NOTICE OF SPECIAL MEETING

AGENDA **Page 1**

Toronto Public Library Board
Meeting No. 7: Friday, August 21, 2020, 10:00 a.m. to 11:00 a.m.
Via Webex and Teleconference

Toronto Reference Library is on Indigenous land. 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. We'd also like to remind and reaffirm, as Torontonians and Canadians, our accountability to these Indigenous nations, and to all Indigenous peoples and communities living in Toronto.

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.

Members:

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

Closed Meeting Requirements: If the Toronto Public Library Board wants to meet in closed session (privately), a member of the Board must make a motion to do so and give the reason why the Board has to meet privately (Public Libraries Act, R.S.O. 1990, c. P.44, s. 16.1).

1. **Call to Order**
2. **Declarations of Conflicts of Interest**
3. **Approval of Agenda**
4. **Communications**
5. **Presentations**

Items for Action:

6. **Potential Use of TPL Facilities by Toronto School Boards** *20 minutes*
7. **Voluntary Separation Program – Toronto Public Library** *20 minutes*
8. **Adjournment**

toronto public library

STAFF REPORT
ACTION REQUIRED

6.

Potential Use of TPL Facilities by Toronto School Boards

Date:	August 21, 2020
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to request Toronto Public Library Board approval for the potential use of select Toronto Public Library (TPL) facilities by the Toronto District School Board (TDSB) and the Toronto Catholic District School Board (TCDSB) for classroom instruction of school children starting in September 2020 as a result of the COVID-19 public health emergency.

TPL's reopening plans have been developed with the health and safety of the public and staff as a top priority, in accordance with evidence based best practices of others in the global library community, other sectors, and in alignment with Provincial and City of Toronto requirements, health & safety guidelines and plans. As of August, 72 of TPL's 100 branches will be open with regular Monday-Saturday hours offering in-branch services with some service restrictions and requirements to ensure health and safety protocols are maintained. As part of the re-opening project, plans are underway to open all 100 branches in the coming months.

TPL's Strategic Plan (2020-2024) *Vital to Toronto – Building Success, Resilience and Well-Being for our City* provides the strategic directions for the next five years. Reimagining TPL's operations and services, being able to adapt and respond to the evolving needs of residents and stakeholders is key to achieving success, resilience and well-being for our city. This is important in both the short and longer term, through the pandemic recovery period and within the context of the major external shifts in the city and beyond. TPL has already demonstrated its ability to respond to unanticipated shifts in the city with its support of food bank distribution.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves select TPL facilities, as shown on Attachment 1, by the TDSB and/or TCDSB for its exclusive use;

2. authorizes the City Librarian, in consultation with the Board Chair, to adjust and add to the list of locations to be used exclusively by the school boards, based on the changing conditions and circumstances with the TDSB, TCDSB, the City and elsewhere; and

3. authorizes the City Librarian to enter into agreements for temporary leases and licenses for the TPL facilities and to seek City of Toronto approvals as required.

FINANCIAL IMPACT

The City's Corporate Real Estate Management (CREM) staff is preparing license or lease agreements with City Legal on behalf of the City and TPL that will address costs, terms, conditions of use, and liability issues.

Operating and financial impacts are not known at this time.

The Director, Finance & Treasurer has reviewed this financial impact statement and agrees with it.

ISSUE BACKGROUND

TPL's reopening plans have been developed with the health and safety of the public and staff as a top priority, in accordance with evidence based best practices of others in the global library community, other sectors, and in alignment with Provincial and City of Toronto requirements, health & safety guidelines and plans. As of August, 72 of TPL's 100 branches will be open with regular Monday-Saturday open hours offering in-branch services with some service restrictions and requirements in place to ensure health and safety protocols are maintained. As a part of the re-opening project, plans are underway to open all 100 branches in the coming months.

As part of the school boards' reopening plans for the Fall school session, they are looking for classroom space in the community to allow for smaller class sizes and have approached City staff for potential space that may meet their needs. In response, staff from Parks, Forestry & Recreation (PFR), Economic Development & Culture (EDC) and

TPL have completed a facility assessment of assets that meet the school boards' criteria:

- Spaces that are 600-700 square feet and available for instructional purposes from 8am-4pm, Monday to Friday;
- Access to adjacent green space;
- A minimum of one washroom that can be dedicated for students;
- Tables/chairs;
- Cleaning to meet health guidelines.

COMMENTS

The detailed results of TPL's facility asset assessment are outlined in Attachment 1. Pending Library Board approval, TPL will potentially provide exclusive access to nine library branches keeping them closed to the public. All nine branches are currently not open to the public, although plans are in place to open them over the next few months. There is no confirmed timeframe for the use of TPL's facilities by the TDSB/TCDSB.

In addition, there are nine other spaces within six other branches and the Library's distribution centre that can be made available during the prescribed hours while keeping the branches open to the public. There is potential for freeing up other spaces, but further investigation is required as more time is needed to determine service and logistical implications.

The nine branches that would be potentially used exclusively by the TDSB/TCDSB and not open to the public are as follows. Contact with local councillors is underway.

<u>Alderwood</u>
Located in Etobicoke in a joint-use facility with PFR and adjacent to the TDSB's Sir Adam Beck School, Alderwood branch allows the school to take over the branch space for classroom use within the school setting. When open hours are operational, the branch is open 50.5 hours per week. Nearby branch location options for residents include Long Branch and New Toronto.

<u>Armour Heights</u>
Located in a joint facility with a community centre near Avenue Road and Wilson Avenue, Armour Heights' open hours when operational are 40 hours/week. Nearby branch location options for residents include North York Central and Barbara Frum.

<u>Burrows Hall</u>
Located in a joint facility with a community centre near Markham Road and Sheppard Avenue, Burrows Hall's open hours when operational are 40 hours/week. Nearby

branch location options for residents include Malvern, Scarborough Civic Centre and Woodside Square.

City Hall
Located on the main floor of Toronto City Hall, this branch's open hours when operational are 40 hours/week. Nearby branch location options for residents include Lillian H. Smith and Sanderson.

Humberwood
Located on the south side of Humberwood Boulevard, the closest major intersection is Finch Avenue West and Highway 427. The branch is located inside Humberwood Centre that includes TDSB and TCDSB elementary schools, a community centre and child care. Humberwood branch allows the school to take over the branch space for classroom use within the school setting. When open hours are operational, the branch is open 40 hours per week. Nearby branch location options for residents include Albion and Humber Summit.

Port Union
Located in a joint facility with a community centre, Port Union is near Lawrence Ave. East and Port Union Road. When open hours are operational, this branch is open 50.5 hours/week. Nearby branch location options for residents include Morningside and Highland Creek.

St. Clair/Silverthorn
Located near Keele Street and St. Clair Ave. West, when St. Clair/Silverthorn's open hours are operational, it is open 40 hours/week. Nearby branch location options for residents include Annette and Dufferin/St. Clair.

Swansea
Located near Runnymede Street and Deforest Road, when Swansea's hours are operational, it is open 28 hours/week of regular hours and 24.5 self-service hours. Nearby branch location options for residents include Runnymede and Annette branches.

Yorkville
Located near Bloor and Yonge Streets, Yorkville's open hours when operational, are 62 hours/week. Nearby branch location options for residents include the Toronto Reference Library and Palmerston.

To support the Library Board's governance role and due diligence in compliance with its *Risk Management Policy,* a Risk Impact Assessment (RIA) will be undertaken to support TPL's provision of instructional space to the TDSB and/or TCDSB. Board approval of the potential exclusive use of TPL's facilities is a first step in the process.

The RIA process enables TPL to proactively identify and mitigate risks related to:

- Authority
- Legal responsibility
- Health and safety
- Financial obligations
- Capacity; and
- Impact.

CONCLUSION

TPL's Strategic Plan (2020-2024) *Vital to Toronto – Building Success, Resilience and Well-Being for our City* provides the strategic directions for the next five years. Reimagining TPL's operations and services, being able to adapt and respond to the evolving needs of residents and stakeholders is key to achieving success, resilience and well-being for our city. This is important in both the short and longer term, through the pandemic recovery period and within the context of the major external shifts in the city and beyond. TPL has already demonstrated its ability to respond to unanticipated shifts in the city with its support of food bank distribution.

Library Board approval is requested to allow the TDSB and/or the TDCSB to potentially use select TPL facilities for its exclusive use.

CONTACT

Vickery Bowles; City Librarian; Tel: 416-393-7032; Email: vbowles@tpl.ca

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Vickery Bowles
City Librarian

ATTACHMENT

Attachment 1: Potential Use of TPL Facilities by Toronto School Boards

Potential Toronto Public Library Spaces For Use by Toronto School Boards

Attachment 1

Community Centre Location	Toronto Public Library Location	Street Address	Postal Code	Potential Space Available For Use	Comments
Alderwood Centre	Alderwood Branch	2 Orianna Dr	M8W 4Y1	Entire branch would be available and would remain closed to public	Branch would remain closed to public
Armour Heights Community Centre	Armour Heights Branch	2140 Avenue Rd	M5M 4M7	Entire branch would be available and would remain closed to public	Branch would remain closed to public
Burrows Hall Community Centre	Burrows Hall Branch	1081 Progress Ave	M1B 5Z6	Entire branch would be available and would remain closed to public	Branch would remain closed to public
	City Halll Branch	100 Queen Street West	M5H 2N3	Entire branch would be available and would remain closed to public	Branch would remain closed to public
	Ellesmere Hub	1076 Ellesmere Rd	M1P 2X4	Training Room on 2nd Floor	
	Fairview Branch	35 Fairview Mall Drive	M2J 4S4	- Meeting Rooms on 4th floor - Theatre	
Milliken Park Community Recreation Centre	Goldhawk Park Branch	4325 McCowan Rd	M1V 4P1	Community room only	
Humberwood Community Centre	Humberwood Branch	850 Humberwood Blvd	M9W 7A6	Entire branch would be available and would remain closed to public	Branch would remain closed to public
	Mount Pleasant Branch	599 Mt. Pleasant Road	M4S 2M5	Program room on lower level	
	North York Central Library	5120 Yonge Street	M2N 5N9	6th floor and Concourse levels	
	Northern District Branch	40 Orchard View Boulevard	M4R 1B9	Select spaces on 2nd floor	
	Palmerston Branch	560 Palmerston Avenue	M6G 2P7	Theatre	
Port Union Community Recreation Centre	Port Union Branch	5450 Lawrence Ave E	M1C 3B2	Entire branch would be available and would remain closed to public	Branch would remain closed to public
	St. Clair/Silverthorn Branch	1748 St. Clair Avenue West	M6N 1J3	Entire branch would be available and would remain closed to public	Branch would remain closed to public
Swansea Community Recreation Centre	Swansea Memorial Branch	15 Waller Ave	M6S 4Z9	Entire branch would be available and would remain closed to public	Branch would remain closed to public
	Yorkville Branch	22 Yorkville Avenue	M4W 1L4	Entire branch would be available and would remain closed to public	Branch would remain closed to public

7.

STAFF REPORT
ACTION REQUIRED

Voluntary Separation Program – Toronto Public Library

Date:	August 21, 2020
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library (TPL) Board approval to offer a Voluntary Separation Program (VSP) for staff, similar to that offered by the City of Toronto.

At its meeting on July 28 and 29, 2020, City Council approved new measures to help address the significant financial and operational pressures caused by the COVID-19 pandemic. One of the cost-saving measures is to offer a Voluntary Separation Program (VSP) to staff who are eligible for retirement with an unreduced pension, with a lump-sum payment of up to three months' salary, if they retire by December 31, 2020. The cost of the VSP will be funded by leaving the resulting vacant positions open for a minimum of six months.

TPL proposes to offer a VSP with the same terms and conditions as the City's plan.

RECOMMENDATIONS

The City Librarian recommends that:

1. the Toronto Public Library Board approves the implementation of a Voluntary Separation Program, which has the same terms and conditions as the Voluntary Separation Program at the City, and will be extended to staff who are eligible for retirement with an unreduced pension to provide for:
   a. a lump-sum payment of one-month's salary per completed year of service to a maximum of three months;
   b. payment for ancillary vacation and sick leave;
   c. a proposed departure date of no later than December 31, 2020;

2. if the Toronto Public Board approves the Voluntary Separation Program then this be reported to the City's Executive Committee through the Budget Committee.

FINANCIAL IMPACT

Funding the Voluntary Separation Program, including any ancillary payments for vacation and sick leave, will be provided from the savings to TPL's operating budget to be generated from holding the positions that become vacant as a result of this program open for a minimum of six months or, in exceptional cases, an equivalent vacancy.

The VSP should result in ongoing savings as vacated positions are subsequently filled at a lower pay rate.

The Director, Finance & Treasurer has reviewed this financial impact statement and agrees with it.

DECISION HISTORY

At its meeting on July 28 and 29, 2020, City Council considered Update on the City's Response to COVID-19 and Financial Impacts and approved new measures to help address the significant financial and operational pressures caused by the COVID-19 pandemic. One of the approved cost-saving measures is to offer a Voluntary Separation Program to staff who are eligible for an unreduced pension. Council requested that should any Agency or Corporation approve a voluntary separation program for their staff, such program be similar to the provisions of the City's VSP and that Agency Boards submit a report to the Executive Committee through the Budget Committee.

TPL proposes to offer a similar VSP to eligible staff.

COMMENTS

TPL has a natural rate of staff attrition and this fluctuates each year. Even when the position that is vacated is subsequently filled at a lower pay rate, attrition typically provides an opportunity for savings as there is often a lag between the departure and the rehire.

As a strategy to accelerate this natural attrition rate, a new Voluntary Separation Program (VSP) is being recommended for TPL employees who are eligible to retire with

an unreduced pension. By enhancing the rate of attrition, the VSP will contribute to the cost-savings objectives.

Only permanent employees, both members of Local 4848, CUPE, and non-represented, who are eligible for an unreduced pension on their proposed departure date (no later than December 31, 2020) are eligible to participate and apply for the VSP. The VSP will allow eligible employees to retire by December 31, 2020 and receive a lump-sum payment of one-month's salary per completed year of service to a maximum of three months.

All VSP applications are subject to Library approval. VSP payments, including any ancillary payments for vacation and sick leave, must be funded by labour cost savings, by keeping the resulting vacant position open for at least six months (or, in exceptional cases, an equivalent vacancy) following the employee's retirement. Any applications that cannot be funded in this manner will be declined. Operational needs may also result in declining certain applications. The approval or non-approval of any application, including the employee departure date, is solely at the Library's discretion. Staff will be able to rescind their retirement notice if not approved for the VSP.

Employees who wish to be considered for participation in the VSP will be required to complete and submit an application by September 15, 2020. TPL will consider all applications and decisions will be made and communicated to employees by October 1, 2020. All employee departures under this program must take place by December 31, 2020.

TPL's VSP will have the same terms and conditions as the Voluntary Separation Program at the City.

CONCLUSION

Adoption of the Voluntary Separation Program is a strategy in line with the City of Toronto that will assist TPL to address the challenging financial situation and will contribute towards addressing budget pressures in 2021 and beyond.

CONTACT

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SIGNATURE

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Vickery Bowles
City Librarian