4.

MINUTES

Toronto Public Library Board
Meeting No. 4: Monday, May 28, 2018, from 6:00 p.m. to 7:15 p.m.
Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto

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Members Present:
Ms. Sue Graham-Nutter (Chair)
Councillor Paul Ainslie
Mr. Cameron Bryant
Councillor Mary Fragedakis
Councillor Jim Hart
Mr. Daniel Rotsztain
Ms. Archana Shah
Ms. Eva Svec

Regrets:
Mr. Strahan McCarten (Vice Chair)
Councillor Sarah Doucette
Ms. Dianne LeBreton
Mr. Ross Parry

18-075 Call to Order

Sue Graham-Nutter called the meeting to order at 6:00 p.m.

Ms. Graham-Nutter 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.

Ms. Graham-Nutter welcomed Cameron Bryant as a member of the Board, appointed by City of Toronto Council on May 23, 2018.

18-076 Declarations of Conflicts of Interest

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

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18-077 Approval of Agenda

Moved by *A. Shah,* ***seconded by*** *E. Svec:*
That *the Toronto Public Library Board:*
1. approves the agenda.

Carried

18-078 Confirmation of April 23, 2018 City Librarian's Performance Review Committee Meeting Minutes

Moved by *E. Svec,* ***seconded by*** *E. Svec:*
That *the Toronto Public Library Board:*
1. confirms the minutes of the April 23, 2018 City Librarian's Performance Review Committee meeting.

Carried

18-079 Confirmation of April 23, 2018 City Librarian's Performance Review Committee Closed Meeting Minutes

Moved by *E. Svec,* ***seconded by*** *E. Svec:*
That *the Toronto Public Library Board:*
1. confirms the minutes of the April 23, 2018 City Librarian's Performance Review Committee Closed meeting.

Carried

18-080 Confirmation of April 30, 2018 Toronto Public Library Board Meeting Minutes

Moved by *Councillor Ainslie,* ***seconded by*** *D. Rotsztain:*
That *the Toronto Public Library Board:*
1. confirms the minutes of the April 30, 2018 Toronto Public Library Board meeting.

Carried

18-081 Confirmation of April 30, 2018 Toronto Public Library Board Closed Meeting Minutes

Moved by *A. Shah,* ***seconded by*** *Councillor Ainslie:*
That *the Toronto Public Library Board:*
1. confirms the minutes of the April 30, 2018 Toronto Public Library Board Closed meeting.

Carried

Business Arising from the Minutes

18-082 **Extended Open Hours Pilot Project – Implementation Plan –** (Resolution No. 17-165 from the October 23, 2017 Toronto Public Library Board Meeting Minutes).

Moe Hosseini-Ara, Director, Branch Operations & Customer Experience provided the following information to update the Board since the October 23, 2017 meeting regarding the Extended Open Hours Pilot Project – Implementation Plan at Todmorden Room and Swansea Memorial branches:

Earlier this year, staff contacted Toronto Police 54 Division and 11 Division to provide details of the planned pilot project. In both cases, no concerns were expressed. Notification when the service is implemented was requested by 54 Division. A recent visit to the branch by 54 Division resulted in a suggestion that the centre range of shelves be lowered to improve sightlines. This range of shelves is being lowered to 52" as part of the branch retrofit.

Fire Prevention also indicated no concerns after a discussion earlier this year.

To date, no response has been received from Toronto Paramedic Services.

A timeline was provided to the Board, including the expectation that the Extended Open Hours Pilot Project at Todmorden Room and Swansea Memorial branches will be launched in September 2018. The Communications Plan as well as information regarding timelines and milestones will be provided to Councillor Doucette and Councillor Fragedakis.

***Moved by** E. Svec, **seconded by** Councillor Hart:*
That the Toronto Public Library Board:

1. receives the Business Arising from the Minutes – Extended Open Hours Pilot Project – October 23, 2017 Toronto Public Library Board Meeting Minutes – Resolution No. 17-165 for information.

Carried

18-083 **Approval of Consent Agenda Items**

***Moved by** Councillor Fragedakis, **seconded by** Councillor Hart:*
***That** the Toronto Public Library Board:*

1. approves the consent agenda and all other items not held on consent.

Carried

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18-084 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

18-085 Communications

There were no Communications Items for consideration at the May 28, 2018 meeting.

Presentations

18-086 Toronto Public Library Foundation

Jennifer Jones, President, Toronto Public Library Foundation, introduced Sarah Fulford, recently-elected Chair, Toronto Public Library Foundation Board. Ms. Fulford is the Chief Editor of Toronto Life magazine. She expressed her commitment to raising funds for Toronto Public Library.

Ms. Jones provided the Library Board with the Foundation's annual report, including an update on the progress of the 2017-2020 strategic overview, and the achievement of 1% over the target for revenues for a total of $5,584,107. As well, the objectives for 2018 were reviewed, including plans for a 17% increase over 2017.

Ms. Jones reported on the success of the recently held Biblio Bash at the Toronto Reference Library. A total of $700,000 was raised through sponsorship, tables and tickets, an auction, onsite donations and post-event donations, including $3,000 from the Friends of the Library – South Chapter.

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 *Councillor Fragedakis,* ***seconded by*** *C. Bryant:*

1. receives the Toronto Public Library Foundation Update presentation, for information; and

2. acknowledges the extraordinary efforts of the Toronto Public Library Foundation on behalf of the Toronto Public Library.

Carried

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Item for Information:

18-087 Audit Year-End Report – December 31, 2017 – Toronto Public Library Board

Sue Graham-Nutter introduced Terri McKinnon, Partner, PricewaterhouseCoopers in attendance at the meeting for discussion of the *Audit Year-End Report – December 31, 2017 – Toronto Public Library Board* and the *2017 Audited Financial Statements – Toronto Public Library Board* report.

Replacement pages for Appendices B and C in Attachment 1 of the Audit Year-End Report were distributed for adjusted and unadjusted items found during the audit, mainly related to City of Toronto funding reconciliations and classification. Ms. McKinnon noted that the unadjusted items, which are not material, are being reconciled and will be finalized shortly.

As required, Ms. McKinnon asked if there was awareness by the Board Chair relating to:

1. any incidences of fraud that would impact the financial statements; and
2. any subsequent events since December 31, 2017 that would affect the budget.

On behalf of the Board, Sue Graham-Nutter responded in the negative to both questions.

***Moved by** E. Svec, **seconded by** D. Rotsztain:*
***That** the Toronto Public Library Board:*

1. receives the Audit Year-End Report – December 31, 2017 – Toronto Public Library Board for information.

Carried

Items for Action:

18-088 2017 Audited Financial Statements – Toronto Public Library Board

***Moved by** Councillor Ainslie, **seconded by** E. Svec:*
***That** the Toronto Public Library Board:*

1. approves the 2017 audited financial statements of the Toronto Public Library Board, appended as Attachment 1.

Carried

18-089 Naming and Sponsorship for Musical Instrument Lending Library *(Approved by Consent)*

That *the Toronto Public Library Board:*

1. *approves the naming of the Sun Life Financial Musical Instrument Lending Library; and*
2. *approves renewal of the sponsorship of the Musical Instrument Lending Library for 2018 and 2019 with funding of $140,000 over the two years, and includes the addition of a second lending branch location, under the terms and conditions as described in this report.*

Carried

18-090 York Woods Branch Renovation – Architect Award of Contract *(Approved by Consent)*

That *the Toronto Public Library Board:*

1. *awards the contract to Diamond Schmitt Architects, for architectural services for the York Woods Branch capital project based on fees of 9.45 % of the estimated construction budget of $6,600,000 resulting in a cost of approximately $623,700, excluding Harmonized Sales Tax.*

Carried

18-091 2018-2027 Capital Budget and Plan Adjustment for St. Clair/Silverthorn Branch Project *(Approved by Consent)*

That *the Toronto Public Library Board:*

1. *endorses the following adjustments to TPL's 2018-2027 capital budget and plan with no net impact on annual debt levels:*
   a. *increase the cost of the St. Clair/Silverthorn branch project by $0.918 million, from $2.897 million to $3.815 million, funded by $0.328 million from the development charges reserve fund (XR2115) and $0.590 million from debt transferred from the Multi-Branch State of Good Repair program;*
   b. *in-year capital budget transfer of $0.590 million gross and debt from the Multi-Branch State of Good Repair program to the St. Clair/Silverthorn branch project; and*
2. *authorizes staff to forward the capital budget adjustments to the City for approval.*

Carried

18-092 2018-2027 Capital Budget and Plan Adjustment for North York Central Library Project

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

Moved by *Councillor Fragedakis,* ***seconded by*** *Councillor Hart:*
That *the Toronto Public Library Board:*

1. *endorses the 2018 capital budget adjustment to increase the cost of the North York Central Library Phase 1 project by $2.500 million, from $14.974 million to $17.474 million, with 2018 cash flow increasing from $2.781 million to $5.281 million funded by $2.250 million of additional operating savings due to the extended branch closure for construction in 2018 and $0.250 million of development charges, with no impact to City debt; and*
2. *authorizes staff to forward the capital budget adjustments to the City to seek approval.*

Carried

Items for Information:

18-093 Toronto Public Library Board Education – Open Data

Pam Ryan, Director, Service Development & Innovation introduced Sujoy Chatterjee, Data Governance and Privacy Risk Advisor; Carmen Ho, Planning Specialist; and Ab Velasco, Manager, Innovation. Information was provided relating to the ways in which the Library is committed to Open Data practices that facilitate access to high-quality data sets for public use, utilizing the TPL Open Data hub to allow for Library data to be available, and focusing on transparency, accountability, and in the interest of the public good.

Moved by *C. Bryant,* ***seconded by*** *E. Svec:*
That *the Toronto Public Library Board:*

1. *receives the Toronto Public Library Board Education – Open Data verbal report for information.*

Carried

18-094 Facilities Master Plan – Toronto Public Library Board Consultation

In response to a request from Sue Graham-Nutter, Paul Trumphour, Director, Transformational Projects, provided the following information concerning escalating construction costs:

Rapidly increasing construction costs, particularly for concrete, steel and glass, are affecting the Library's capital budget. One of the causes of these increased costs relates to the uncertainty initiated by the possibility of additional tariffs on these products. Shortages in trade workers are also a contributing factor. Contractors are building in contingencies in their price bids to address these issues.

Staff are mindful of these issues as the 2019 capital budget and plan is prepared, and all project costs will be re-evaluated accordingly.

Moved by *Councillor Hart,* ***seconded by*** *E. Svec:*
That *the Toronto Public Library Board:*

1. receives the Facilities Master Plan – Toronto Public Library Board Consultation report for information.

Carried

18-095 Intellectual Freedom Challenges – 2017 Annual Report *(Received for Information by Consent)*

That *the Toronto Public Library Board:*

1. receives the Intellectual Freedom Challenges – 2017 Annual Report for information.

Carried

18-096 Accounts Written-off in 2017 *(Received for Information by Consent)*

That *the Toronto Public Library Board:*

1. receives the Accounts Written-off in 2017 report for information.

Carried

18-097 2017 Grants *(Received for Information by Consent)*

That *the Toronto Public Library Board:*

1. receives the 2017 Grants report for information.

Carried

18-098 Operating Budget Monitoring Report – March 31, 2018 ***(Received for Information by Consent)***

That *the Toronto Public Library Board:*

1. receives the Operating Budget Monitoring Report – March 31, 2018 for information.

Carried

18-099 Capital Budget Monitoring Report – March 31, 2018 ***(Received for Information by Consent)***

That *the Toronto Public Library Board:*

1. receives the Capital Budget Monitoring Report – March 31, 2018 for information.

Carried

18-100 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

18-101 Adjournment

Moved by *A. Shah,* ***seconded by*** *E. Svec:*

That *the Toronto Public Library Board:*

1. adjourns the May 28, 2018 Toronto Public Library Board meeting.

Carried

The meeting ended at 7:15 p.m.

Signed: _____