



## STAFF REPORT ACTION REQUIRED

4.

### Selection of Committee, Board Representatives and Association Members – 2014

<b>Date:</b>	January 20, 2014
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

#### **SUMMARY**

The purpose of this report is to seek Toronto Public Library Board approval for the terms of reference for Board committees and the selection of required members to the various committees and external groups.

As the current process for Rules of Conduct and the role of the Rules of Conduct Appeals Working Group are under review, the confirmation of terms of reference and the appointment of Board members to this group is recommended to be deferred pending a report to the Board on this matter.

In 2013 a First Parliament Site Working Group of stakeholders was established to support the First Parliament site development located at Parliament and Front Street. No change is recommended to the Board representation to this working group, which has just begun its work.

Similarly, the report recommends that the current Board Liaison to the Youth Advisors to the Library Board remain in place as Board member Andrea Tagalakis was recently appointed and this initiative is just underway.

A 2014 committee membership chart is included as Attachment 1, which includes 2013 committee membership and required membership for 2014.

#### **RECOMMENDATIONS**

**The City Librarian recommends that the Toronto Public Library Board:**

1. approves the Terms of Reference for the following committees and working groups:
  - a. Budget Committee as contained in Attachment 2;
  - b. Employee and Labour Relations Committee as contained in Attachment 3;
  - c. Advertising Review Working Group as contained in Attachment 4;
  - d. E-Book Working Group as contained in Attachment 5;

2. appoints Library Board members to the following committees:
  - a. Budget Committee;
  - b. 2014 City Librarian's Performance Review Committee;
  - c. Employee and Labour Relations Committee;
  - d. Advertising Review Working Group;
  - e. E-Book Working Group;
3. defers the approval of the terms of reference and appointment of members to the Rules of Conduct Appeals Working Group pending completion of a review of the Appeals process and the role of the Working Group;
4. appoints two Library Board member representatives to the Board of the Federation of Ontario Public Libraries;
5. confirms current Board member Benjamin Wulffhart on the First Parliament Site Working Group;
6. confirms current Board member Andrea Tagalakis in role of Board Liaison to Youth Advisors; and
7. appoints one Library Board representative to the Toronto Public Library Foundation Board.

## **FINANCIAL IMPACT**

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There is no financial impact arising from the information in this report.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

## **ISSUE BACKGROUND**

The Board's Procedural By-law makes provision for the review of Board committees at the first meeting of the new Board and subsequently at the beginning of each calendar year. The Board may establish committees as required. The Board considers the need for the continued existence and membership of all committees and approves the terms of reference at these meetings.

## **COMMENTS**

### **Terms of Reference**

The terms of reference for committees and working groups have not changed with the exception that a statement regarding minimum number of members needed for quorum is now included in the Procedural Rules section of the Advertising Review Working Group and the E-Book Working Group terms of reference.

## **Appointment Process for Committees**

The Board Chair and in one other case, the Vice Chair, are members on specific committees and therefore the incoming Chair and Vice Chair for 2014 are automatically appointed to these committees. The Board Chair and Vice Chair are appointed to the Budget Committee and the City Librarian's Performance Review Committee. The Board Chair is appointed to the Employee and Labour Relations Committee. The Board Chair is also an ex officio member on all Board committees and working groups.

The practice has been that if there are more names than positions available, the Chair and Vice Chair of the Board are asked to review the names and assign individuals to committees in consultation with Board members.

The proposed process for Board members is to identify their interest in participating in the internal and external committees as outlined below.

A 2014 committee membership chart is included as Attachment 1, which includes 2013 committee membership and required membership for 2014.

## **Board Committees**

### Budget Committee:

The mandate of the Budget Committee is to:

- provide advice and make recommendations to the Board on any budget matters related to the development and approval of the Library's operating and capital budgets;
- report its activities and recommendations to the Board.

The Board Chair and Vice Chair are members as outlined in the terms of reference.

Three additional Board members are required for the committee.

### City Librarian's Performance Review Committee:

This committee meets to conduct the annual performance review for the City Librarian.

One Board member is required in addition to the Board Chair and Vice Chair. Other Board members wishing to provide input may do so in writing.

### Employee and Labour Relations Committee:

The mandate of the Employee and Labour Relations Committee is to:

- receive regular updates on labour relations and related human resources issues;

- review matters referred to the committee by the Library Board;
- provide guidance to staff on labour relations and related human resources matters;
- report its activities and recommendations to the Board.

The Board Chair is a member as outlined in the Terms of Reference.

Four additional Board members are required for the committee.

#### Advertising Review Working Group

The Advertising Review Working Group role is to make determinations on whether advertising is consistent with the Board's Advertising Policy for placement within Library channels. The working group reports on its activities and recommendations to the Board.

Five Board members are required for the committee.

#### E-Book Working Group

The mandate of the working group is to:

- provide leadership in the development and oversight of advocacy strategies that:
  - a. encourages Canadian and multinational publishers to sell e-content to public libraries under reasonable terms;
  - b. informs the public about the restrictions public libraries face in making e-content available for borrowing;
- receive the results of advocacy strategies for review and additional input;
- report its activities and recommendations to the Board.

The working group will function until the completion of the advocacy strategies.

Up to five Board members are required for the committee.

#### Board Liaison to the Youth Advisors

No change is recommended to the current Board Liaison to the Youth Advisors, Andrea Tagalakis, as the liaison was just appointed in the Fall of 2013 and the work has recently commenced.

#### Rules of Conduct Appeals Working Group

The current process for Rules of Conduct and the role of the Rules of Conduct Appeals Working Group are under review and the confirmation of terms of reference and the

appointment of Board members to this group is recommended to be deferred pending a report to the Board on this matter.

## **External Groups**

### Federation of Ontario Public Libraries

The Federation of Ontario Public Libraries is a non-profit organization with a mandate to benefit Ontario public libraries through advocacy, research, and marketing.

The Federation's governing board is comprised of seven caucuses broadly representative of libraries by size, geography or service focus. The seven caucuses are comprised of 22 directors. The Toronto Public Library Board appoints four directors to the Toronto caucus of the Federation; two Library staff representatives and two Library Board representatives.

Meetings are held quarterly. The next meeting is scheduled for Wednesday, January 30, 2013 at the Metro Toronto Convention Centre and will include the AGM.

Two Board members are required for the Federation of Ontario Public Libraries.

### First Parliament Site Working Group

The First Parliament Site Working Group is a group of stakeholders focused on the development located at Parliament and Front Street. No change is recommended to the Board representative, Benjamin Wulffhart, to this working group, which has just begun its work.

### Toronto Public Library Foundation Board:

The Board also appoints one member of the Board to the Toronto Public Library Foundation Board. The Library is represented by one Board member who is an ex-officio voting director of the Foundation and the City Librarian who is an ex-officio, non-voting director of the Foundation. The Foundation Board meets bi-monthly.

One Board member is required for this board.

## **CONTACT**

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## **SIGNATURE**

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Jane Pyper  
City Librarian

## **ATTACHMENTS**

- Attachment 1: 2014 Committee Membership Chart
- Attachment 2: Budget Committee – Terms of Reference
- Attachment 3: Employee and Labour Relations Committee – Terms of Reference
- Attachment 4: Advertising Review Working Group – Terms of Reference
- Attachment 5: E-Book Working Group – Terms of Reference