4.

Toronto Public Library Board – Draft Meeting Minutes

Meeting Details

Meeting Number: 01

Date: Monday, 27 January, 2025

Time: 6:00 p.m. to 9:18 p.m.

Location: Toronto Reference Library, Boardroom, 789 Yonge Street and via WebEx

Members Present (in person)

Alim Remtulla (Chair)
Jonathan Hoss (Vice Chair)
Sakariya Ahmed
Tamara Balan
Amina Mohamed

Members Present (via WebEx)

Councillor Paul Ainslie
Justice Faith Betty
Serda Evren
Deputy Mayor Amber Morley
Soo Wong

Regrets

None

25-001 Call to Order

Vickery Bowles, City Librarian, called the meeting to order at 6:02 p.m. and welcomed all to the meeting.

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 introduced the participants in the meeting before welcoming Marco Cuoco, TPL's new Director, Finance and CFO, to the Library. Vickery shared information about Marco's background and thanked Larry Hughsam, Acting Director, Finance and Treasurer for stepping in to support the Library while recruitment was underway.

25-002 Election of the Chair of the Board

Vickery Bowles called for nominations for the Chair of the Toronto Public Library Board.

Moved by *Jonathan Hoss,* ***seconded by*** *Sakariya Ahmed:*
That*:*
1. Alim Remtulla be nominated for Chair.

Carried

Alim Remtulla agreed to stand for election.

There being no further nominations, it was:
Moved by *Jonathan Hoss,* ***seconded by*** *Tamara Balan:*
That*:*
1. nominations be closed.

Carried

Vickery Bowles declared Alim Remtulla duly re-elected Chair of the Toronto Public Library Board by acclamation.

Alim Remtulla assumed the Chair.

25-003 Election of Vice Chair of the Board

Alim Remtulla called for nominations for the Vice Chair of the Toronto Public Library Board.

Moved by *Amina Mohamed,* ***seconded by*** *Tamara Balan:*
That*:*
1. Jonathan Hoss be nominated for Vice Chair.

Carried

Jonathan Hoss agreed to stand for election.

There being no further nominations, it was:

Moved by *Amina Mohamed,* ***seconded by*** *Tamara Balan:*
That*:*
1. nominations be closed.

Carried

Alim Remtulla declared Jonathan Hoss duly re-elected Vice Chair of the Toronto Public Library Board.

25-004 Selection of Committee Members, Board Representatives and Association Members – 2025

Moved by *Amina Mohamed,* ***seconded by*** *Jonathan Hoss:*
That *the Toronto Public Library Board:*

1. *appoints Amina Mohamed to the City Librarian's Performance Review Committee;*
2. *appoints Sakariya Ahmed to the role of Board Liaison to Youth Advisors;*
3. *appoints Jonathan Hoss to the Naming Committee;*
4. *appoints Amina Mohamed to the Toronto Public Library Foundation Board; and*
5. *appoints Councillor Paul Ainslie to the Board of the Federation of Ontario Public Libraries.*

Carried

25-005 Declarations of Conflicts of Interest

There were no *Declarations of Conflicts of Interest* by members of the Library Board at the January 27, 2025 meeting.

25-006 Approval of Agenda

Moved by *Jonathan Hoss,* ***seconded by*** *Serda Evren:*
That *the Toronto Public Library Board:*

1. *add a presentation from the Toronto Public Library Workers Union, Local 4948; and*
2. *approve the revised agenda.*

Carried

25-007 Confirmation of December 02, 2024 Toronto Public Library Board Meeting Minutes

Moved by *Jonathan Hoss,* ***seconded by*** *Amina Mohamed:*
That *the Toronto Public Library Board:*

1. *confirms the minutes of the December 02, 2024 Toronto Public Library Board meeting.*

Carried

25-008 Confirmation of December 02, 2024 Toronto Public Library Board Closed Meeting Minutes

Moved by *Jonathan Hoss,* ***seconded by*** *Justice Faith Betty:*
That *the Toronto Public Library Board:*

1. *confirms the minutes of the December 02, 2024 Toronto Public Library Board closed meeting.*

Carried

25-009 Confirmation of the November 27, 2024 City Librarian Selection Committee Meeting Minutes

Moved by *Jonathan Hoss,* ***seconded by*** *Amina Mohamed:*
That *the Toronto Public Library Board:*

1. *confirms the minutes of the November 27, 2024 City Librarian Selection Committee meeting.*

Carried

25-010 Confirmation of the November 27, 2024 City Librarian Selection Committee Closed Meeting Minutes

Moved by *Jonathan Hoss,* ***seconded by*** *Amina Mohamed:*
That *the Toronto Public Library Board:*

1. *confirms the minutes of the November 27, 2024 City Librarian Selection Committee closed meeting.*

Carried

25-011 Approval of Consent Agenda Items

Moved by *Jonathan Hoss,* ***seconded by*** *Amina Mohamed:*
That *the Toronto Public Library Board:*

1. *approves the consent agenda.*

Carried

25-012 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the January 27, 2025 meeting.

25-013 City Librarian's Report *(Received by Consent)*

That *the Toronto Public Library Board:*

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

Carried

25-014 Communications

There were no *Communications* items at the January 27, 2025 meeting.

Carried

25-015 Presentations

Brandon Haynes, President, Toronto Public Library Workers Union, CUPE Local 4948, delivered a presentation entitled 'Respect and Dignity for Library Workers.' The presentation reviewed several findings of a Toronto Municipal Survey, explored the number and nature of incidents in branches, and expressed concern about TPL staffing levels. The presentation featured several videos from Library workers talking about their experience.

Brandon was joined by Jinkie David, Vice-President; Giselle Chu, Acting Secretary-Treasurer; and Selwyn Chung, Acting Recording Secretary, TPLWU Local 4948.

The Union also presented the Board with the signatories of the 'Petition for Respect and Dignity for Library Workers,' which was also represented in a banner displayed at the meeting.

Alim Remtulla, Board Chair, thanked the Union representatives for their presentation on behalf of the Board, and encouraged an open dialogue as discussion about these issues is ongoing.

Moved by *Amina Mohamed,* ***seconded by*** *Sakariya Ahmed:*
That *the Toronto Public Library Board:*

1. receives the presentation from the Toronto Public Library Workers Union, CUPE Local 4948, for information.

Carried

25-016 TPL Board Education – Maintaining Our Facilities

Alyssa van Graft, Director, Enterprise Projects and Facilities Management, and Gianluca Di Cintio, Senior Manager, Facilities Operations, delivered a presentation that reviewed how the facilities operations team maintains TPL branches.

Their presentation provided an overview of the facilities services strategy, reviewed the scope of work for facilities services, explained the structure of the operations team, and gave an insight into how work is planned and measured.

Moved by *Amina Mohamed,* ***seconded by*** *Soo Wong:*
That *the Toronto Public Library Board:*

1. *receives the Maintaining Our Facilities presentation for information.*

Carried

Items for Action

25-017 2025 Operating Budget Update – Service Enhancements

Larry Hughsam, Acting Director, Finance and Treasurer, reviewed highlights of the report for the Board.

Moved by *Sakariya Ahmed,* ***seconded by*** *Deputy Mayor Amber Morley:*
That *the Toronto Public Library Board:*

1. *endorses changes to the 2025 operating budget service enhancements, resulting in total enhancement funding of $4.143 million net ($4.956 million gross) including 35.1 full time equivalent positions, comprised of:*
    a. *an increase of two Youth Hubs for $0.336 million (0.672 million annualized) net and gross including five FTEs, for a revised three Youth Hubs totalling $0.444 million ($0.887 million annualized) including seven FTEs;*
    b. *expansion for the Financial Empowerment Service to be funded by the Toronto Public Library Foundation one-time in 2025 for a revised budget cost of $0 net and $0.248 million*

gross, including 0.5 FTEs, with the City assuming funding responsibility beginning in 2026; and

c. *expansion of the Social Service Team to be funded by the Toronto Public Library Foundation one-time in 2025 for a revised budget cost of $0 million net and $0.565 million gross, with the City assuming funding responsibility beginning in 2026.*

Carried

25-018 Proposed Changes to the Rules of Conduct and Rules of Conduct – Exclusion, Reinstatement and Appeals Policies

Moe Hosseini-Ara, Director, Branch Operations and Customer Experience, and Elizabeth Malak, Senior Manager, reviewed highlights of the report and the policy changes for the Board.

Moved by *Jonathan Hoss,* ***seconded by*** *Serda Evren:*
That *the Toronto Public Library Board:*

1. *approves the Rules of Conduct Policy, appended as Attachment 1; and*
2. *approves the Rules of Conduct – Exclusion, Reinstatement, and Appeals Policy, appended as Attachment 2.*

Carried

25-019 Toronto Public Library Board – Self-Evaluation: 2024 Results

Shawn Mitchell, Director, Policy, Planning and Performance Management, and Natalie Comeau, Senior Manager, Privacy, Risk and Governance, reviewed highlights of the report for the Board.

Moved by *Amina Mohamed,* ***seconded by*** *Serda Evren:*
That *the Toronto Public Library Board:*

1. *receives the results of the Board self-evaluation survey in Attachment 1; and*
2. *directs staff to conduct a survey in 2025.*

Carried

25-020 Parliament Street Branch Relocation

Moe Hosseini-Ara reviewed highlights of the report for the Board.

Moved by *Soo Wong,* ***seconded by*** *Deputy Mayor Amber Morley:*
That *the Toronto Public Library Board:*

1. *approves 325 Gerrard Street East, part of the Regent Park Revitalization plan, as the new site of the Parliament Street branch subject to negotiating a satisfactory shared use cost sharing agreement with Toronto Community Housing Corporation and receiving all appropriate approvals; and*
2. *authorizes the City Librarian to take such actions as are necessary to implement the Board's decision, including negotiating a satisfactory shared use cost sharing agreement and any other necessary agreements.*

Carried

25-021 Artificial Intelligence Policy

Steve Till-Rogers, Director, Digital Strategy & CIO; Pam Ryan, Director, Service Development and Innovation; Shawn Mitchell, Director, Policy, Planning and Performance Management; and Laural Raine, Senior Manager, Planning, Policy and Evaluation reviewed highlights of the report and the policy for the Board.

Moved by *Jonathan Hoss,* ***seconded by*** *Amina Mohamed:*
That *the Toronto Public Library Board:*

1. *approves the Artificial Intelligence Policy, appended as Attachment 1; and*
2. *directs staff to provide an update report to the Board with further details on the implementation plan by the end of Q2 2025.*

Carried

25-022 Fire and Life Safety Services – Increase to Contract

Alyssa van Graft reviewed highlights of the report for the Board.

Moved by *Amina Mohamed,* ***seconded by*** *Serda Evren:*
That *the Toronto Public Library Board:*

1. *approves an increase to the commitment with Eurotech Safety Inc. for the supply of Fire and Life Safety services for an amount of $1,467,242 excluding Harmonized Sales Tax (HST), which increases the total value of the contract from $692,928.90 to $2,160,171.00.*

Carried

25-023 Library Furniture – Award of Contract (Approved by Consent)

That the Toronto Public Library Board:

1. *approve a commitment to spend up to $4.4 million, excluding Harmonized Sales Tax (HST) with POI for the supply and installation of Steelcase furniture over the remaining term of the OECM contract, including extension periods from January 2025 to March 2028; and*
2. *approve a commitment to spend up to $2 million, excluding Harmonized Sales Tax (HST) with Patrick Cassidy and Contemporary Office Interiors for the supply and installation of furniture over the remaining term of the OECM contract from, January 2025 to April 2026.*

Carried

25-024 Pleasant View Branch Property – Partial Transfer of Property to the City of Toronto (Approved by Consent)

That the Toronto Public Library Board:

1. *transfer ownership of 0.40 metres of property along the Van Horne Avenue frontage of the Pleasant View Branch, municipally known as 575 Van Horne Avenue, to the City of Toronto, subject to the following:*
   a. *City Council approves the transfer as required under section 19(1)(d) of the Public Libraries Act; and*
   b. *the City acquires the road widening pursuant to s. 114 of COTA and Chapter 415-19 of the Municipal Code; and*
2. *authorizes the City Librarian to act on its behalf to execute the title transfer and any ancillary documents and enter into any required agreements.*

Carried

25-025 Toronto Public Library Board – 2025 Meeting Dates Schedule (Approved by Consent)

That the Toronto Public Library Board:

1. *approves the Toronto Public Library Board 2025 meeting dates schedule.*

Carried

Items for Information

25-026 Strategic Plan 2025 – 2029: Phase 1 Communication Plan

Linda Hazzan, Director, Communications, Programming and Customer Engagement, offered to address any questions the Board may have about the report.

Moved by *Amina Mohamed,* ***seconded by*** *Jonathan Hoss:*
That *the Toronto Public Library Board:*

1. *receives the Strategic Plan 2025 – 2029: Phase 1 Communication Plan report for information.*

Carried

Serda Evren left the meeting at 8:15 p.m.

25-027 Safety and Security Program – Update

Brian Daly, Director, Human Resources and Moe Hosseini-Ara 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. *receives the Safety and Security Program - Update report for information.*

Carried

Closed Meeting

25-028 Closed Meeting

At 8:45 p.m., it was:
Moved by *Amina Mohamed,* ***seconded by*** *Jonathan Hoss:*
That *the Toronto Public Library Board:*

1. *conducts a Closed meeting as the first subject matter being considered (Collective Bargaining - Update) involves labour relations or employee negotiations; and the second matter being considered (Update from the City Librarian Selection Committee) involves personal matters concerning an identifiable individual. Public Libraries Act, R.S.O. 1990, Chapter P. 44, s. 16.1(4).*

Carried

At 9:17 p.m., the Board resumed its meeting in public.

25-029 Adoption of Closed Meeting Actions: Collective Bargaining Update (verbal)

Moved by *Jonathan Hoss****, seconded by*** *Tamara Balan:*
That *the Toronto Public Library Board:*

1. *receives the Collective Bargaining Update verbal report for information; and*
2. *approves that information in the confidential verbal report will not be made public as it involves labour relations or employee negotiations Public Libraries Act, R.S.O. 1990, Chapter P. 44, s. 16.1(4).*

Carried

25-030 Adoption of Closed Meeting Actions: Update from the City Librarian Committee

Moved by *Justice Faith Betty****, seconded by*** *Tamara Balan:*
That *the Toronto Public Library Board:*

1. *receives the confidential report from the City Librarian Selection Committee (Attachment 1); and*
2. *approves that the information concerning TPL Succession Planning not be made public because the subject matter deals with personal matters about an identifiable individual.*

Carried

25-031 Adjournment

Moved by *Councillor Paul Ainslie,* ***seconded by*** *Deputy Mayor Amber Morley:*
That *the Toronto Public Library Board:*

1. *adjourns the January 27, 2025 Toronto Public Library Board meeting.*

Carried

The meeting ended at 9:18 p.m.

Signed: _____