



STAFF REPORT ACTION REQUIRED

4.

Selection of Committee and Association Members - 2008

Date:	January 21, 2008
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to review the memberships of the Toronto Public Library Board's various committees, task forces, working groups and associations for 2008.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. Appoints Library Board member representatives to the following internal and external committees for 2008:
 - a. Budget;
 - b. Employee and Labour Relations;
 - c. City Librarian's Annual Performance Review;
 - d. City of Toronto Children's Services Advisory;
 - e. Federation of Ontario Public Libraries; and
2. Requests that Tina Edan's participation in the *Toronto Public Library Celebrates Reading Award* Nomination Committee continues until completion of the 2009 nomination process.

Implementation Points

Library Board members will be contacted as the need for meetings arises.

FINANCIAL IMPACT

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 appointment of members to the Board's committees etc. takes place at the "first meeting" of the Board in the calendar year. "First meeting" is defined in the Board's Procedural By-law as the first meeting of the new Board following its appointment by Council after a municipal election; in other years, the first meeting of the Board in the calendar year.

COMMENTS

The proposed process for Board members is to identify their interest in participating in the committees outlined below at the January 21st Board meeting. If there are more names than positions available, the Chair and Vice Chair of the Board will be asked to review the names and assign individuals to committees in consultation with Board members.

Where appropriate, Committee membership will remain intact until a particular process has been completed, such as in the case of the Budget and Strategic Planning committees. While it was intended that the work of the *Toronto Public Library Celebrates Reading Award* Nomination Committee be completed by the end of 2007, as that has not been possible, it is being recommended that Tina Edan continue on this committee until completion of the process for the 2009 nomination.

Internal Board Committees/Working Groups:

Committee/Working Group	Background Information
Budget	<p>Membership in the Committee includes the Chair, Vice-Chair, one citizen representative and one councillor representative to provide direction and guidance to designated staff during the 2008/2009 budget process.</p> <p>The Committee membership established in 2007 will continue until completion of the 2008 Operating Budget approval process at the end of March 2008.</p> <p>Meetings are infrequent and usually are approximately one hour in length; however, notice can be quite short. Meetings are held during the day at the Toronto Reference Library or at Toronto City Hall.</p> <p>The Budget Committee will begin meeting in the summer of 2008 for the 2009 operating and capital budget process.</p>

Committee/Working Group	Background Information
Employee and Labour Relations	<p>Membership in the Committee is comprised of five (5) members of the Library Board. The Chair of the Board is an ex officio voting member of the Committee.</p> <p>The Committee is expected to meet at least four times a year; in January, April, September and November. The meetings are expected to take place at the Toronto Reference Library.</p> <p>The mandate of the Committee is to:</p> <ul style="list-style-type: none"> • 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. <p>All meetings of the Committee are open to the public.</p>
City Librarian's Annual Performance Review	<p>Membership in the Committee includes a minimum of three Board members, including the Chair and Vice-Chair. Other Board members wishing to provide input may do so in writing.</p> <p>The current Committee membership established in April 2007 will begin the process to review the City Librarian's 2007 performance soon.</p> <p>Committee members will not be required until early 2009 to conduct the City Librarian's 2008 performance.</p> <p>Participation in the Committee involves usually one meeting to take place during the day at the Toronto Reference Library.</p>
Naming	<p>The Board's Naming Policy approved in June 2006 requires that the City Librarian consult with a Naming Committee of the Board regarding solicitation of sponsors/donors for naming opportunities.</p> <p>The Committee would be required to meet on a needs-only basis as naming opportunities arise.</p> <p>The Terms of Reference and a request for Board membership will be brought back to the Board for consideration at a later date.</p>
Strategic Planning	<p>The current Committee membership established in 2007 will continue until completion of the 2008 – 2011 strategic planning process in 2008.</p>

Committee/Working Group	Background Information
Toronto Public Library Celebrates Reading Award Nomination	<p>The Toronto Public Library Board approved the creation of an annual award, <i>Toronto Public Library Celebrates Reading Award</i>, in 2001. The purpose of the Award is to:</p> <ul style="list-style-type: none"> • raise the profile of the Toronto Public Library; • raise the profile of literacy; • raise the profile of Canadian literature. <p>A small Committee of staff and a Board representative meets for a short period each year to review possible candidates.</p> <p>Tina Edan was appointed to this Committee in April 2007. As the Committee only began meeting in November 2007, it is recommended that her participation continue until completion of the process for the 2009 nomination.</p>

External Library Associations:

City of Toronto Children's Services Advisory Committee	<p>The purpose of the Children's Services Advisory Committee is to monitor and advise the Mayor and City Council on policies, programs, strategies and actions to achieve a comprehensive system of integrated, inclusive and high quality services that will support best outcomes for Toronto's children; including monitoring and advising the City on the progress of the Best Generation Yet.</p> <p>The committee is composed of up to 20 members including three members of Council. The remaining members are from the community and represent the following groups: school boards, community agencies including associations serving children and families, including services to children with special needs, academia, business, labour, and recreation.</p> <p>One Library Board representative is required.</p> <p>Meetings are held a minimum of twice and a maximum of six times a year at the call of the Chair.</p>
Federation of Ontario Public Libraries	<p>The Federation of Ontario Public Libraries has been established to enhance and improve library services in the Province of Ontario by creating a new capacity for change and a framework for collaborative action.</p> <p>The Foundation's four primary roles are research, marketing, advocacy and consortia purchasing.</p>

Federation of Ontario Public Libraries (continued)	<p>The Federation's governing board was elected in February. The 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 is apportioned four directors in the Toronto caucuses of the Federation.</p> <p>Meetings are held approximately six times a year, during the day, at the Toronto Reference Library, and are approximately two hours in length.</p> <p>The next meeting is scheduled for Wednesday, January 30 at 4:30 p.m. at the Metro Toronto Convention Centre.</p>
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CONTACT

Nancy Marshall, Administrative Coordinator, City Librarian's Office;
Tel: 416-393-7215; Fax: 416-393-7083; E-mail: nmarshall@torontopubliclibrary.ca

SIGNATURE

Josephine Bryant
City Librarian

ATTACHMENTS

Attachment 1: Toronto Public Library - Committee, Task Force, Working Group and Association Members - 2008 – List