



**Peterborough
Public Library**

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: August 29, 2017

Subject: Report PPL17-052
Library Café

Purpose

A report to inform the Library Board of matters concerning the Library Café.

Recommendations

That the Library Board approve the recommendation outlined in Report PPL17-052, dated August 29, 2017 of the Library CEO concerning the Library Café, as follows:

- a) That the report be received for information; and,
- b) That the Board provide direction on process to be undertaken for the Library Café.

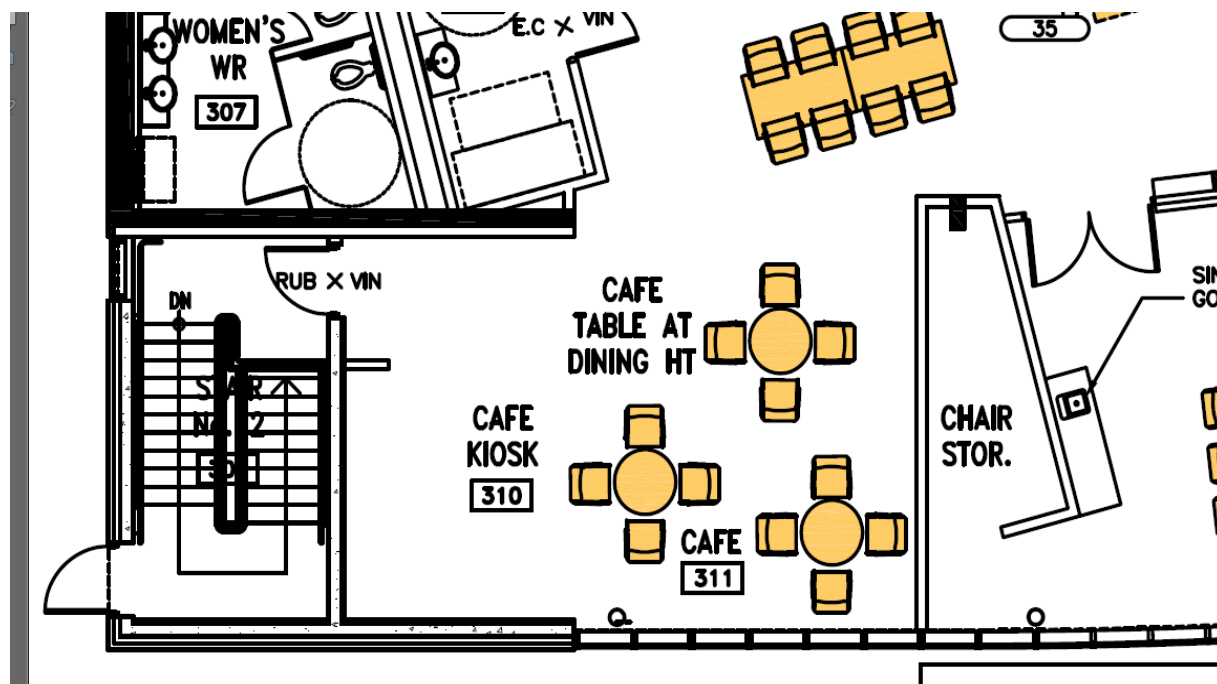
Budget and Financial Implications

There may be a budget or financial implication resulting from the approval of the recommendation of this report.

Background

There is a dedicated Café space outlined in the renovated Library. The space measures approximately 24 feet x 17 feet. There are electrical and plumbing hook ups, but the space will be left otherwise unfinished so the cafe tenant can install what will suit their

needs. Tables and chairs for the cafe area have been purchased as part of the renovation project.



A competitive process, such as a Request for Proposal (RFP) would need to be undertaken to find a tenant for this space following the City's Purchasing Policy. The Library Board has been offered the opportunity to team up with the City on their RFP for a city-wide food service provider. They are exploring the idea of having one company operate out of a central City facility and have satellite locations throughout other City facilities providing consistency and a better financial opportunity for that provider. Depending on the wording of the RFP, the City will reserve the right to award the contract either in whole or in part to a bidder.

The Library Board may also choose to go through the competitive process independent from the City in order to find an alternative provider that better meets our needs and our mandate.

In either option, there would be the need to draft contract terms including: the cost of rent, hours of operation, service level expectations, staffing, Health and Safety requirements, etc.

Submitted by,

Jennifer Jones
Library CEO

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