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To: Toronto Public Library Board – January 16, 2006

From: City Librarian

Subject: **Selection of Committee, Task Force and Working Group Members – 2006**

Purpose:

To establish Toronto Public Library Board committees, task forces and working groups for 2006.

Funding Implications and Impact Statement:

Not applicable.

Recommendation:

It is recommended that:

- (1) the Toronto Public Library Board appoint Library Board member representatives to the Budget Working Group, City Librarian's Annual Performance Review, Federation of Ontario Public Libraries, Ontario Library Boards' Association and the *TPL Celebrates Reading* Nomination Committee for 2006;
- (2) the 2005 membership of the Board Budget Working Group continue until final operating budget approval at the end of March 2006;
- (3) the 2005 membership of the City Librarian's Annual Performance Review Committee continue until the completion of the City Librarian's 2005 annual performance review; and
- (4) the City Librarian's 2006 annual performance be completed before the end of 2006.

Background and Comments:

The selection of Board representatives to the following committees, task forces and working groups is required at the first meeting of the Board in the calendar year:

*Budget Working Group:*

Membership in the working group includes the Chair, Vice-Chair, one citizen representative and one councillor representative to provide direction and guidance to designated staff during the

2007 budget process. For continuity, it is recommended that last year's committee of Gillian Mason, Bill Booth, Councillor Janet Davis and Kathy Gallagher Ross continue until final Council 2006 budget approval is received at the end of March 2006.

The committee for the 2007 budget process will begin meeting in the fall of 2006. The meetings occur infrequently; however, sometimes with short notice, before final Council approval of the budget in 2007. Meetings last approximately one to two hours and are usually held at the Toronto Reference Library or at City Hall.

*City Librarian's Annual Performance Review:*

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. For continuity, it is recommended that last year's committee of Gillian Mason, Bill Booth and Councillor Gay Cowbourne conduct the City Librarian's 2005 annual performance review. The committee's results will be presented to the Board at the March 6, 2006 Library Board meeting to ensure compliance with the schedule for management and exempt staff performance reviews.

As 2007 will be a transitional year for Board membership, it is recommended that the committee selected to conduct the City Librarian's 2006 annual performance review complete the review before the end of 2006.

*Federation of Ontario Public Libraries:*

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. The Foundation's four primary roles are research, marketing, advocacy and consortia purchasing. At the Ontario Library Association Conference in February, the Federation will elect its second governing board. 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 to include the City Librarian; Director, Research and Reference; Board Chair (or designate) and a Board member. Meetings of approximately two hours take place on a monthly basis.

*Ontario Library Boards Association:*

The Ontario Library Boards Association (OLBA), an association of the Ontario Library Association, serves the more than 1,200 trustees who are members of public library boards in Ontario. The OLBA acts as an advocate for library boards across Ontario, defending the value of citizen-based governance and the need for adequate funding of library services. OLBA provides trustee education and works closely with the provincial library board development program. The Council of the OLBA is representative of all regions in Ontario. The Toronto Public Library is apportioned one Councillor position on the OLBA. Meetings are held four to five times a year in the Toronto area. The meetings usually last approximately half-a-day.

*TPL Celebrates Reading Award Nomination Committee:*

Membership in the staff nomination committee includes one Board member representative. Meetings are held for a short period each year to review possible award candidates.

Conclusion:

Appointment of Board member representatives to committees, task forces and working groups will enable the scheduling of required meetings to begin. A breakdown of the required appointments is provided in Attachment 1.

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City Librarian

List of Attachments:

Attachment 1: Toronto Public Library – Committees, Task Forces and Working Groups