



Toronto Public Library Board – Draft Meeting Minutes

Meeting Details

Meeting Number: 09

Date: Monday, 30 October, 2023

Time: 6:00 p.m. to 9:24 p.m.

Location: Toronto Reference Library, Boardroom, 789 Yonge Street

Members Present

Alim Remtulla (Chair)

Jonathan Hoss (Vice Chair)

Councillor Paul Ainslie

Tamara Balan

Justice Faith Betty

Dhruv Jain

Amina Mohamed

Deputy Mayor Amber Morley

Soo Wong

Regrets

Serda Evren

23-157 Call to Order

Alim Remtulla, Chair, called the meeting to order at 6:02 p.m. and welcomed all to the meeting.

Alim then introduced Vickery Bowles, City Librarian.

Vickery recognized that it is important to acknowledge that the land on which Toronto Public Library is located is Indigenous. She indicated this is the traditional territory of the Haudenosaunee Confederacy, the Wendat, and the Mississaugas of the Credit First Nation. Toronto Public Library gratefully acknowledges these Indigenous nations for their guardianship of this land.

Vickery then introduced the participants in the meeting.

23-158 Declarations of Conflicts of Interest

There were no *Declarations of Conflicts of Interest* by members of the Library Board at the September 18, 2023 meeting.

23-159 Approval of Agenda

***Moved by* Deputy Mayor Amber Morley, *seconded by* Justice Faith Betty:**

That the Toronto Public Library Board approves the agenda as revised to:

1. *add Agenda Item #11a: Cybersecurity Update as an Urgent Matter;*
and
2. *defer Agenda Item #10: TPL Board Education: Impact of Technology Services in Ontario Public Libraries: Bridge 2021/2022 Report to a later date.*

Carried

23-160 Confirmation of September 18, 2023 Toronto Public Library Board Meeting Minutes

Moved by Amina Mohamed, **seconded by** Jonathan Hoss:

That the Toronto Public Library Board:

1. *confirms the minutes of the September 18, 2023 Toronto Public Library Board meeting.*

Carried

23-161 Approval of Consent Agenda Items

Moved by Amina Mohamed, **seconded by** Deputy Mayor Amber Morley:

That the Toronto Public Library Board:

1. *approves the consent agenda.*

Carried

23-162 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the October 30, 2023 meeting.

23-163 City Librarian's Report (*Received by Consent*)

That the Toronto Public Library Board:

1. *receives the City Librarian's Report for information.*

Carried

23-164 Communications

There were no *Communications* items at the October 30, 2023 meeting.

23-165 Presentations

There were no *Presentations* items at the October 30, 2023 meeting.

Items for Action

23-166 Measuring the Impact of Toronto Public Library

Alim Remtulla introduced Andreas Linnet Jessen, Head of Experiences, from Seismonaut, a consulting firm based in Denmark, and welcomed him to the meeting virtually.

Shawn Mitchell, Director, Policy, Planning and Performance Management; Laural Raine, Strategic Planning Manager; and Andreas delivered a presentation that reviewed highlights of a new report entitled *Enabling Torontonians to Grow and Thrive – Measuring the Social Impact of Toronto Public Library* for the Board.

Alim thanked Seismonaut and staff for this pioneering work, and expressed the Board's gratitude to Richard and Joan Boxer for their donation through the TPL Foundation that made it possible.

Moved by Jonathan Hoss, **seconded by** Tamara Balan:

That the Toronto Public Library Board:

1. *Endorses the findings in the report *Enabling Torontonians to Grow and Thrive: Measuring the Social Impact of Toronto Public Library*; and*
2. *Directs staff to share the report with the Mayor, City Councillors and the City Manager.*

Carried

Closed Meeting

23-167 Closed Meeting

At 6:53 p.m., it was:

Moved by Jonathan Hoss, **seconded by** Dhruv Jain:

That the Toronto Public Library Board:

1. *conducts a Closed meeting as the subject matter being considered (Cybersecurity Update) involves the security of the property of the Board. Public Libraries Act, R.S.O. 1990, Chapter P. 44, s. 16.1(4).*

Carried

At 7:52 p.m., the Board resumed its meeting in public.

23-168 Adoption of Closed Meeting Actions: Cybersecurity Update

Moved by Deputy Mayor Amber Morley, **seconded by** Councillor Paul Ainslie:

That the Toronto Public Library Board:

1. receives the Cybersecurity Update verbal report for information; and
2. approves that the information concerning the Cybersecurity Update not be made public as the subject matter being considered involves the security of the property of the Board.

Carried

Items for Action

23-169 2024 Operating Budget - Submission

Larry Hughsam, Director, Finance and Treasurer, and Howard Balter, Director, Finance and Treasurer, delivered a presentation that reviewed highlights of the report for the Board.

Moved by Deputy Mayor Amber Morley, **seconded by** Amina Mohamed:

That the Toronto Public Library Board:

1. approves the 2024 operating base budget submission of \$228.023 million net (\$249.602 million gross), which represents a \$14.464 million net (\$14.992 million gross), or 6.8%, increase over the 2023 operating budget as detailed in Attachment 1, and is comprised of:
 - a. COVID-19 net impact from 2023 of -\$0.629 million net (-\$0.704 million gross), or -0.3%;
 - b. annualization of prior year approvals of \$1.241 million net (\$1.529 million gross), or 0.6%;
 - c. pressures of \$5.600 million, or 2.6%, resulting from the 2023 structural budget deficit; and
 - d. other base budget pressures of \$8.252 million net (\$8.567 million gross), or 3.9%;
2. approves the operating budget enhancement for expanding open hours totalling \$10.967 million over 2024-2027, with 2024 impact of \$2.450 million net gross, or 1.1%; and
3. authorizes staff to forward the 2024 operating budget submission to the City for consideration.

Carried

23-170 2024-2033 Capital Budget and Plan – Submission

Larry Hughsam and Howard Balter delivered a presentation that reviewed highlights of the report for the Board.

Moved by Amina Mohamed, seconded by Councillor Paul Ainslie:

That the Toronto Public Library Board:

1. *approves the 2024-2033 capital budget and plan submission, including projected 2023 net carry forwards, of \$40.090 million gross (\$26.152 million debt) for 2024 and \$754.572 million gross (\$444.168 million debt) over 2024-2033, comprised of:*
 - a. *24 projects, as detailed in Attachment 1, totalling \$40.090 million gross (\$26.152 million debt) in 2024 and \$564.727 million gross (\$364.575 million debt) over 2024-2033, which reflects TPL's Capacity to Spend Capital Budget and Plan and therefore are funded; and*
 - b. *Six projects, as detailed in Attachment 2, totalling \$0 gross and debt in 2024 and \$189.845 million gross (\$79.593 million debt) over 2024-2033 which reflects TPL's Capital Needs Constraints and therefore are not funded; and*
2. *authorizes staff to forward this capital budget submission to the City for consideration.*

Carried

23-171 Service Delivery Model – 2024 Update

Shawn Mitchell and Laural Raine delivered a presentation that reviewed highlights of the report for the Board.

Moved by Justice Faith Betty, seconded by Soo Wong:

That the Toronto Public Library Board:

1. *approves the Service Delivery Model.*

Carried

23-172 TPL Foundation – Renewal of Letter of Understanding between TPL and Library Foundation (Approved by Consent)

That the Toronto Public Library Board:

1. *approves the Letter of Understanding and Services Agreement as included in Attachment 1.*

Carried

23-173 Vacation Policy - Update (Approved by Consent)

That the Toronto Public Library Board:

1. *approves modifications to the Vacation Policy to align with the City of Toronto's Policy, as outlined in Attachment 1.*

Carried

23-174 Snack Programs – Award of Contract (Approved by Consent)

That the Toronto Public Library Board:

1. *approves an award of contract for Snack Programs to FoodReach for up to five years with a total approximate value of \$2,653,450 (excluding HST), comprised of:*
 - a. *a three-year contract award with an estimated value of \$1,592,070:*
 - i. *November 1, 2023 to October 31, 2024 for \$530,690*
 - ii. *November 1, 2024 to October 31, 2025 for \$530,690*
 - iii. *November 1, 2025 to October 31, 2026 for \$530,690*
 - b. *two optional one-year renewals, subject to satisfactory performance and at the sole discretion of the City Librarian, with an estimated value of \$1,061,380:*
 - i. *November 1, 2026 to October 31, 2027 for \$530,690*
 - ii. *November 1, 2027 to October 31, 2028 for \$530,690*

Carried

23-175 Staff Technology Renewal – Commitment of Funds (Approved by Consent)

That the Toronto Public Library Board:

1. *approves a commitment to spend up to \$9,825,000, excluding Harmonized Sales Tax (HST) with CDW Canada, Compugen Inc. and Dell Technologies for the supply of computing devices, accessories and professional services over three years, November 2023 to October 2026.*

Carried

23-176 Accessibility Policy – Update (Approved by Consent)

That the Toronto Public Library Board:

1. *approves the proposed amendments to the Accessibility for Persons with Disabilities Policy, as outlined in Attachment 1.*

Carried

23-177 Holiday Closures 2024 and January 2025 (Approved by Consent)

That the Toronto Public Library Board:

1. *approves the schedule of holiday closures for 2024 and January 2025 as provided in Attachment 1.*

Carried

23-178 Northern Elms Branch – Lease Renewal (Approved by Consent)

That the Toronto Public Library Board:

1. *endorses a lease renewal agreement with 994480 Ontario Limited for the premises occupied by the Northern Elms branch, located at 123B Rexdale Blvd, Unit 5, for a five-year term to commence on March 1, 2025 and terminating on February 28, 2030, substantially on terms and conditions set out in Attachment 1; and*
2. *authorizes the City Librarian to act on its behalf to seek City approval and execute the lease and related documentation.*

Carried

23-179 Motion to Extend the Meeting

Moved by Deputy Mayor Amber Morley, **seconded by** Amina Mohamed:

That the Toronto Public Library Board:

1. extends the meeting until the completion of the agenda.

Carried

23-180 Reconciliation Statement

Pam Ryan, Director, Service Development and Innovation, delivered a presentation that reviewed highlights of the report for the Board.

Moved by Councillor Paul Ainslie, **seconded by** Soo Wong:

That the Toronto Public Library Board:

1. approves the Reconciliation Statement as included in Attachment 1.

Carried

Items for Information

23-181 Strategies for Indigenous Initiatives - Update

Pam Ryan and Aly Velji, Manager, Adult Services, delivered a presentation that reviewed highlights of the report for the Board.

Moved by Dhruv Jain, **seconded by** Justice Faith Betty:

That the Toronto Public Library Board:

1. receives the Strategies for Indigenous Initiatives - Update report for information.

Carried

23-182 Toronto Public Library Board – 2024 Proposed Meetings Schedule

(Received by Consent)

That the Toronto Public Library Board:

1. receives the Toronto Public Library Board – 2024 Proposed Meetings Schedule report for information.

Carried

23-183 Board Resolutions – Status Report (*Received by Consent*)

That the Toronto Public Library Board:

1. *receives the Board Resolutions – Status Report for information.*

Carried

23-184 Adjournment

Moved by Councillor Paul Ainslie, seconded by Dhruv Jain:

That the Toronto Public Library Board:

1. *adjourns the October 30, 2023 Toronto Public Library Board meeting.*

Carried

The meeting ended at 9:24 p.m.

Signed:_____