



**Toronto Public Library Board**

**Meeting No. 1: Monday, January 27, 2003, from 6:03 p.m. to 8:28 p.m.**

**Toronto City Hall, Committee Room #3, 100 Queen Street West, Toronto**

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**Members Present:**

Ms. Gillian Mason (Chair)  
Mr. Bill Booth (Vice-Chair)  
Councillor Maria Augimeri  
Mr. William Booth  
Mr. Meyer Brownstone  
Mr. Rick Goldsmith  
Councillor Joe Mihevc  
Mr. Mark Nightingale  
Councillor Joe Mihevc  
Councillor Jane Pitfield

**Regrets:**

Councillor Olivia Chow  
Councillor Denzil Minnan-Wong  
Councillor Kyle Rae  
Marjorie Stephenson  
Mitchell Weisberg

**03-01 Call to Order**

The meeting was called to order by Gillian Mason at 6:03 p.m.

**03-02 Election of Chair of the Board**

For the purpose of the election, the City Librarian assumed the Chair in her role as Secretary to the Board. She called for nominations for the Chair of the Toronto Public Library Board for January – December 2003.

*Moved by Meyer Brownstone, seconded by Councillor Pitfield, and carried:  
That Gillian Mason be nominated for Chair.*

Gillian Mason agreed to stand for election.

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**Election of Chair of the Board (continued)**

*Moved by M. Ibrahim, seconded by Councillor Pitfield, and carried:  
That nominations be closed.*

The City Librarian declared Gillian Mason duly elected Chair of the Toronto Public Library Board for 2003 by acclamation.

Gillian Mason assumed the Chair.

**03-03 Election of Vice-Chair of the Board**

The Chair called for nominations for the Vice-Chair of the Toronto Public Library Board for January – December 2003.

*Moved by R. Goldsmith, seconded by M. Brownstone, and carried:  
That Bill Booth be nominated for Vice-Chair.*

Bill Booth agreed to stand for election.

*Moved by M. Ibrahim, seconded by Councillor Feldman, and carried:  
That nominations be closed.*

The Chair declared Bill Booth duly elected Vice-Chair of the Toronto Public Library Board for 2003 by acclamation.

Gillian Mason expressed her appreciation to Rick Goldsmith for his contribution to the Board as Vice Chair in 2002.

**03-04 Selection of Committee Members – City Librarian’s Annual Performance Review**

*Moved by Councillor Pitfield, seconded by Councillor Feldman, and carried:  
That the Toronto Public Library Board:*

- (1) Establish a Performance Review Committee to evaluate the City Librarian’s performance for the period June 2002 to May 2003; and*
- (2) Approve the timetable for the 2002/2003 review.*

A committee to include Gillian Mason, Chair; Bill Booth, Vice-Chair; and Rick Goldsmith was established to conduct the City Librarian’s annual performance review.

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**03-05 Ontario Library Trustees' Association**

Meyer Brownstone agreed to represent the Toronto Public Library Board in the Ontario Library Trustees' Association for 2003.

**03-06 Absence of Board Members**

It was:

*Moved by Councillor Augimeri, seconded by M. Ibrahim, and carried:  
That Councillor Olivia Chow's absence from three consecutive Board meetings be excused.*

*Moved by R. Goldsmith, seconded by Councillor Feldman, and carried:  
That Councillor Kyle Rae's absence from more than three consecutive Board meetings be excused.*

**03-07 Approval of Agenda**

*Moved by Councillor Augimeri, seconded by M. Nightingale, and carried:  
That the agenda be approved.*

**03-08 Declarations of Interest**

There were no declarations of interest by members of the Library Board.

**03-09 Approval of December 9, 2002 Toronto Public Library Board Meeting Minutes**

*Moved by M. Brownstone, seconded by Councillor Feldman, and carried:  
That the minutes of the December 9, 2002 Toronto Public Library Board meeting be approved.*

**03-10 Business Arising**

There was no business arising.

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03-11

**Chair's Report**

Gillian Mason reported the following details regarding Library activities:

- (1) Anne Bailey, Director, South Region and Acting Director, Human Resources, has been appointed to the position of Director, Branches effective February 3, 2003.
- (2) The Library has won an American Library Association (ALA) 2003 John Cotton Dana Library Public Relations Award for its work on the Toronto Reference Library's Performing Arts Lecture Series. The award will be presented at the ALA Conference in June 2003 in Toronto.
- (3) More than 275 people attended the Performing Arts Lecture on January 17 at the Toronto Reference Library to hear Richard Monette, Artistic Director of the Stratford Festival.
- (4) TPL staff exceeded the 2002 United Way goal of \$108,000, raising more than \$120,000 over the course of the campaign. A number of Library staff received canvasser awards from the City.
- (5) *Reserve a Computer*, a new Library service, will be tested at six branches starting February 5. The service will allow patrons to reserve time on computers at any of the TPL's branches over the Internet.
- (6) The Bayview Neighbourhood Branch which reopened to the public on January 21 will have its official opening on Saturday, February 1 at 10:00 a.m.
- (7) The Black Creek Neighbourhood Branch which reopened to the public in October will have its official opening on Thursday, February 13 at 2:00 p.m.
- (8) *Brand New Planet*, a new *Toronto Star* publication aimed at 'tweens' ages 9 – 14 will be available free to members of the public in all TPL branches starting mid-February.
- (9) A new TPL employee performance appraisal system currently being implemented will standardize the process for all bargaining unit employees across the Library system.
- (10) The *Curious George* exhibit currently at the Toronto Reference Library has received recent media coverage in *Now Magazine* and the *Toronto Star* as well as on *Breakfast Television* and Rogers Cable.
- (11) Members of the Ottawa Public Library Board in Toronto for the Ontario Library Association Superconference will meet with Gillian Mason and other interested Board members on Friday, January 31 at the Metro Toronto Convention Centre.

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**Chair's Report** (continued)

*Moved by Councillor Augimeri, seconded by M. Nightingale, and carried:  
That the Chair's Report be received for information.*

**03-12 Presentations**

Christina Duckworth-Pilkington, Chair, Library Division, Local 416 CUPE; Rob Rolfe, North Sub-Unit Chair, Library Division, Local 416 CUPE; and Brian Cochrane, President, Local 416 CUPE, outlined for the Board the Union's concerns regarding the Library's salary gapping targets and wage harmonization.

*Moved by Councillor Mihevc, seconded by Councillor Augimeri and carried:  
That salary gapping information be included in the operating budget monitoring reports provided to the Toronto Public Library Board.*

Christina Duckworth-Pilkington tabled a written submission of Local 416 CUPE's presentation to the Board.

Gillian Mason thanked the Local 416 CUPE representatives for their presentation.

**03-13 Communications**

*Moved by M. Ibrahim, seconded by Councillor Feldman, and carried:  
That the Toronto Public Library Board receive Communication Item (a) for information:*

- (a) *Letter from Alan Rock, Minister of Industries, received on December 20, 2002 to Gillian Mason, Chair, Toronto Public Library Board, congratulating the Library Board on its part in an Industry Canada's LibraryNet Best Practices 2002 award in recognition of the innovative use of the Internet by Canadian public libraries.*

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***Items for Information:*****03-14 2003 Operating Budget – Update**

***Moved by Councillor Mihevc, seconded by Councillor Pitfield, and carried:***  
***That the Toronto Public Library Board receive the proposal to achieve the remaining \$0.987 million reduction to the 2003 base budget as recommended by EMT and the briefing notes as submitted to BAC.***

The City Librarian advised the Board that at a meeting of the Budget Advisory Committee on January 24, the following changes were made to the Library's recommended reductions of \$0.987 million:

- (1) the reductions of \$189,000 relating to decreased hydro costs were removed from the recommended reductions; and
- (2) an amount of \$189,000 was added to the unallocated reductions category increasing this amount from \$313,000 to \$502,000.

**03-15 2003 Capital Budget – Update**

***Moved by B. Booth, seconded by M. Ibrahim, and carried:***  
***That the Toronto Public Library Board receive the 2003 Capital Budget – Update report for information.***

**03-16 Barrier-Free Access to Toronto Public Library Buildings**

***Moved by M. Ibrahim, seconded by R. Goldsmith, and carried:***  
***That the Toronto Public Library Board receive the Barrier-Free Access to Toronto Public Library Buildings report for information.***

Staff were directed to forward a copy of the *Barrier-Free Access to Toronto Public Library Buildings* report to the City's Disability Issues Community Advisory Committee for information.

**03-17 General Agreement on Trade in Services (GATS) and Public Libraries - Update**

***Moved by M. Ibrahim, seconded by M. Brownstone, and carried:***  
***That the Toronto Public Library Board receive the General Agreement on Trade in Services and Public Libraries – Update report for information.***

It was recommended that publicity concerning the GATS public education forum scheduled for May 13, 2003 at the Toronto Reference Library be advertised on a widespread basis.

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Staff were directed to request that the City's Fair Wage Office confirm that the Fair Wage Policy is being adhered to by the cleaning contractor.

**Items for Approval:****03-19 Janitorial Services – Staff Survey re Cleaning Services***Moved by M. Brownstone, seconded by Councillor Augimeri, and carried:**That the Toronto Public Library Board approve the Staff Survey re Cleaning Services report.***03-20 Maria A. Shchuka District Library Site***Moved by Councillor Mihevc, seconded by M. Ibrahim, and carried:****That:***

- (1) *TPLB ratify the execution by the City Librarian, on behalf of TPLB, of a temporary construction licence agreement (and extensions of that agreement) and of a Transfer/Deed of Part 1, Plan 64R-16885 (now Part 10, Plan 66R-19658) to City of Toronto that were required in connection with the Project (collectively, the “Original Project Documents”);*
- (2) *TPLB enter into a cost sharing agreement with the City of Toronto and/or the Toronto Community Housing Corporation (“TCHC”), and enter into or consent to any other documents or agreements required in connection with the Project that are acceptable to the City Librarian, on terms and conditions satisfactory to the City Librarian and in a form acceptable to the City Solicitor;*
- (3) *the City Librarian, or her designate from time to time, be authorized and directed to execute on behalf of TPLB those documents and agreements required in connection with the Project that have been authorized by TPLB (collectively, the “Additional Project Documents”); and*
- (4) *the appropriate Library Board officials be authorized and directed to take the necessary action to give effect to the foregoing.*

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**03-21 Signing Authority Policy***Moved by Councillor Augimeri, seconded by M. Ibrahim, and carried:**That the Toronto Public Library Board:*

- (1) *adopt the policy attached as Appendix "A" to this report conferring general signing authority on selected Library officials; and*
- (2) *ratify the execution of any documents previously executed by the City Librarian or the Chair of the Board in furtherance of an action or matter approved by the Board or a Library official under delegated or legislative authority.*

Karl Druckman, Solicitor, City of Toronto was requested to clarify the language in the policy concerning the City Librarian's signing authority.

**03-22 Toronto Public Library Board – Composition***Moved by M. Brownstone, seconded by M. Nightingale, and carried:**That the Toronto Public Library Board:*

- (1) *in considering the options presented in the Toronto Public Library Board – Composition report, recommend to the City of Toronto's ABC AD Hoc Committee a 13-member Library Board consisting of eight (8) citizen representatives and five (5) council representatives for the 2004 – 2006 term of Council; and*
- (2) *endorse the proposal to have a Library Board Selection Committee appointed by Council for the purpose of recruiting qualified citizens to submit applications for nomination to the Library Board.*

It was recommended that City staff contact the Toronto District School Board and the Toronto Catholic District School Board to advise them of the recent changes to the *Public Libraries Act* in connection with school board representatives to library boards.



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**03-23 Toronto Public Library Board – Remuneration and Expenses***Moved by M. Ibrahim, seconded by R. Goldsmith, and carried:**That the Toronto Public Library Board propose to the ABC Ad Hoc Committee that citizen appointees of the Library Board be reimbursed according to a reasonable estimate of expenses incurred in the performance of their duties as follows: annual payments of \$1,000 for the Chair, \$750 for the Vice Chair and \$500 for all other members.***03-24 Toronto Public Library Board – Meeting Location in 2003***Moved by Councillor Mihevc, seconded by Councillor Pitfield, and carried:**That the Toronto Public Library Board:*

- (1) receive the Toronto Public Library Board – Meeting Locations in 2003 report for information; and that
- (2) meetings of the Toronto Public Library Board continue to be held at City Hall in 2003.

Decisions concerning the location of Library Board meetings in 2004 will be finalized by the Council-appointed 2004 – 2006 Toronto Public Library Board.

**03-25 2003 Interim Operating Budget***Moved by M. Brownstone, seconded by Councillor Feldman, and carried:**That the Toronto Public Library Board adopt the 2003 interim operating budget estimates as approved by City Council.***03-26 Communications Policy***Moved by Councillor Pitfield, seconded by M. Ibrahim, and carried:**That the Toronto Public Library approve the Communications Policy.*

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**03-27 Closed Meeting**

At 7:32 p.m. it was:

***Moved by R. Goldsmith, seconded by M. Brownstone, and carried:***

***That the Toronto Public Library Board conduct a closed meeting due to the discussion of subjects being considered where the Board is of the opinion that labour relations matters may be disclosed at the meeting.***

**03-28 *Moved by Councillor Augimeri, seconded by Councillor Pitfield, and carried:***

***That the Library Board adopt the actions taken in the Closed session.***

**03-29 Adjournment**

***Moved by R. Goldsmith, seconded by Councillor Augimeri, and carried:***

***That the Toronto Public Library Board meeting be adjourned.***

The meeting ended at 8:28 p.m.

Signed: \_\_\_\_\_