

**Toronto Public Library Board**

Meeting No. 6: Monday, June 22, 2015, from 6:05 p.m. to 10:20 p.m.
Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

Members Present:

Mr. Ron Carinci (Chair)
Ms. Lindsay Colley (Vice Chair)
Councillor Sarah Doucette
Councillor Mary Fragedakis
Ms. Sue Graham-Nutter
Ms. Dianne LeBreton
Mr. Ross Parry
Ms. Eva Svec

Regrets:

Councillor Paul Ainslie
Councillor Ana Bailão
Mr. Strahan McCarten
Ms. Archana Shah

15-112 Call to Order

Ron Carinci called the meeting to order at 6:05 p.m.

15-113 Declarations of Conflict of Interest

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

15-114 Approval of Agenda

Moved by E. Svec, seconded by Councillor Fragedakis:

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

1. *add two tabled Communications items from Lawrence Hill regarding Communication f and from Councillor Michelle Berardinetti regarding Agenda Item No. 19 – Eglinton Square Branch Expansion – New Lease Agreement; and*
2. *add a Presentation under Agenda Item No. 9 from Diana Fancher regarding Communications b, c, d and e .*

Carried

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15-115 Confirmation of May 25, 2015 Toronto Public Library Board Meeting Minutes*Moved by D. LeBreton, seconded by Councillor Doucette:**That the Toronto Public Library Board:*

1. *confirms the Minutes of the May 25, 2015 Toronto Public Library Board meeting.*

*Carried***15-116 Confirmation of May 25, 2015 Toronto Public Library Board Closed Meeting Minutes***Moved by Councillor Fragedakis, seconded by D. LeBreton:**That the Toronto Public Library Board:*

1. *confirms the Minutes of the May 25, 2015 Toronto Public Library Board Closed meeting.*

*Carried***15-117 Business Arising from the Minutes**

There were no *Business Arising from the Minutes* items at the June 22, 2015 meeting.

15-118 Chair's Report***100 Reason Campaign Walk***

Vickery Bowles, City Librarian, introduced a video presentation of the Library's 100 Reason Campaign walk on May 26th from Toronto Reference Library to City Hall.

*Moved by D. LeBreton, seconded by S. Graham-Nutter:**That the Toronto Public Library Board:*

1. *receives the Chair's Report for information.*

Carried

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15-119 Communications*Moved by S. Graham-Nutter, seconded by D. LeBreton:**That the Toronto Public Library Board:*

1. receives Communication (a) from Agnes Faraci to the Toronto Public Library Board, dated June 5, 2015 requesting revisions to the Rules of Conduct Policy; and
2. requests staff to respond to Agnes Faraci regarding her suggested revisions to the Rules of Conduct Policy.
3. receives Communications (b) and (c) from Diana Fancher to the Toronto Public Library Board, dated May 27 and 28, 2015 regarding the St. Clair/Silverthorn Branch rebuilding/renovation for information;
4. receives Communication (d) from Susan Martin, Divisional Support Manager, Branch Capital Projects to Diana Fancher dated June 1, in response to Diana Fancher's May 27, 2015 e-mail message for information;
5. receives Communication (e) from Diana Fancher to the Toronto Public Library Board, dated June 14, 2015 regarding the St. Clair/Silverthorn Branch rebuilding/renovation; and
6. grants the request of Diana Fancher to address the Board at the June 22, 2015 meeting regarding the St. Clair/Silverthorn Branch rebuilding/renovation.
7. receives Communication (f) from Samuel Getachew to the Toronto Public Library Board received on June 15, 2015 concerning his request to address the Board at the June 22, 2015 meeting regarding renaming of the Scarborough Civic Centre Branch; and
8. grants the request of Samuel Getachew and Rosemary Sadlier of the Ontario Black History Society to address the Board at the June 22, 2015 meeting regarding renaming of the Scarborough Civic Centre Branch.
9. receives Communication (g) from Councillor Michelle Berardinetti, City of Toronto, Ward 35, Scarborough Southwest to the Toronto Public Library Board, dated June 16, 2015 expressing support for the recommendations in Agenda Item No. 19 – Eglinton Square Branch Expansion – New Lease Agreement, for information.
10. receives Communication (h) from Lawrence Hill to the Toronto Public Library Board, dated June 21, 2015 expressing support for renaming of the Scarborough Civic Centre Branch for his father, Daniel Grafton Hill III (see Communication f), for information.

Carried

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Presentations**15-120 City's Governance Principles and Procedures**

Peter Notaro, Director, Corporate Intergovernmental and Agency Relations and Karen Jones, Senior Corporate Management and Policy Consultant, City Manager's Office provided the Library Board with an overview of the City of Toronto's governance framework.

Moved by E. Svec, seconded by Councillor Fragedakis:

That the Toronto Public Library Board:

1. *receives the presentation from Peter Notaro, Director, Corporate Intergovernmental and Agency Relations and Karen Jones, Senior Corporate Management and Policy Consultant, City Manager's Office regarding the City's Governance Principles and Procedures for information.*

Carried

15-121 City's Governance Principles and Procedures

John Elvidge, Director, Secretariat, City Clerk's Office provided the Library Board with information on the importance of Parliamentary procedure to assist the Board in being open and accountable.

Moved by R. Parry, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. *receives the presentation from John Elvidge, Director, Secretariat, City Clerk's Office regarding the City's Governance Principles and Procedures for information.*

Carried

15-122 Importance of Good Governance related to Board Operations

Beverly Romeo-Beehler, Auditor General provided the Library Board with her perspective on the key aspects of good board governance.

Moved by D. LeBreton, seconded by E. Svec:

That the Toronto Public Library Board:

1. *receives the presentation from Beverly Romeo-Beehler, Auditor General regarding the Importance of Good Governance related to Board Operations for information.*

Carried

Councillor Fragedakis left the meeting at 7:15 p.m.

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Presentations – continued**15-123****Toronto Public Library Foundation – 2014 Annual Report**

Pam Laycock, Vice Chair, Toronto Public Library Foundation Board and Heather Rumball, President, Toronto Public Library Foundation, provided the Library Board with the Foundation's annual update, including the achievements of the Foundation in 2014 that included \$2,801,967 million in funding being provided for 22 of the 39 Library-identified 2012 – 2014 funding priorities. The exemplary efforts of the Foundation's founders, Richard Boxer and Janet McKelvey were noted. Mr. Boxer and Ms. McKelvey have stepped down from their official capacities with the Foundation.

In response to earlier information requests from the Board, the Foundation:

- a. reported on corporate sponsorships in 2014;
- b. reported on the results of an investigation that indicated sponsorship for the Library's Wi-Fi networks is not considered to be viable.

On behalf of the Board, the Chair expressed appreciation to the Foundation for their continuing efforts on behalf of the Toronto Public Library.

Moved by L. Colley, seconded by R. Parry:

That the Toronto Public Library Board:

1. *receives the presentation from Pam Laycock, Vice Chair, Toronto Public Library Board and Heather Rumball, President, Toronto Public Library Foundation regarding the Toronto Public Library Board Foundation – 2014 Annual Report for information; and*
2. *requests staff to report to the Board at the September meeting on recognition for long-serving Toronto Public Library Foundation Board members, Richard Boxer and Janet McKelvey.*

Carried

Toronto Public Library Board**Meeting No. 6: Monday, June 22, 2015, from 6:05 p.m. to 10:20 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto****Presentations – continued****15-124****Renaming of Scarborough Civic Centre Branch**

Samuel Getachew and Rosemary Sadlier, Ontario Black History Society, addressed the Library Board requesting that the Scarborough Civic Centre Branch be renamed for Daniel Grafton Hill III.

Moved by Councillor Doucette, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. *receives the presentation from Samuel Getachew and Rosemary Sadlier, Ontario Black History Society regarding the renaming of the Scarborough Civic Centre Branch for information; and*
2. *requests staff to report to the Board on renaming of the Scarborough Civic Centre Branch or other suitable naming opportunities in consultation with Daniel Grafton Hill III's family.*

Carried

15-125**St. Clair/Silverthorn Branch – Rebuilding/Renovation**

Diana Fancher addressed the Library Board regarding her concern for the proposed façade for the St. Clair/Silverthorn Branch.

Moved by E. Svec, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. *receives the presentation from Diana Fancher regarding the St. Clair/Silverthorn Branch – rebuilding/renovation for information; and*
2. *requests staff to respond to Diana Fancher on behalf of the Toronto Public Library Board regarding the St. Clair/Silverthorn Branch rebuilding/renovation.*

Carried

Items for Approval:**15-126 2016 – 2025 Capital Budget and Plan Submission**

Moved by R. Parry, seconded by L. Colley:

That the Toronto Public Library Board:

1. *approves the 2016 - 2025 capital budget and plan submission, which requests funding of \$18.238 million debt (\$28.327 million gross) in 2016 and \$222.998 million debt (\$319.118 million gross) over 2016 – 2025, and exceeds debt targets by \$69.293 million or 45% over the 10-year period; and*
2. *forwards this report to the City for consideration.*

Carried

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2016 – 2025 Capital Budget and Plan Submission – continued

The following correction was added on page 12 under *Redevelopment of properties* in the Board report:

- Based on the Board's capital budget submission, the total capital costs for the proposed redevelopment projects would be significantly greater than the \$12.2 million State of Good Repair (SOGR) needs, so approximately \$20 million of total capital costs could be redirected to other capital SOGR needs.

15-127 Alternative Library Service Delivery including Pop-ups

Moved by R. Parry, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. *does not adopt a pilot project for a pop-up storefront branch; and*
2. *requests staff to explore additional options for pop-up and alternative community-based services as part of the strategic planning process.*

Carried

15-128 Use of Library Space for Art Exhibits Policy – Revisions

Moved by Councillor Doucette, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. *approves the revised Use of Library Space for Art Exhibits Policy (Attachment 1).*

Carried

Strategic Planning Steering Committee:**15-129 a. 2016 – 2019 Strategic Plan: Themes, Draft Priorities and Consultation Plan Library Board Decision**

The Toronto Public Library Board on June 22, 2015 adopted the following:

Moved by S. Graham-Nutter, seconded by E. Svec:

That the Toronto Public Library Board:

1. *receives the environmental scan outlined in Attachment 1 for information;*
2. *approves draft priorities as outlined in Attachment 2 as a framework for the Strategic Plan 2016 - 2019;*
3. *approves the Consultation Plan for the new strategic plan included in Attachment 3;*
4. *directs staff to implement the Consultation Plan and report to the Strategic Planning Steering Committee in late September on the results of the public consultation and how the results will be incorporated into the strategic plan; and*

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Strategic Planning Steering Committee**2016 – 2019 Strategic Plan: Themes, Draft Priorities and Consultation Plan – continued**

5. *requests staff to report back to the next Strategic Planning Committee on the measurement of outcomes with respect to the 2016 to 2019 Strategic Plan, including KPI's, targets and the creation of a Board reporting tool, i.e. a scorecard, dashboard.*

*Carried as amended***Motions:**

See the following:

Moved by S. Graham-Nutter, seconded by E. Svec:**That the Toronto Public Library Board:**

1. *receives the environmental scan outlined in Attachment 1 for information;*
2. *approves draft priorities as outlined in Attachment 2 as a framework for the Strategic Plan 2016 - 2019;*
3. *approves the Consultation Plan for the new strategic plan included in Attachment 3; and*
4. *directs staff to implement the Consultation Plan and report to the Strategic Planning Steering Committee in late September on the results of the public consultation and how the results will be incorporated into the strategic plan.*

*Amended***Moved in amendment by L. Colley, seconded by R. Parry:****That the Motions moved by S. Graham-Nutter and seconded by E. Svec be amended to add the following recommendation:**

1. *requests staff to report back to the next Strategic Planning Committee on the measurement of outcomes with respect to the 2016 to 2019 Strategic Plan, including KPI's, targets and the creation of a Board reporting tool, i.e. a scorecard, dashboard.*

Carried

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15-130 b. Review of Board Committee Structure**Library Board Decision**

The Toronto Public Library Board on June 22, 2015 adopted the following:

Moved by D. LeBreton, seconded by L. Colley:

That the Toronto Public Library Board:

1. *approves the retention of the:*
 - a. *City Librarian's Performance Review Committee;*
 - b. *Strategic Planning Steering Committee;*
2. *approves the disbanding of the:*
 - a. *Budget Committee;*
 - b. *Employee and Labour Relations Committee;*
 - c. *Advertising Review Working Group; and*
 - d. *E-Book Working Group;*
3. *revises the Advertising Policy to refer appeals to the Library Board;*
4. *appoints Dianne LeBreton as the second Board member representative to the Board of the Federation of Ontario Public Libraries;*
5. *appoints Archana Shah to the role of Board Liaison to Youth Advisors;*
6. *defers appointment of a Board member to the Toronto Public Library Foundation Board until the September Board meeting;*
7. *does not appoint a Board member to the First Parliament Site Working Group.*

Carried as amended

As two Board members who expressed interest in being appointed to the one position on the Toronto Public Library Foundation Board were not in attendance at the meeting, it was agreed to defer appointment of a Board member to the Toronto Public Library Foundation Board until the September Board meeting.

Motions:

See the following:

Moved by D. LeBreton, seconded by L. Colley:

That the Toronto Public Library Board:

1. *approves the retention of the:*
 - a. *City Librarian's Performance Review Committee;*
 - b. *Strategic Planning Steering Committee;*
2. *approves the disbanding of the:*
 - a. *Budget Committee;*
 - b. *Employee and Labour Relations Committee;*
 - c. *Advertising Review Working Group; and*
 - d. *E-Book Working Group;*

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3. *revises the Advertising Policy to refer appeals to the Library Board;*
4. *appoints a second Board member representative to the Board of the Federation of Ontario Public Libraries;*
5. *appoints a Board member to the role of Board Liaison to Youth Advisors;*
6. *appoints a Board member to the Toronto Public Library Foundation Board;*
7. *does not appoint a Board member to the First Parliament Site Working Group.*

Amended***Moved in amendment by Councillor Doucette, seconded by R. Parry:******That Recommendations 1 and 2 in the Motions moved by S. Graham-Nutter and seconded by E. Svec be replaced with the following three recommendations:***

1. *approves the retention of the:*
 - a. *City Librarian's Performance Review Committee;*
 - b. *Strategic Planning Steering Committee;*
 - c. *Budget Committee;*
 - d. *Employee and Labour Relations Committee;*
2. *approves the disbanding of the:*
 - a. *Advertising Review Working Group; and*
 - b. *E-Book Working Group;*
3. *approves the establishment of an Audit Committee.*

Defeated**Recorded Vote Requested:**

Yes – 2

Councillor Doucette and Ross Parry

No – 5

Ron Carinci, Lindsay Colley, Sue Graham-Nutter, Dianne LeBreton and Eva Svec

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Strategic Planning Steering Committee**Review of Board Committee Structure – continued*****Moved by L. Colley, seconded by D. LeBreton:******That the Toronto Public Library Board:***

1. *invites the Toronto Public Library Workers Union Local 4948 to address the Board at spring and fall meetings for up to 15 minutes in duration, as requested by Toronto Public Library Workers Union Local 4948 at the May 25, 2015 Toronto Public Library Board meeting.*

Carried**15-131 Auditor General's Risk Assessment**

Beverly Romeo-Beehler, Auditor General, in attendance at the meeting responded to questions from Board members.

Moved by R. Parry, seconded by D. LeBreton:***That the Toronto Public Library Board:***

1. *requests the Auditor General to perform a risk assessment of the Toronto Public Library Board.*

Carried**15-132 Security Services – Award of Contract*****Moved by Councillor Doucette, seconded by R. Parry:******That the Toronto Public Library Board:***

1. *awards the security services contract to Primary Response for a three-year period as follows:*
 - a. *August 1, 2015 to July 31, 2016 at a cost of \$1,492,631.08 [excluding Harmonized Sales Tax (HST)];*
 - b. *August 1, 2016 to July 31, 2017 at a cost of \$1,492,631.08;*
 - c. *August 1, 2017 to July 31, 2018 at a cost of \$1,522,483.70;*
2. *authorizes two one-year renewals, subject to satisfactory performance, under the same terms, conditions and pricing as year three of the agreement, \$1,522,483.70 for each year; and.*
3. *authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.*

Carried

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15-133 Albion Branch – Award of Tender*Moved by Councillor Doucette, seconded by E. Svec:**That the Toronto Public Library Board:*

1. *awards the contract to the lowest bidder, Aquicon Construction Co. Ltd., for the construction of the new Albion Branch, at a cost of \$12,966,800, which includes a contingency of \$1,178,800 [excluding Harmonized Sales Tax (HST)]; and*
2. *authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.*

Carried**15-134 Community and Event Space Rental Policy***Moved by L. Colley, seconded by Councillor Doucette:**That the Toronto Public Library Board:*

1. *approves the Community and Event Space Rental Policy and Fee Schedules and repeals the Auditorium, Meeting Room and Theatre Rental Policy and The Bram & Bluma Appel Salon Rental Policy; and*
2. *authorizes and directs appropriate Library staff to take the necessary action to give effect thereto.*

Carried**15-135 Deferred Ombudsman Motion and Bill 8***Moved by Councillor Doucette, seconded by L. Colley:**That the Toronto Public Library Board:*

1. *recommends requesting that the City Manager include in the five-year City of Toronto Act Review an amendment to Part V of the City of Toronto Act, 2006 in order to ensure that the Toronto Public Library is within the jurisdiction of the Toronto Ombudsman.*

Carried

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15-136 Eglinton Square Branch Expansion – New Lease Agreement*Moved by R. Parry, seconded by S. Graham-Nutter:**That the Toronto Public Library Board:*

1. *approves a new Eglinton Square branch lease agreement for 10,000 sq. ft. at 1 Eglinton Square with Bentall Kennedy (Canada) LP for a 20-year term with a commencement date to be determined with:*
 - a. *annual base rent as follows:*
 - i. *for years 1 - 5: \$21.00 per square ft., excluding Harmonized Sales Tax (HST);*
 - ii. *for years 6 - 10: \$24.00 per square ft.;*
 - iii. *for years 11 - 15: \$28.00 per square ft.;*
 - iv. *for years 16 - 20: \$30.00 per square ft.;*
 - b. *common area maintenance based on actual costs and capped at \$20.59 per sq. ft., excluding HST, for the first year with a maximum increase of 5% for each of the remaining years of the term;*
 - c. *a six-month fixturing period when only common area maintenance is paid, with a commencement date to be determined;*
 - d. *Landlord providing a Tenant Improvement Allowance in the amount of \$600,000 towards the Library's renovation work;*
2. *approves a capital project to renovate the existing and new space with a value of approximately \$1,242,325, funded by \$600,000 of Tenant Improvement Allowance and development charges funding of \$642,325, with estimated cash flows of \$300,000 (\$0 debt) in 2015 and \$942,325 (\$0 debt) in 2016;*
3. *approves submitting a report to Council to seek approval for the proposed new lease and capital project with no debt funding; and*
4. *authorizes and directs staff to take the necessary action to give effect thereto.*

Carried

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15-137 Northern Elms Branch – Lease Expansion and Extension Agreement*Moved by E. Svec, seconded by Councillor Doucette:**That the Toronto Public Library Board:*

1. *approves a lease agreement for an additional 858 sq. ft. of space at 123B Rexdale Boulevard with 994480 Ontario Limited with a commencement date to be determined with:*
 - a. *the same terms and conditions as the current lease:*
 - i. *January 1, 2016 to February 28, 2018: annual base rent at \$17.00 per sq. ft., excluding Harmonized Sales Tax (HST);*
 - ii. *March 1, 2018 to February 28, 2020: annual base rent at \$18.00 per sq. ft.;*
 - iii. *common area maintenance based on actual costs and estimated at \$4.89 per sq. ft;*
 - b. *a three-month fixturing period when no base rent is paid on the additional space, with a commencement date to be determined;*
 - c. *the Landlord providing a tenant improvement allowance in the amount of \$51,480 towards the Library's renovation work;*
2. *approves a five-year lease extension on the 3,936 sq. ft. branch to commence on March 1, 2020 and terminate on February 28, 2025 with the following base rental rates:*
 - a. *for years 1 and 2: \$19.00 per square ft., excluding HST;*
 - b. *for years 3 to 5: \$20.00 per square ft.;*
3. *approves a capital project to renovate the existing and new space with a cost of approximately \$147,480, funded by \$51,480 of tenant improvement allowance and development charges funding estimated at \$96,000, with expected cash flows 2015;*
4. *approves submitting a report to Council to seek approval for the capital project with no debt funding; and*
5. *authorizes and directs staff to take the necessary action to give effect thereto.*

Carried

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Items for Information:**15-138 2016 Operating Budget Outlook**

Vickery Bowles, City Librarian and Larry Hughsam, Director, Finance and Treasurer, provided a presentation regarding the Library's operating budget process, including the context of the Library's proposed budget request of a base increase of \$3.757 million or 2.2% over the 2015 Council-approved budget.

Moved by D. LeBreton, seconded by S. Graham-Nutter:

That the Toronto Public Library Board:

1. receives the 2016 Operating Budget Outlook verbal report for information.

Carried

15-139 Bookmobile Schedule – 2015

Moved by S. Graham-Nutter, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. receives the Bookmobile Schedule – 2015 report for information.

Carried

15-140 Board Resolutions – Status Report

Moved by E. Svec, seconded by L. Colley:

That the Toronto Public Library Board:

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

Carried

15-141 Adjournment

Moved by E. Svec, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. adjourns the June 22, 2015 Toronto Public Library Board meeting.

Carried

The meeting ended at 10:20 p.m.

Signed: _____