

## MINUTES

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### Toronto Public Library Board

Meeting No. 7: Monday, June 25, 2001, from 6:00 p.m. to 7:30 p.m.  
Board Room, 789 Yonge Street, Toronto

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#### Members Present:

Ms. Gillian Mason (Chair)  
Mr. Rick Goldsmith (Vice-Chair)  
Mr. William Booth  
Ms. Lillian Knight\*  
Councillor Joe Mihevc  
Mr. Mark Nightingale  
Councillor Jane Pitfield  
Ms. Marjorie Stephenson  
Mr. Mitchell Weisberg

#### Regrets:

Councillor Maria Augimeri  
Mr. Meyer Brownstone  
Councillor Olivia Chow  
Councillor Mike Feldman  
Councillor Denzil Minnan-Wong  
Councillor Kyle Rae

#### Staff Present:

Ms. Josephine Bryant, City Librarian  
Ms. Anne Bailey, Director, South Region  
and Acting Director, Human Resources  
Ms. Suzanna Birchwood, Director,  
Marketing & Communications  
Ms. Vickery Bowles, Director, East Region  
Ms. Nancy Chavner, Director, West Region  
Mr. Ron Dyck, Director, Information  
Technology & Bibliographic Services  
Ms. Linda Mackenzie, Director,  
Research and Reference  
Mr. David Reddin, Director, North Region  
Mr. Larry Hughsam, Acting Director,  
Administration  
Mr. Bruce Barnett, Senior Manager, Facilities  
Mr. Dan Keon, Senior Manager, Human  
Resources

\* for part of the meeting only

There being no quorum of the Board at 6:00 p.m., a presentation on the *Municipal Conflict of Interest Act* (Agenda Information Item #9) was made to the members of the Board in attendance at that time. Kirsten Franz, Legal Department, City of Toronto, outlined the individual responsibilities of members of the Toronto Public Library Board under the *Act*.

Also in attendance from the City of Toronto's Legal Department was Karl Druckman.

#### 01-107 Call to Order

The meeting was called to order by Gillian Mason at 6:15 p.m.

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**01-108 Acknowledgement of Board Chair 1998 – 2001**

Gillian Mason acknowledged the invaluable contribution of Rick Goldsmith as Chair of the Inaugural Toronto Public Library Board, 1998 – 2001. Ms. Mason noted that Mr. Goldsmith's exemplary leadership was key to the successful amalgamation of the former library systems into one to create the largest library system in Canada. Mr. Goldsmith will continue on the Board as Vice-Chair.

**Approval of Agenda**

**01-109** *Moved by Councillor Mihevc, seconded by W. Booth, and carried:*  
*That staff prepare a report for the Board considering the relationship between library closures as identified in the September 1999 Branch Planning Study and any budget reductions imposed by City Council.*

**01-110** *Moved by Councillor Mihevc, seconded by R. Goldsmith, and carried:*  
*That staff prepare a report for Fall 2001 on user fees for usage of Library space, such report to identify for-profit and not-for-profit uses, and such report to form the basis of a re-examination of its policy on charging not-for-profit groups using Library spaces.*

The City Librarian noted that staff will be reporting to the Board in the Fall 2001 concerning the harmonization of meeting room rental policies and fees. The issue of user fees will be addressed at that time.

**01-111** *Moved by M. Weisberg, seconded by M. Stephenson, and carried:*  
*That the agenda as amended be approved.*

**01-112 Declarations of Interest**

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

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**01-113 Approval of May 28, 2001 Toronto Public Library Board Meeting Minutes***Moved by M. Weisberg, seconded by M. Stephenson, and carried:**That the minutes of the May 28, 2001 Toronto Public Library Board meeting be approved.***01-114 Business Arising**

There was no business arising.

**Presentations**

**01-115** Christina Duckworth-Pilkington, Chair, Library Division, Toronto Civic Employees' Union – Local 416, distributed a letter to the Board regarding contracting out of cleaning and landscaping services in the South Region at the Toronto Public Library. Ms. Duckworth-Pilkington outlined the union's concerns regarding the contracting out of cleaning services in four TPL branches and the contracting out of landscaping and snow removal at all of the branches in the South Region.

Anne Bailey, Acting Director, Human Resources, provided the Board with background information regarding the Board's 1999 decision to contract out landscaping, cleaning and snow removal services.

The Board Chair thanked Ms. Duckworth-Pilkington for her presentation.

*Moved by M. Weisberg, seconded by R. Goldsmith, and carried:**That the Toronto Public Library Board receive the presentation by the Toronto Civic Employees' Union, Local 416 concerning the contracting out of cleaning and landscaping services in the South Region of the Toronto Public Library for information.*

**01-116** Mr. John Wilson addressed the Board concerning the Library's Occupational Health & Safety Policy approved at the May 28, 2001 TPL Board meeting.

Mr. Wilson commended the Board for its policy while encouraging the Board to continue to uphold the health and safety of its employees as one of its highest priorities.

The Board Chair thanked Mr. Wilson for his presentation.

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**Presentations (continued)**

***Moved by Councillor Mihevc, seconded by R. Goldsmith and carried:***  
***That the Toronto Public Library Board receive the presentation by Mr. John Wilson concerning Toronto Public Library's Occupational Health & Safety Policy for information.***

**01-117 Communications – April 30, 2001 Board Meeting**

***Moved by R. Goldsmith, seconded by Councillor Pitfield, and carried:***

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

- (1) *Receive Communications Items (a) and (b) for information.*
  - (a) *Letter from Councillor Bas Balkissoon, dated May 8, 2001, to Rick Goldsmith, Chair, Toronto Public Library Board, regarding the Library's policy on the disposal of outdated Library material.*
  - (b) *Letter from Rick Goldsmith, Vice Chair, Toronto Public Library Board, dated June 12, 2001, to Councillor Bas Balkissoon in response to his letter dated May 8, 2001 regarding the Library's policy on the disposal of outdated library material.*

Councillor Mihevc requested that the information provided to Councillor Bas Balkissoon concerning the Library's policy on the disposal of outdated Library material be provided to all City Councillors.

**01-118 Notice of Motion – Location of Toronto Public Library Board Meetings**

**Moved by:** M. Weisberg

**Seconded by:** G. Mason

**“WHEREAS** the Toronto Public Library Board has had difficulty in attaining a quorum for meetings due in part to the conflicting priorities of the Councillor members of the Board; and

**WHEREAS** Agencies, Boards and Commissions of the City are using space available at City Hall for public meetings;

**NOW THEREFORE BE IT RESOLVED THAT** the location of meetings of the Toronto Public Library Board be moved to Toronto City Hall, 100 Queen Street West.”

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**Notice of Motion – Location of Toronto Public Library Board Meetings**

(continued)

It was requested that the Toronto Public Library Board's Procedural By-law be reviewed to provide a method for waiving the Notice of Motion by a two-thirds vote of the Board to ensure that matters are dealt with in a timely manner rather than postponing until a later Board meeting date.

*Moved by Councillor Pitfield, seconded by W. Booth, and carried:*

*That the Toronto Public Library Board receive for information the Notice of Motion concerning the location of Toronto Public Library Board meetings.*

***Items for Information:*****01-119 Operating Budget Monitoring Report – April 30, 2001**

*Moved by M. Weisberg, seconded by L. Knight, and carried:*

*That the Toronto Public Library Board receive the Operating Budget Monitoring Report – April 30, 2001 for information.*

In response to a question from Councillor Mihevc, the Board was assured by staff that all efforts will be made where possible to obtain financial savings from areas other than the Library Materials budget.

**01-120 Financial Statement – Internal Control Checklist**

*Moved by W. Booth, seconded by M. Nightingale, and carried:*

*That the Toronto Public Library Board receive the Financial Statement – Internal Control Checklist report for information.*

**01-121 Creating the Future, Treasuring the Past – Toronto Public Library's Strategic Plan 2000-2003: Progress Report – June 2001**

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

*That the Toronto Public Library Board receive the Creating the Future, Treasuring the Past – Toronto Public Library's Strategic Plan 2000-2003: Progress Report – June 2001 report for information.*

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**01-122 Materials Selection Policy – Reconsideration of Materials 2000**

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

*That the Toronto Public Library Board receive the Materials Selection Policy – Reconsideration of Materials 2000 report for information.*

Councillor Mihevc directed staff to report to him at a later date on the role of the Board in the Reconsideration of Materials process provided for in the Materials Selection Policy.

**Items for Approval:**

**01-123 Conflict of Interest Policy**

*Moved by M. Weisberg, seconded by M. Nightingale, and carried:*

*That the Toronto Public Library Board adopt the Conflict of Interest Policy for employees.*

**01-124 Award of Request for Proposal – Internet Service Provider**

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

*That the Toronto Public Library Board approve that staff enter into contract negotiations with Bell Canada for the supply of Internet Services for a one-year term at a price not to exceed \$345,744 (taxes included) with an option of renewal for the second and third years, based upon satisfactory performance.*

**01-125 TPL Board Meeting Schedule – Summer 2001**

*Moved by W. Booth, seconded by Marjorie Stephenson, and carried:*

*That the Toronto Public Library Board approve the date of Monday, July 23, 2001 at 6:00 p.m. for a meeting of the Toronto Public Library Board, if required.*

**Other Business**

**01-126 Orientation for TPL Board Members**

Gillian Mason reminded Board members that tours of Library departments and service areas are available for interested Board members by contacting staff in the City Librarian's Office.

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**Other Business (continued)****01-127 American Library Association Conference**

Rick Goldsmith commented on his attendance at the recent American Library Association Conference. He noted the following two issues discussed at the Conference in light of their significance to TPL:

- (a) Demographic profile of staff in connection with the hiring of professional library staff; and
- (b) Trends in immigration in Toronto in terms of meeting the needs of new citizens.

The City Librarian commented that the Human Resources Department will be investigating the demographic issues around the hiring of librarians. The Canadian Library Association is also examining the issue.

The Director, Service Planning and Support remarked that a program hosting settlement workers at libraries during the summer has been expanded to give newcomers an introduction to library services. The Library also utilizes demographic information from the school boards in planning language collections to meet the needs of new immigrants.

In response to a question from Councillor Mihevc, the City Librarian advised that a report could be brought back to the Board at a later date concerning access and equity issues at the Library.

**Absence of Board Members****01-128 *Moved by M. Weisberg, seconded by R. Goldsmith, and carried:***

*That Councillor Maria Augimeri's absence from three consecutive Toronto Public Library Board meetings be excused.*

**01-129**

***Moved by Councillor Mihevc, seconded by M. Stephenson, and carried:***

*That Councillor Olivia Chow's absence from three consecutive Toronto Public Library Board meetings be excused.*

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**01-130 In Camera Meeting**

At 7:10 p.m. it was:

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

***That the Toronto Public Library Board meet In Camera due to the discussion of subjects being considered where the Board is of the opinion that intimate financial matters and/or personal matters may be disclosed at the meeting.***

At 7:25 p.m. the Board resumed the meeting in Public Session.

**01-131 *Moved by R. Goldsmith, seconded by M. Weisberg, and carried:***

***That the Library Board adopt the actions taken in the In Camera session.***

**01-132 Adjournment**

***Moved by Councillor Pitfield, seconded by M. Nightingale, and carried:***

***That the Toronto Public Library Board meeting be adjourned.***

The meeting ended at 7:30 p.m.

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