



## STAFF REPORT ACTION REQUIRED

4.

### Waiving of Procedural By-law S43.8 – Board Committees

<b>Date:</b>	February 17, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

#### **SUMMARY**

---

The Toronto Public Library's Procedural By-law requires that the Board review committees and their membership at the First Meeting of the new Board. This report recommends that the provision in the Board Procedural By-law that requires the Board to review the terms of reference and membership of all committees at its First Meeting be waived for all committees except the City Librarian's Performance Review Committee. It is recommended that the review of the terms of reference and membership of the other committees come before the Board at the meeting scheduled for March 23, 2015. The committees' terms of reference are attached for information.

By delaying the review by one month, new Board members will have an opportunity to become familiar with the role and function of the various committees. The City Librarian's 2014 performance assessment is required to take place by March 31, 2015. The review of the City Librarian's Performance Review Committee therefore needs to take place at the February 17<sup>th</sup> Board meeting in order to provide committee members with sufficient time to complete the review.

Because of the resignation of the former City Librarian effective June 30, 2014 and the subsequent appointment of a new City Librarian effective January 5, 2015, the performance review will take place in two stages. The review of the 2014 achievements of the former Acting City Librarian will be done at the next meeting of the Performance Review Committee, and the goals and objectives for the new City Librarian will be reviewed by the end of the second quarter.

#### **RECOMMENDATIONS**

---

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

1. reviews and selects members for the City Librarian's Performance Review Committee;
2. waives the Toronto Public Library Board Procedural By-Law Section 43.8; and

3. reviews the membership of the other committees at the March 23, 2015 meeting.

## **FINANCIAL IMPACT**

---

The recommendations in this report will have no financial impact beyond what has already been approved in the current year's budget.

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

## **BACKGROUND**

In order for the Toronto Public Library Board to more effectively carry out its duties and responsibilities, it has established the following committees, working groups, and appointments to external associations and/or Boards:

- Budget Committee;
- City Librarian's Performance Review Committee;
- Employee and Labour Relations Committee;
- Strategic Planning Steering Committee;
- Advertising Review Working Group;
- E-Book Working Group;
- Youth Advisor Board Liaison;
- Federation of Ontario Public Libraries;
- First Parliament Site Working Group;
- Toronto Public Library Foundation Board.

The committees and working groups meet on an as-needed basis in order to conduct more detailed analysis of issues and/or carry out functions that are not practical to be done by the Board as a whole. The committees and working groups do not have the power to approve recommendations, but can bring reports forward to the full Board with recommendations for approval. While committee membership is determined by the Board, all Board members are welcome to attend committee and working group meetings, except for the City Librarian's Performance Review Committee. Each committee and/or working group has terms of reference and consists of one or more Board members (see Attachments 1 – 6).

Section 43.8 of the Toronto Public Library Board Procedural By-Law states:

*The Board will review the need for continued existence and membership of all Committees at its First Meeting.*

First Meeting is defined in the By-law:

*After a municipal election, the first meeting of the Board following its appointment by Council. In other years, the first meeting of the Board in the calendar year.*

It has been the practice in past years to review committees and select committee members at the second meeting of the new Board as appointed by Council, following a municipal election. This has been done in order to give new Board members the opportunity of familiarizing themselves with both the business of the Board and the role and function of the various committees.

## **COMMENTS**

It is recommended that the review of committees and their membership be delayed until the March 23, 2015 Board meeting. Prior to the March Board meeting, a more detailed orientation will occur and Board members will have a chance to learn more about the role and function of the committees and working groups.

Since the procedural by-laws that govern the operation of the Board require that the review take place at the First Meeting of the new Board, a resolution to waive this by-law provision is required. With the exception of the City Librarian's Performance Review Committee, it is recommended that this practice be continued, and that the review and selection of committee members take place at the Board meeting scheduled for March 23, 2015.

### City Librarian's Performance Review Committee

The mandate of the City Librarian's Performance Review Committee is to review the City Librarian's performance for the year under review and the objectives set by the City Librarian for the following year. The committee then submits a recommendation to the Board for approval.

According to the terms of reference, the committee is comprised of the Board Chair and Vice Chair and one additional member. Other Board members wishing to provide input may do so in writing ahead of the committee meeting.

The annual performance review of the City Librarian must take place prior to March 31, 2015. In order to allow the committee sufficient time to conduct the evaluation, it is necessary that the Board reviews the committee and approves its membership at the February meeting. Further, it is recommended that returning Board members make up the majority of this committee's membership. Since returning Board members are familiar with the goals and objectives contained in the City Librarian's performance review, it is appropriate that these members conduct the assessment.

Given the resignation of the former City Librarian effective June 30, 2014 and the subsequent appointment of a new City Librarian effective January 5, 2015, the review will take place in two stages. The review of the 2014 achievements will be conducted by March 31, 2015 and the goals and objectives for the new City Librarian will be reviewed by the end of the second quarter.

## **CONTACT**

Paul Trumphour; Acting Director, Planning, Policy and E-Service Delivery;  
Tel: 416 -395-5602; E-mail: [ptrumphour@torontopubliclibrary.ca](mailto:ptrumphour@torontopubliclibrary.ca)

## **SIGNATURE**

---

Vickery Bowles  
City Librarian

## **ATTACHMENTS**

- Attachment 1: Terms of Reference – City Librarian Performance Review Committee
- Attachment 2: Terms of Reference – Budget Committee
- Attachment 3: Terms of Reference – Employee and Labour Relations Committee
- Attachment 4: Terms of Reference – Strategic Planning Steering Committee
- Attachment 5: Terms of Reference – Advertising Review Working Group
- Attachment 6: Terms of Reference – E-Book Working Group