4.

MINUTES

Toronto Public Library Board
Meeting No. 5: Monday, May 15, 2017, from 6:00 p.m. to 7:20 p.m.
Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto

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Members Present:
Mr. Ron Carinci (Chair)
Ms. Lindsay Colley (Vice Chair)
Councillor Paul Ainslie
Councillor Sarah Doucette
Ms. Sue Graham-Nutter
Ms. Dianne LeBreton
Mr. Strahan McCarten
Ms. Archana Shah

Regrets:
Councillor Mary Fragedakis
Mr. Ross Parry
Ms. Eva Svec

17-080 Call to Order

Ron Carinci called the meeting to order at 6:00 p.m.

Mr. Carinci gratefully acknowledged that the Toronto Public Library Board was meeting on the traditional territory of the Huron-Wendat, the Haudenosaunee, and Mississaugas of New Credit First Nation and home to many diverse Indigenous peoples.

Jennifer Jones, President, Toronto Public Library Foundation introduced William Pace, Senior Director, Major Gifts and Tracy Finkelstein, Director, Marketing and Communications, recently hired in the Foundation.

17-081 Declarations of Conflicts of Interest

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

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17-082 Approval of Agenda

Moved by *Councillor Ainslie,* ***seconded by*** *S. Graham-Nutter:*
That *the Toronto Public Library Board approves the agenda as revised to:*

1. *add a presentation from Miroslav Glavić regarding Agenda Item Nos. 15 – Circulation and Collection Use (including Fees and Fines) Policy – 2017 and 22 – Wi-Fi Hotspot Lending Pilot Project – Phase 1 Findings and Future Directions Update.*

Carried

17-083 Confirmation of April 13, 2017 City Librarian's Performance Review Committee Meeting Minutes

Moved by *L. Colley,* ***seconded by*** *S. McCarten:*
That *the Toronto Public Library Board:*

1. *confirms the minutes of the April 13, 2017 City Librarian's Performance Review Committee meeting.*

Carried

17-084 Confirmation of April 13, 2017 City Librarian's Performance Review Committee Closed Meeting Minutes

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

1. *confirms the minutes of the April 13, 2017 City Librarian's Performance Review Committee Closed meeting.*

Carried

17-085 Confirmation of April 18, 2017 Toronto Public Library Board Meeting Minutes

Moved by *S. McCarten,* ***seconded by*** *Councillor Ainslie:*
That *the Toronto Public Library Board:*

1. *confirms the minutes of the April 18, 2017 Toronto Public Library Board meeting.*

Carried

17-086 Confirmation of April 18, 2017 Toronto Public Library Board Closed Meeting Minutes

Moved by *L. Colley,* ***seconded by*** *S. McCarten:*
That *the Toronto Public Library Board:*

1. *confirms the minutes of the April 18, 2017 Toronto Public Library Board Closed meeting.*

Carried

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17-087 Approval of Consent Agenda Items

Moved by *Councillor Doucette,* ***seconded by*** *S. McCarten:*
That *the Toronto Public Library Board:*
1. approves the consent agenda and all other items not held on consent.

Carried

The following item was held for further consideration:

- Accounts Written-off in 2016

17-088 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the May 15, 2017 meeting.

17-089 City Librarian's Report *(Received for Information by Consent)*

That *the Toronto Public Library Board:*
1. receives the City Librarian's Report for information.

Carried

17-090 Communications

There were no *Communications* items at the May 15, 2017 meeting.

17-091 Presentations

Miroslav Glavić regarding Agenda Item Nos. 15 – *Circulation and Collection Use (including Fees and Fines) Policy – 2017* and 22 – *Wi-Fi Hotspot Lending Pilot Project – Phase 1 Findings and Future Directions Update*

In connection with the Circulation and Collection Use Policy, Mr. Glavić addressed the Board regarding his concerns relating to the visitors library card and the use of weight instead of time to pay for 3D printing. He indicated his support for the use of gender-neutral pronouns in the policy. In connection with the Wi-Fi Hotspot Lending Pilot Project, Mr. Glavić encouraged the Library to expand the program.

Moved by *L. Colley,* ***seconded by*** *Councillor Doucette:*
That *the Toronto Public Library Board:*
1. receives the presentation from Miroslav Glavić regarding Agenda Item Nos. 15 – Circulation and Collection Use (including Fees and Fines) Policy – 2017 and 22 – Wi-Fi Hotspot Lending Pilot Project – Phase 1 Findings and Future Directions Update for information.

Carried

Item for Information:

17-092 Audit Year-End Report – December 31, 2016 – Toronto Public Library Board

Ron Carinci introduced Terri McKinnon, Partner, PricewaterhouseCoopers in attendance at the meeting for discussion of the *Audit Year-End Report – December 31, 2016 – Toronto Public Library Board* and the *2016 Audited Financial Statements – Toronto Public Library Board* report.

As required, Ms. McKinnon asked if there was awareness by the Board Chair of any incidences of fraud that would impact the financial statements. On behalf of the Board, Ron Carinci responded in the negative to this question.

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

1. receives the Audit Year-End Report – December 31, 2016 – Toronto Public Library Board for information.

Carried

Items for Action:

17-093 2016 Audited Financial Statements – Toronto Public Library Board

***Moved by** Councillor Doucette, **seconded by** S. McCarten:*
***That** the Toronto Public Library Board:*

1. approves the 2016 audited financial statements of the Toronto Public Library Board, appended as Attachment 1.

Carried

17-094 Circulation and Collection Use (including Fees and Fines) Policy – 2017

***Moved by** A. Shah, **seconded by** S. McCarten:*
***That** the Toronto Public Library Board:*

1. approves the revised Circulation and Collection Use (including Fees and Fines) Policy, appended as Attachment 1.

Carried

17-095 North York Central Library – Architect Award of Contract

Moved by *S. Graham-Nutter,* ***seconded by*** *L. Colley:*

That *the Toronto Public Library Board:*

1. *engages Diamond Schmitt Architects to provide architectural services for the NYCL Phase 2 capital project based on fees of 6.85% of the estimated construction budget of $10.000 million, comprised of:*
   a. *an initial award of $0.350 million for the detailed design work for NYCL Phase 2 to be funded from NYCL Phase 1 project and;*
   b. *a subsequent award, subject to Council approval of NYCL Phase 2 expected as part of the 2018 capital budget, of $0.350 million for all remaining architectural services required for NYCL Phase 2.*

Carried

17-096 2017 Capital Budget Adjustments *(Approved by Consent)*

That *the Toronto Public Library Board:*

1. *endorses the following cash flow reallocations that have no impact on annual debt levels:*
   1.1 *accelerate $0.500 million gross and development charges (DC) funding from 2018 to 2017 for the Albion Library project; and*
   1.2 *defer $0.500 million gross and DC funding from 2017 to 2018 for the Bayview-Bessarion Library project;*
2. *endorses a 2017 in-year capital budget transfer of $0.650 million gross and debt from the Multi-Branch Minor Renovation project to the St. Clair/Silverthorn Library project; and*
3. *forwards the capital budget adjustments to the City for approval.*

Carried

17-097 Humber Summit Branch – Award of Tender, Branch Closure and Alternative Service Plan *(Approved by Consent)*

That *the Toronto Public Library Board:*

1. *awards the contract to the lowest bidder, Brown Daniels Associates Inc., for the interior renovation and site restoration of Humber Summit Branch, at a cost of $993,300.00, which includes a contingency of $90,300.00 (excluding HST);*
2. *approves the closure of the Humber Summit Branch for approximately four months; and*
3. *approves the plan for alternate service for the duration of the closure.*

Carried

Items for Information:

17-098 Toronto Public Library Board Education – Role of the Librarian

Moe Hosseini-Ara, Director, Branch Operations & Customer Experience introduced Kim Huntley, Manager, North York Central Library and Heather Mathis, Manager, Learning, Innovation & Resource Planning. Ms. Huntley and Ms. Mathis provided a presentation on the Role of the Librarian, including the importance of defining the future roles for Toronto Public Library's librarians. This included subjects relating to responsibilities, training and professional development to support excellence in service delivery.

***Moved by** Councillor Doucette, **seconded by** A. Shah:*
***That** the Toronto Public Library Board:*
1. receives the Toronto Public Library Board Education – Role of the Librarian verbal report for information.

Carried

17-099 Biblio Bash Update

Jennifer Jones, President, Toronto Public Library Foundation provided a verbal update on Biblio Bash, including the goals of the event to introduce the Library to a new audience, to showcase the Library as more than about books and to fundraise for the Library. Ms. Jones advised that all three goals had been met and in the case of fundraising, had been exceeded. She thanked all those involved and introduced a video to be sent to all guests as an expression of appreciation.

***Moved by** A. Shah, **seconded by** S. McCarten:*
***That** the Toronto Public Library Board:*
1. receives the Biblio Bash Update verbal report for information.

Carried

17-100 Digital Strategy Update

Alex Hocevar, Director, Digital Services & Emerging Technologies provided a verbal update on the Digital Strategy. To address design and architecture, the department has been reorganized, key technology enablers have been identified to determine maturity of capabilities, and projects and programs have been formulated to guide the spending of funds and align current execution for the future. The Board will continue to be updated as the strategy is executed.

***Moved by** Councillor Ainslie, **seconded by** D. LeBreton:*
***That** the Toronto Public Library Board:*
1. receives the Digital Strategy Update verbal report for information.

Carried

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17-101 Wi-Fi Hotspot Lending Pilot Project – Phase 1 Findings and Future Directions Update

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

1. *receives the Wi-Fi Hotspot Lending Pilot Project – Phase 1 Findings and Future Directions Update report for information.*

Carried

17-102 Accounts Written-off in 2016

Moved by *Councillor Ainslie,* ***seconded by*** *Councillor Doucette:*
That *the Toronto Public Library Board:*

1. *receives the Accounts Written-off in 2016 report for information.*

Carried

17-103 2016 Grants *(Received for Information by Consent)*

That *the Toronto Public Library Board:*

1. *receives the 2016 Grants report for information.*

Carried

17-104 Operating Budget Monitoring Report – March 31, 2017 *(Received for Information by Consent)*

That *the Toronto Public Library Board:*

1. *receives the Operating Budget Monitoring Report – March 31, 2017 for information.*

Carried

17-105 Capital Budget Monitoring Report – March 31, 2017 *(Received for Information by Consent)*

That *the Toronto Public Library Board:*

1. *receives the Capital Budget Monitoring Report – March 31, 2017 for information.*

Carried

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17-106 Board Resolutions – Status Report *(Received for Information by Consent)*

That *the Toronto Public Library Board:*

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

Carried

17-107 Adjournment

Moved by *A. Shah,* ***seconded by*** *Councillor Doucette:*

That *the Toronto Public Library Board:*

1. adjourns the May 15, 2017 Toronto Public Library Board meeting.

Carried

The meeting ended at 7:20 p.m.

Signed: _____