4.

MINUTES

Toronto Public Library Board
Meeting No. 10: Monday, October 19, 2020, from 6:00 p.m. to 8:20 p.m.
Via Webex and Teleconference

Members Present:
Ms. Sue Graham-Nutter (Chair)
Mr. Jonathan Hoss (Vice Chair)
Councillor Paul Ainslie
Mr. Sarwar Choudhury
Mr. Fenton Jagdeo
Ms. Jennifer Liu
Ms. Alison Menary
Councillor Gord Perks
Ms. Andrea Geddes Poole
Mr. Alim Remtulla

Regrets:
None

20-168 Call to Order

Sue Graham-Nutter, Chair, called the meeting to order at 6:00 pm.

Ms. Graham-Nutter gratefully acknowledged that while the meeting is taking place via tele/video conference, 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 (also known as the Six Nations 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. Ms. Graham-Nutter reminded and reaffirmed as Torontonians and Canadians, accountability to these Indigenous nations, and to all Indigenous peoples and communities living in Toronto.

Call to Order – continued

Ms. Graham-Nutter further indicated that this land is also part of the Dish with One Spoon territory, that includes a treaty between the Haudenosaunee Confederacy, the Anishinaabek and allied nations, to peaceably share and care for this land, its waters, and all of the biodiversity in the Great Lakes region. All those who come to live and work here are responsible for honouring this treaty in the spirit of peace, friendship, and respect.

20-169 Declarations of Conflicts of Interest

There were no *Declarations of Conflicts of Interest* by members of the Library Board at the October 19, 2020 meeting.

20-170 Approval of Agenda

Moved by *A. Remtulla****, seconded by*** *Councillor Ainslie****:***

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

1. *add a communications item from Eli Aaron, Budget Lead, Toronto Youth Cabinet to Agenda Item No. 10 – Communications;*
2. *add a presentation from Brandon Haynes, President, Toronto Public Library Workers Union, Local 4948 regarding Agenda Item No. 14 – 2021 Operating Budget Submission; and*
3. *add a presentation from Peter Holleley regarding Agenda Item No. 16 – 2020-2024 Fundraising Priorities report.*

Sue Graham-Nutter noted that Agenda Item No. 20 – *Holiday Closures 2021 and January 2022* was an Item for Action rather than an Item for Information as indicated on the agenda.

20-171 Confirmation of September 2, 2020 Naming Committee Meeting Minutes

Moved by *F. Jagdeo,* ***seconded by*** *J. Liu:*

That *the Toronto Public Library Board:*

1. *confirms the minutes of the September 2, 2020 Naming Committee meeting.*

Carried

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20-172 Confirmation of September 21, 2020 Toronto Public Library Board Special Meeting Minutes

Moved by *Councillor Ainslie,* ***seconded by*** *A. Remtulla:*
That *the Toronto Public Library Board:*

1. confirms the minutes of the September 21, 2020 Toronto Public Library Board Special meeting.

Carried

20-173 Confirmation of September 21, 2020 Toronto Public Library Board Meeting Minutes

Moved by *J. Liu,* ***seconded by*** *A. Menary:*
That *the Toronto Public Library Board:*

1. confirms the minutes of the September 21, 2020 Toronto Public Library Board meeting.

Carried

20-174 Approval of Consent Agenda Items

Moved by *J. Hoss,* ***seconded by*** *F. Jagdeo:*
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:

- City Librarian's Report.

20-175 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items at the October 19, 2020 meeting.

20-176 City Librarian's Report

In response to a question from Alim Remtulla, Vickery Bowles, City Librarian, provided the following information regarding the overall health and wellness of TPL staff during the COVID-19 pandemic:

City Librarian's Report – continued

a. Two Town Hall Crowdcast staff meetings were held on August 6 and September 30 with over 400 staff attending each event. Senior management staff provided information and responded to a variety of questions, including those related to health and safety protocols. Follow-up information and answers were provided to staff after each meeting.
b. From the beginning of the pandemic, regular communications have been provided to staff through messaging as well as directly through directors, managers and supervisors regarding the importance of wellness throughout the pandemic in terms of the strain on work and personal lives. Reminders of the Library's Employee Assistance Program have also been provided to staff.
c. In addition, ongoing support has been provided to staff on a case-by-case basis with the Human Resources Department working through requests for accommodation for staff.
d. Senior management staff are in the process of visiting branches to connect with staff and to hear directly regarding their experiences.

Alim Remtulla expressed the support of the Board for all staff through a very difficult time and offered the Board's assistance in dealing with the challenges.

That *the Toronto Public Library Board:*
Moved by *A. Remtulla,* ***seconded by*** *A. Geddes Poole:*
1. receives the City Librarian's Report for information.

Carried

20-177 Communications

Moved by *A. Remtulla,* ***seconded by*** *A. Menary:*
That *the Toronto Public Library Board:*
1. receives Communication (a) from Eli Aaron, Budget Lead, Toronto Youth Cabinet, dated October 16, 2020 regarding the Library's Open Hours Plan and consideration of the 2021 operating budget submission at the October 19, 2020 Toronto Public Library Board meeting, for information.

Carried

Toronto Public Library Board
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Presentations

20-178 **Agenda Item No. 14 – *2021 Operating Budget Submission***

Brandon Haynes, President, Toronto Public Library Workers Union, Local 4948, addressed the Board regarding the 2021 operating budget submission, expressing support for adjusting the Toronto Public Library budget in order to maintain services and to help manage the financial impact of COVID-19. He also noted the significance of this budget during the pandemic.

In addition, Brandon Haynes elaborated on a number of issues, including the importance of the following:

a. a fully-funded operating budget for the Toronto Public Library;
b. investment in libraries as a great equalizer in society;
c. the economic impact of over 1 billion dollars that the Toronto Public Library delivers to the City of Toronto as reported by the Martin Prosperity Institute;
d. the essential role of library workers in the community to the delivery of library services and guiding people on the use of those services;
e. remembering that technology, while important, is not a replacement for staff and their vital role.

Sue Graham-Nutter and Alim Remtulla expressed appreciation to the Union for their presentation and commented on the dedication of library staff.

Moved by *A. Menary,* ***seconded by*** *Councillor Perks:*
That *the Toronto Public Library Board:*

1. receives the presentation from Brandon Haynes, President, Toronto Public Library Workers Union, Local 4948 regarding Agenda Item No. 14 – 2021 Operating Budget Submission for information.

Carried

20-179 **Agenda Item No. 16 – *2020-2024 Fundraising Priorities***

As a result of technical issues, Peter Holleley was unable to address the Board at the October 19, 2020 meeting. Through email he requested that his written submission be considered by the Board, and offered to respond to questions via email after the meeting.

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20-180 Toronto Public Library Board Education – One Page Festival

Linda Hazzan, Director, Communications, Programming & Customer Engagement, introduced Gregory McCormick, Manager, Cultural & Special Events Programming.

Mr. McCormick provided an overview of *One Page: Canada's Virtual Literary Series* created to address the needs of the literary sector during the COVID-19 pandemic. Toronto Public Library launched the festival in September with the enthusiastic partnership of more than 18 festivals and 40 library systems. With *One Page*, the Library hopes to strengthen and support literary and arts scenes across the country by sharing resources and working together to ensure as many organizations as possible survive these difficult times, while at the same time, offering Canadians access to some of the best local, national and international literary content available.

Recent virtual events included authors Barbara Kingsolver and Anne Enright. Upcoming events are scheduled with authors Tommy Orange, Waubgeshig Rice, James McBride, Omar El Akkad, Jo Nesbo and Lisa Ray.

Sue Graham-Nutter encouraged Board members to promote the series within their social networks.

Moved by *A. Geddes Poole,* ***seconded by*** *S. Choudhury:*
That *the Toronto Public Library Board:*

1. *receives the Toronto Public Library Board Education – One Page Festival presentation for information.*

Carried

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Items for Action:

20-181 Auditor General's Proposed Risk-based Audit Plan for the Toronto Public Library

Sue Graham-Nutter introduced Beverly Romeo-Beehler, Auditor General; Tara Anderson, Assistant Auditor General; and Niro Movchovitch, Senior Audit Manager, City of Toronto. Tara Anderson reviewed highlights of the report for the Board, including the audit projects for consideration. Beverly Romeo-Beehler and Tara Anderson responded to questions of Board members.

The Board was advised they will continue to be involved in the Risk-based Audit Plan process.

***Moved by** F. Jagdeo, **seconded by** J. Hoss:*
***That** the Toronto Public Library Board:*

1. *adopts the Auditor General's proposed risk-based audit plan of the Toronto Public Library Board.*

Carried

20-182 2021 Operating Budget Submission

Howard Balter, Manager, Budget & Financial Reporting, provided the Board with the details of the Library's 2021 base operating budget submission to the City of $204.840 million net, which represents a $8.145 million net, or 4.1%, increase over the 2020 budget, aligning with many of the City's key strategies, including the Poverty Reduction Strategy, Seniors Strategy and community safety.

Jennifer Liu requested a report be provided to the Board after Council approval on the impact of eliminating children's overdue fines following its implementation.

Jonathan Hoss stated the importance of advocating boldly for financial support for the Library by the City in terms of the extraordinary value of library service to Torontonians especially in difficult times.

2021 Operating Budget Submission – continued

Moved by *A. Remtulla,* ***seconded by*** *A. Menary:*
That *the Toronto Public Library Board:*

1. *approves the 2021 operating base budget submission of $204.221 million net ($223.876 million gross), which represents a $7.526 million net ($6.542 million gross) increase, or 3.8%, over the 2020 operating budget, comprised of:*
   - 1.1 *a base budget increase of $3.594 million net ($4.437 million gross), or 1.8%, as detailed in Attachment 1; and*
   - 1.2 *COVID-19 related budget increases of $3.933 million net ($2.104 million gross), or 2.0%, as detailed in Attachment 1; and*
2. *approves 2021 budget enhancements totalling $0.619 million net ($0.319 million gross), or 0.3%.*

Carried

20-183 2021-2030 Capital Budget and Plan Submission

Larry Hughsam, Director, Finance & Treasurer, provided the Board with the details of the Library's 2021-2030 capital budget and plan submission to the City as outlined in the staff report, (including projected 2020 net carry forwards) of $31.931 million debt ($41.303 million gross) for 2021 and $351.596 million debt ($501.108 million gross) over 2021-2030.

Moved by *A. Geddes Poole,* ***seconded by*** *A. Remtulla:*
That *the Toronto Public Library Board:*

1. *approves the 2021-2030 capital budget and plan submission (including projected 2020 net carry forwards) of $31.931 million debt ($41.303 million gross) for 2021 and $351.596 million debt ($501.108 million gross) over 2021-2030, comprised of:*
   - 1.1 *32 projects, as detailed in Attachment 1, totalling $31.931 million debt ($41.303 million gross) in 2021 and $332.180 million debt ($435.828 million gross) over 2021-2030, which reflects TPL's Capacity to Spend Capital Budget and Plan; and*
   - 1.2 *three projects, as detailed in Attachment 2, totalling $0 gross and debt in 2021 and $19.416 million debt ($65.280 million gross) over 2021-2030 that reflects TPL's Capital Needs Constraints and therefore are not funded.*

Carried

20-184 2020-2024 Fundraising Priorities

Vickery Bowles reviewed highlights of the report for the Board. Library staff will work with the Toronto Public Library Foundation to prioritize fundraising efforts and assess the feasibility of funding the projects, pending Toronto Public Library Foundation Board approval of the 2020-2024 Fundraising Priorities and report back to the Library Board.

Moved by *A. Geddes Poole,* ***seconded by*** *A. Menary:*
That *the Toronto Public Library Board:*

1. *approves the 2020-2024 fundraising priorities: creating and animating beautiful, accessible public and digital spaces; broadening digital access, inclusion and literacy; extending pathways for workforce and life skills development; reaching more Torontonians and narrowing the city's divides; and investing in staff and an innovative culture; and*
2. *directs library staff to forward the 2020-2024 fundraising priorities to the Toronto Public Library Foundation Board for consideration and approval.*

Carried

20-185 Janitorial Services Contract - Extension

Larry Hughsam reviewed highlights of the report for the Board. Given the current and changing environment due to the COVID-19 pandemic and related cleaning and sanitizing protocols, the extension of the existing contract until operations have stabilized, and after approval of the 2022 operating budget is recommended. At the end of the extension period, staff will have a better understanding of 'new normal' cleaning standards and costs, and strategies required to respond to a changing service environment.

Moved by *Councillor Ainslie,* ***seconded by*** *F. Jagdeo:*
That *the Toronto Public Library Board:*

1. *approves a commitment with TBM Service Group for janitorial services for 15 months starting on January 1, 2021, with a total value of up to $5,053,645 (excluding HST), comprised of:*
   a. *the base contract of $3,803,645; and*
   b. *$1,250,000 of estimated additional costs related to cleaning protocols in response to COVID-19.*

Carried

20-186 Elevator Maintenance – Award of Contract *(Approved by Consent)*

That *the Toronto Public Library Board:*

1. *approves a commitment with Bruce Elevator for elevator maintenance services for up to five years with a total value of up to $1,113,000, comprised of:*
   a. *a three-year contract beginning, November 1, 2020 and ending October 31, 2023, for a total commitment value of $651,600, comprised of the maintenance contract of $561,600 and associated modifications and parts of approximately $90,000 (excluding HST); and*
   b. *two potential extension years at the sole discretion of the City Librarian, for a cost of:*
      i. *$226,200 in year four comprised of the maintenance contract of $196,200 and associated modifications and parts of approximately $30,000;*
      ii. *$235,200 in year five comprised of the maintenance contract of $205,200; and*
      iii. *associated modifications and part of approximately $30,000 (excluding Harmonized Sales Tax).*

Carried

Item for Information:

20-187 COVID-19 Impact Report – June-August: A Three-Month Retrospective

Vickery Bowles reviewed highlights of the report for the Board. While the long term social and economic impacts of the pandemic still remain unknown, the analysis in the staff report demonstrates that between June and August, Torontonians continued to depend on TPL's services for their success, resilience and well-being; service usage and demand from customers increased steadily; and TPL as an organization along with TPL staff continue to be effective in adapting services and operations to meet the changing environment.

Moved by *A. Remtulla,* ***seconded by*** *A. Geddes Poole:*
That *the Toronto Public Library Board:*

1. *receives the COVID-19 Impact Report – June-August: A Three-Month Retrospective for information.*

Carried

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Item for Action:

20-188 Holiday Closures 2021 and January 2022 ***(Approved by Consent)***

That *the Toronto Public Library Board:*

1. approves the schedule of holiday closures for 2021 and January 2022 as provided in Attachment 1.

Carried

Item for Information:

20-189 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

20-190 Adjournment

Moved by *Councillor Ainslie,* ***seconded by*** *Councillor Perks:*

That *the Toronto Public Library Board:*

1. adjourns the October 19, 2020 Toronto Public Library Board meeting.

Carried

The meeting ended at 8:20 p.m.

Signed: _____