



## MINUTES

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### Toronto Public Library Board

Meeting No. 4: Monday, April 8, 2002, from 6:02 p.m. to 7:30 p.m.

Toronto City Hall, Committee Room #2, 100 Queen Street West, Toronto

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#### Members Present:

Ms. Gillian Mason (Chair)  
Mr. Bill Booth  
Mr. Meyer Brownstone  
Councillor Olivia Chow  
Councillor Joe Mihevc  
Councillor Denzil Minnan-Wong  
Councillor Jane Pitfield  
Ms. Marjorie Stephenson  
Mr. Mitchell Weisberg

#### Regrets:

Councillor Maria Augimeri  
Councillor Mike Feldman  
Mr. Rick Goldsmith (Vice-Chair)  
Ms. Mizan Ibrahim  
Mr. Mark Nightingale  
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  
Ms. Jane Pyper, Director, Service Planning &  
Support  
Mr. David Reddin, Director, North Region  
Mr. Larry Hughsam, Acting Director,  
Administration

#### 02-55 Call to Order

Gillian Mason called the meeting to order at 6:02 p.m. The meeting began at 6:06 p.m. when quorum was achieved.

#### 02-56 Approval of Agenda

*Moved by M. Weisberg, seconded by Councillor Pitfield, and carried:  
That the agenda be approved.*

#### 02-57 Declarations of Interest

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

#### 02-58 Absence of Board Member

*Moved by M. Weisberg, seconded by Councillor Pitfield, and carried:  
That Councillor Mike Feldman's absence from more than three consecutive  
Toronto Public Library Board meetings be excused.*

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**02-59 Approval of March 4, 2002 Toronto Public Library Board Meeting Minutes***Moved by M. Stephenson, seconded by B. Booth, and carried:**That the minutes of the March 4, 2002 Toronto Public Library Board meeting be approved.***02-60 Business Arising**

There was no business arising.

**02-61 Chair's Report**

Gillian Mason reported the following details regarding Library activities:

- (a) TPL's *Kindergarten Outreach Program* was launched at the Lillian H. Smith Branch on April 2 featuring Toronto Poet Laureate Dennis Lee.
- (b) A profile of the Osborne Collection appeared in the March 24 weekend edition of the *Globe and Mail*.
- (c) News concerning a recent \$12,500 donation from the Rotary Club was featured in the March 24 edition of the *Scarborough Mirror*.
- (d) Roch Carrier, National Librarian, visited the Toronto Star Newspaper Centre at TRL on March 7.
- (e) A recent donation by George Weston Limited to Special Collections includes 30 maps, charts and illustrations, dating from 1574 to 1893 depicting key explorations and discoveries of Canada's northern and Arctic regions. Included is a late 17th century map by Coronelli, the first printed map of the North Pole.
- (f) More than 17,000 children attended 252 March Break programs, an increase of six percent since 2000.
- (g) The final Performing Arts Lecture for the 2001/2002 season will be by well-known Canadian playwright Dan Needles. Planning for the next season is well underway.
- (h) The opening reception for *This Magical Book* will take place on April 12 at 6:00 p.m. in the Canada Trust Gallery at the Toronto Reference Library. The exhibit will feature children's pop-up and other movable books from the Osborne Collection.
- (i) The 6th Annual Fantastic Pulp Show and Sale for the Merrill Collection of Science Fiction, Speculation and Fantasy is scheduled for Saturday, April 27, 10 a.m. to 5:00 p.m. at the Lillian H. Smith Branch.

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**Chair's Report** (continued)

- (j) A celebration of the recent donation of the Al Waxman Collection in the Performing Arts Centre will take place on Monday, May 6 at 5:30 p.m. in the Beeton Auditorium at the Toronto Reference Library. The collection includes papers and memorabilia donated to the Library by Al and Sara Waxman.

It was:

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

**02-62 Presentations**

The presentation concerning the 2002 Operating Budget by Toronto Civic Employees Union – Local 416 C.U.P.E. was moved to Agenda Item #10 – 2002 Operating Budget (Minute No. 02-65).

**02-63 Communications**

***Moved by M. Brownstone, seconded by Councillor Chow, and carried:***  
***That the Toronto Public Library Board receive Communications Item (a) for information:***

- (a) Letter from Tim Hudak, Minister, Ministry of Tourism, Culture and Recreation, dated March 6, 2002, to Josephine Bryant, City Librarian, extending congratulations to the Toronto Public Library for the 2002 Award for Technological Innovation from the Ontario Library and Information Technology Association for Historicity: Toronto Then and Now.

**Item for Information:****02-64 2001 Annual Performance Measures and Strategic Plan Update**

***Moved by B. Booth, seconded by Councillor Chow, and carried:***  
***That the Toronto Public Library Board receive the 2001 Annual Performance Measures and Strategic Plan Update for information.***

The Director, Service Planning and Support, presented to the Board the highlights of the *2001 Annual Performance Measures and Strategic Plan Update*.

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**2001 Annual Performance Measures and Strategic Plan Update (continued)**

It was:

***Moved by M. Stephenson, seconded by Councillor Chow, and carried:******That the Toronto Public Library Board extend appreciation and commendation to all Toronto Public Library staff for their efforts in achieving significant increases in library usage as outlined in the 2001 Annual Performance Measures and Strategic Plan Update.***

The Board requested that the 2001 Annual Performance results be communicated to City Council as well as to the provincial and federal governments.

**Items for Approval:****02-65 2002 Operating Budget*****Moved by M. Weisberg, seconded by Councillor Pitfield, and carried:******That the Toronto Public Library Board adopt the 2002 Operating Budget as approved by City of Toronto Council at its meeting on March 4-8, 2002, which reflects gross expenditures of \$127.499 million and revenues of \$13.063 million, resulting in a net budget of \$114.436 million.***

Christina Duckworth-Pilkington, Chair, Library Division, and Rob Rolfe Library Division representative, Toronto Civic Employees Union – Local 416 CUPE outlined for the Board the Union's concerns regarding the Library's gapping target for 2002 and the resultant impact on the Library's Local 416 CUPE membership.

The Chair confirmed that reducing the Library's gapping target is a priority for the Library. The Board thanked the Union for their presentation.

**02-66 2002-2006 Capital Budget*****Moved by B. Booth, seconded by M. Brownstone, and carried:******That the Toronto Public Library Board adopt the 2002-2006 Capital Budget, as approved by City of Toronto Council at its meeting of March 4-8, 2002, which reflects gross expenditures of \$11.876 million in 2002 and \$24.165 million for 2002-2006, and net expenditures of \$9.627 million in 2002 and \$21.380 million for 2002-2006.***

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**02-67 Audited 2001 Financial Statements of the Toronto Public Library Board**

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

*That the Toronto Public Library Board approve the Audited 2001 Financial Statements of the Toronto Public Library Board.*

**02-68 Toronto Public Library – Management Letter**

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

*That the Toronto Public Library Board receive for information the Toronto Public Library – Management Letter.*

**02-69 Audited 2001 Financial Statements – Trust Funds of the Toronto Public Library Board**

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

*That the Toronto Public Library Board approve the Audited 2001 Financial Statements for the Trust Funds of the Toronto Public Library Board.*

**02-70 Policy for the Selection and Hiring of Professional and Consulting Services**

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

*That the Toronto Public Library Board:*

1. *Approve the Policy for the Selection and Hiring of Professional and Consulting Services report; and*
2. *Adopt the Policy for the Selection and Hiring of Professional and Consulting Services.*

**02-71 Time and Attendance System – Award of Request for Proposal**

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

*That the Toronto Public Library Board approve that staff enter into contract negotiations with CyberShift, Inc for the Time and Attendance System at a price not to exceed \$311,788.70, taxes included.*

**02-72 Metnet Federation Centrex Contract with Bell Canada**

*Moved by B. Booth, seconded by M. Brownstone, and carried:*

*That the Toronto Public Library Board approve a two-year extension of Toronto Public Library's portion of the Metnet Federation Centrex contract with Bell Canada, for the period January 14, 2002 to January 13, 2004.*

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**02-73 Technical Environment Review***Moved by M. Brownstone, seconded by M. Stephenson, and carried:**That the Toronto Public Library Board:*

1. *Receive the Technical Environment Review report for information; and*
2. *Approve the following recommended hardware and software for the Virtual Reference Library (VRL) Technical Environment Upgrade:*
  - (a) *Server Hardware: Sun servers running Solaris OS*
  - (b) *Web Services Software: BEA WebLogic*
  - (c) *Database Software: Oracle*
  - (d) *Integrated Development Environment Software: WebGain Studio*
  - (e) *Source Control Software: PVCS Professional*
  - (f) *Search Engine Software: Inktomi*
  - (g) *Content Manager Software: PVCS Content Manager*
  - (h) *Digital Asset Management Software: Canto Cumulus*

**02-74 Purchase of Electricity Agreement***Moved by M. Weisberg, seconded by Councillor Minnan-Wong, and carried:**That:*

- (1) *The Toronto Public Library Board (TPLB) appoint the City of Toronto as its Agent for the purposes of:*
  - (a) *Negotiating the electricity purchase agreement with Toronto Hydro Energy Services Inc. (THESI) for TPLB's estimated pro rata share of electricity based on TPLB's past consumption patterns;*
  - (b) *Executing the Master Agreement (among THESI, the City of Toronto, The Toronto Transit Commission, and Toronto Community Housing Corporation and those Agencies, Boards, Commissions and Corporations on whose behalf the City is appointed Agent) dated as of April 2002 and any Transactional Agreements for the purchase of various blocks of power on behalf of TPLB;*
  - (c) *Administering the Master Agreement and any Transactional Agreements, including monitoring any excess sell-back of electrical power or instructing THESI with respect to the acquisition of electrical power to meet shortfalls in the contracted amount on behalf of TPLB, subject to the terms and conditions of those respective Agreements;*

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**Purchase of Electricity Agreement (continued)**

- (d) *Receiving monthly invoices and detailed statements of consumption for both the distribution portion and retail portion of TPLB's electricity usage, as well as any ancillary charges, under THESI's Retailer-Consolidated Billing arrangements with Toronto Hydro Electric System Limited;*
  - (e) *Paying the amounts invoiced to THESI within 24 hours of receipt on behalf of TPLB;*
  - (f) *Forwarding TPLB's portion of the invoice to TPLB forthwith for review and approval by TPLB;*
  - (g) *Receiving payment from TPLB of TPLB's pro rata share of the invoiced amount within fifteen (15) days of the City's payment to THESI on TPLB's behalf; or, alternatively, deducting TPLB's payment from monies which the City would otherwise transfer to TPLB as part of the annual budget approval process;*
  - (h) *Providing notification to THESI of any disputes raised by TPLB with respect to TPLB's invoice and taking any necessary steps to enforce TPLB's rights under the Master Agreement and Transactional Agreements;*
  - (i) *Doing such other things as are necessary to implement the Master Agreement and any Transactional Agreements on behalf of TPLB.*
- (2) *TPLB will pay City of Toronto for all amounts paid on TPLB's behalf within the agreed upon time period, failing which City of Toronto shall deduct amounts owing from any funds under the care and control of City Treasurer which have been allocated by City for TPLB and not yet paid to TPLB; and failing such recovery of funds, City shall take any necessary action to enforce payment against TPLB;*
- (3) *The City and TPLB shall each indemnify the other with respect to claims, damages, etc. attributable to any negligent or willful act or omission by one or the other party with respect to the performance of the Agency Agreement, the Master Agreement or any Transactional Agreement.*

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**02-75 In Camera Meeting**

At 7:20 p.m. it was:

***Moved by M. Weisberg, seconded by B. Booth, 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.***

**02-76 Adoption of Actions Taken In Camera**

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

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

**02-77 Adjournment**

***Moved by Councillor Minnan-Wong, seconded by M. Weisberg, and carried:***

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

The meeting ended at 7:30 p.m.

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