansea Memorial Library Remembrance Day Service.*
- (g) *Letter to Josephine Bryant, City Librarian, dated December 6, 2005, from Dan Yashinsky, Toronto Public Library Storyteller-in-Residence, expressing support for the naming of the Black and Caribbean Heritage Collection at the Parkdale Library after Dr. Rita Cox.*
- (h) *Letter to Josephine Bryant, City Librarian, dated December 8, 2005, from Madeline Blackman, Consul General of Antigua and Barbuda, expressing support for the naming of the Black and Caribbean Heritage Collection at the Parkdale Library after Dr. Rita Cox.*
- (i) *E-mail message to Itah Sadu, forwarded to Josephine Bryant, City Librarian, dated December 9, 2005, from Raynier Maharaj, Managing Editor, The Caribbean Camera, expressing support for the naming of the Black and Caribbean Heritage Collection at the Parkdale Library after Dr. Rita Cox.*
- (j) *Letter to Josephine Bryant, City Librarian, dated December 10, 2005, from Clifton Joseph, expressing support for the naming of the Black and Caribbean Heritage Collection at the Parkdale Library after Dr. Rita Cox.*
- (k) *Letter to Josephine Bryant, City Librarian, dated December 16, 2005, from Sharon Shelton, Executive Director, Tropicana Community Services, expressing support for the naming of the Black and Caribbean Heritage Collection at the Parkdale Library after Dr. Rita Cox.*

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***Items for Information:***

**06-14 Collection Development at Toronto Public Library**

Jane Pyper, Director, Planning, Policy and City-Wide Services, and Susan Caron, Manager, Collection Development, provided an overview of collection development at Toronto Public Library.

***Moved by M. Church, seconded by Councillor Cowbourne, and carried:***  
***That the Toronto Public Library Board receive the staff presentation on Collection Development at Toronto Public Library for information.***

**06-15 Book Lover's Ball – Verbal**

Heather Rumball, President, Toronto Public Library Foundation, distributed an information sheet concerning The Book Lover's Ball to take place on Thursday, February 16 beginning at 6:00 p.m. with a cocktail reception, followed by dinner at 7:30 p.m. Proceeds from the Ball will go toward Toronto Public Library collections and services that promote reading and literacy.

***Moved by G. Mason, seconded by K. Gallagher Ross, and carried:***  
***That the Toronto Public Library Board receive the verbal update on the Book Lover's Ball for information.***

**06-16 Ernst & Young Audit Approach 2005 – Toronto Public Library Board**

***Moved by O. Lawrence, seconded by K. Gallagher Ross, and carried:***  
***That the Toronto Public Library Board receive the Ernst & Young Audit Approach 2005 – Toronto Public Library Board report for information.***

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**06-17 “The Best Thing a Library Can Be is Open”: Update on Branch Open Hours**

*Moved by M. Church, seconded by G. Mason, and carried:*

*That “The Best Thing a Library Can Be is Open”: Update on Branch Open Hours report be received for information.*

*Moved in amendment by Councillor Davis, seconded by Councillor Cowbourne, and carried:*

*That the Toronto Public Library Board:*

- (1) adopt the vision outlined in “The Best Thing a Library Can Be is Open”: Update on Branch Open Hours report; and*
- (2) request that staff report on a implementation plan for branch open hours at the June Board meeting to include information concerning the number of users of individual libraries and the materials borrowed.*

**06-18 National Summit on Libraries and Literacy – Moving Forward**

*Moved by K. Gallagher Ross, seconded by Councillor Cowbourne, and carried:*

*That the Toronto Public Library Board receive the National Summit on Libraries and Literacy – Moving Forward report for information.*

**Items for Approval:**

**06-19 2006 Interim Operating Budget**

*Moved by Councillor Davis, seconded by G. Mason, and carried:*

*That the Toronto Public Library Board:*

- (1) adopt the 2006 interim operating budget estimates of \$61.952 million gross and \$56.179 million net, as approved by City Council; and*
- (2) the appropriate Library staff be authorized and directed to take the necessary action to give effect thereto.*

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**06-20 2006 Operating Budget – Update**

The City Librarian tabled a document outlining the reduction options to the budget along with a presentation made to the Budget Advisory Committee (BAC) on January 13. At the BAC meeting, a motion by Councillor Watson was passed requesting that the City Manager look for ways to fund the shortfall in the Library's budget. BAC requested that the Library report at its wrap-up meeting on February 3 concerning strategies to achieve the City's budget target of a two percent increase. A meeting with BAC representatives Councillors Mihevic and Milczyn has been scheduled for January 18 to include Library staff and members of the Board Budget Working Group.

*Moved by K. Gallagher Ross, seconded by Councillor Cowbourne, and carried: That the Toronto Public Library Board receive the verbal 2006 Operating Budget – Update report for information.*

**06-21 2006 – 2010 Capital Budget**

*Moved by Councillor Davis, seconded by Councillor Cowbourne, and carried: That the Toronto Public Library Board:*

- (1) *adopt the 2006 - 2010 Capital Budget of \$14.878 million gross (\$10.509 million debt), including one-year carry-forwards of \$0.832 million gross (\$0.109 million debt) and associated future year cash-flow commitments of \$8.427 million gross (\$6.533 million debt) for 2007 and \$6.325 million gross (\$4.721 million debt) for 2008, as approved by City Council at its meeting of December 8, 9 and 12, 2005;*
- (2) *direct staff to report back to the Board, as part of the 2007 - 2010 Capital Budget review in the spring of 2006, on the following:*
  - (a) *the feasibility of including a theatre as part of the Albion Library, and the possibility of moving the Albion Library Capital Project forward, as part of the 2007 - 2010 Capital Plan; and*
  - (b) *the feasibility of adding a second storey to the Jane/Sheppard Library (1900 Sheppard Avenue West), to be funded by Parks, Forestry and Recreation, for the purpose of providing children and youth recreation programming; and*
- (3) *authorize and direct the appropriate staff to take the necessary actions to give effect thereto.*

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**06-22 2006/2007 Fundraising Priorities**

*Moved by Councillor Davis, seconded by Councillor Cowbourne, and carried:  
That the Toronto Public Library Board:*

- (1) adopt the list of 2006/2007 fundraising priorities as contained in Attachment 1; and*
- (2) submit the list to the Toronto Public Library Foundation for their consideration and request that the Foundation review and respond on the funding potential of the identified priority projects.*

**06-23 Record Management Policy and Records Retention Schedule**

*Moved by G. Mason, seconded by K. Gallagher Ross, and carried:  
That the Toronto Public Library Board:*

- (1) approve the Records Management Policy appended as Attachment 1; and*
- (2) approve the Records Retention Schedule appended as Attachment 2; and*
- (3) approve the request of the Administration Committee to recommend to City Council the enactment of a City of Toronto by-law establishing retention periods for records in the custody and control of the Toronto Public Library Board appended as Attachment 3.*

**06-24 Access to Information and Protection of Privacy Policy**

*Moved by O. Lawrence, seconded by K. Gallagher Ross, and carried:  
That:*

- (1) the Toronto Public Library Board approve the Access to Information and Protection of Privacy Policy;*
- (2) the Board designate the Chair of the Board as Head of the Institution for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, and that this comes into force and effect on January 16, 2006; and*
- (3) the Head of the Institution for the purposes of MFIPPA delegates all its powers and duties under MFIPPA, as per section 49 (1), to the City Librarian, and that this comes into force and effect on January 16, 2006.*

At the request of the Board, staff will develop a presentation for a future Board meeting outlining the issues and implications for the Board regarding the policy, and current concerns and trends in privacy and access issues.

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**06-25 Toronto Public Library TD Summer Reading Club Sponsorship**

*Moved by Councillor Cowbourne, seconded by K. Gallagher Ross, and carried:  
That the Toronto Public Library Board approve the renewed TD Summer Reading Club sponsorship with the TD Bank Financial Group.*

**06-26 Holiday Closures**

*Moved by K. Gallagher Ross, seconded by G. Mason, and carried:  
That the Toronto Public Library be closed on Saturday, July 1, 2006 and Monday, July 3, 2006 for Canada Day; Monday, December 25, 2006 for Christmas Day and Tuesday, December 26, 2006 for Boxing Day; and Monday, January 1, 2007 for New Year's Day.*

**06-27 Toronto Public Library Board Meeting Schedule – 2006**

*Moved by K. Gallagher Ross, seconded by Councillor Davis, and carried:  
That the Toronto Public Library Board approve the following dates of Board meetings in 2006:*

<i>January 16</i>	<i>July 17 (if required)</i>
<i>February 20</i>	<i>September 18</i>
<i>March 6</i>	<i>October 16</i>
<i>April 10</i>	<i>November 20</i>
<i>May 15</i>	<i>December 11</i>
<i>June 19</i>	

**06-28 Other Business**

There were no Other Business items for discussion.

**06-29 Adjournment**

*Moved by G. Mason, seconded by K. Gallagher Ross, and carried:  
That the January 16, 2006 Toronto Public Library Board meeting be adjourned.*

The meeting ended at 8:37 p.m.

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