

**STAFF REPORT  
ACTION REQUIRED****Selection of Committee Members, Board Representatives  
and Association Members – 2019**

<b>Date:</b>	February 25, 2019
<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 the Strategic Planning Steering Committee and appoint members to committees and external groups.

A 2019 committee membership chart is included as Attachment 1, which outlines the required membership.

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

1. approves the terms of reference for the Strategic Planning Steering Committee as contained in Attachment 2;
2. appoints Library Board members to the following committees:
  - a. City Librarian's Performance Review Committee;
  - b. Strategic Planning Steering Committee;
3. appoints a Board member representative to the Board of the Federation of Ontario Public Libraries;
4. appoints a Board member to the role of Board Liaison to Youth; and
5. appoints a Board member 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 & Treasurer has reviewed this financial impact statement and agrees 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 also considers the need for the continued existence and membership of committees, and approves the terms of reference for the committees at the first meeting of the Board.

## **COMMENTS**

### **Appointment Process for Committees**

The Board Chair and Vice Chair are automatically appointed to the following committees:

- City Librarian's Performance Review Committee;
- Strategic Planning Steering Committee.

### **Board Committees**

#### Strategic Planning Steering Committee

The Toronto Public Library will embark on a new strategic planning process during the course of 2019, which will cover the period 2020 – 2024. The Terms of Reference are included for approval in Attachment 2. Reporting to the Library Board, the Strategic Planning Steering Committee provides leadership and oversight of the strategic planning process, provides input, and recommends to the Board the draft strategic plan prior to it being approved by the Board.

#### 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.

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 takes place at the April Board meeting. 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.

The City Librarian's annual performance review usually involves participation in one meeting to take place during the day at the Toronto Reference Library.

#### Board Liaison to Youth

A Board member is appointed to the role of Board Liaison to Youth. The Board Liaison ensures that a youth perspective at the Board level is provided. It provides an additional opportunity for youth to influence the strategic directions and policies of the Library by creating a more direct relationship between the Library Board and Toronto's youth population.

One Board member is appointed to this role.

#### **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. Paul Ainslie was re-elected as Vice Chair of the Federation in January 2019, leaving one opening for a Board member.

Meetings are held quarterly. The next meeting is scheduled for March 22, 2019, 10 am to 2 pm, and will take place at the Toronto Reference Library.

##### 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 quarterly. The next meeting of the Foundation Board is scheduled for Thursday, June 20, 2019.

One Board member is required for the Toronto Public Library Foundation Board.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **ATTACHMENTS**

Attachment 1: 2019 Committee Membership Chart

Attachment 2: Strategic Planning Steering Committee – Terms of Reference

**Toronto Public Library Board  
2019 Committee Membership**

<b>Committee</b>	<b>2018 Membership</b>	<b>Required Membership for 2019</b>
<b>INTERNAL</b>		
City Librarian's 2018 / 2019 Performance Review	◆ Sue Graham-Nutter ◆ Strahan McCarten ◆ Eva Svec	◆ Board Chair ◆ Board Vice Chair ◆ one additional Board member
Board Liaison to Youth	◆ Archana Shah	◆ One Board member
<b>EXTERNAL</b>		
Federation of Ontario Public Libraries	◆ Vickery Bowles ◆ Elizabeth Glass ◆ Councillor Paul Ainslie ◆ Ross Parry	◆ City Librarian ◆ Director, Policy, Planning & Performance Measurement ◆ Councillor Paul Ainslie ◆ Board member
Toronto Public Library Foundation Board	◆ Councillor Mary Fragedakis	◆ One Board member



## Toronto Public Library Strategic Planning Steering Committee

### Terms of Reference

#### **1. Mandate**

##### Strategic Plan:

Reporting to the Library Board, the Strategic Planning Steering Committee will support the Board's legislated mandate to deliver comprehensive and efficient public library service that reflects the community's unique needs as outlined in the *Public Libraries Act* by:

- providing leadership and oversight of the strategic plan;
- reviewing and providing input on the environmental scan;
- reviewing and providing input into the consultation and engagement strategy;
- reviewing and providing input on the communication strategy;
- providing input and recommending the draft strategic plan to the Library Board for approval.

#### **2. Membership**

The committee membership be open to all Board members interested in joining the committee:

- a minimum of three (3) Board members;
- Board chair (ex-officio voting member);
- Board Vice-Chair; and,
- Toronto Public Library Foundation representative.

#### **3. Chair**

- The committee will elect the Chair of the committee.

#### **4. Agenda and Minutes**

- Notice of meetings will be forwarded at least five (5) business days in advance of the meeting;
- The agenda and minutes of committee meetings will be kept in accordance with the Board Procedural By-law;
- Minutes of meetings will be approved at the subsequent meeting of the committee;
- Minutes of the last meeting of the committee as constituted will be approved by the Board.

## **5. Schedule of Meetings and Timeframe**

- The committee will meet on an as-needed basis;
- All members of the Library Board will be notified of, and may attend, all committee meetings;
- The committee will function until the Strategic Plan is approved by the Board.

## **6. Procedural Rules**

The rules applicable to Board meetings in the Board Procedural By-law apply to Committee meetings except that:

- the quorum for a Committee will be set by the Board;
- there is no time limit for meetings;
- the rules of procedure for Committee of the Whole will apply.

## **7. Public and Closed Sessions**

- All meetings of the committee are open to the public. A meeting or part of a meeting may be closed to the public if the subject matter is a confidential matter in accordance with Appendix A of the Library Board Procedural By-law;
- Before holding a meeting or part of a meeting that is closed to the public, the Chair shall state by resolution the fact of the holding of the closed meeting, and the general nature of the matter to be considered at the closed meeting;
- No person will disclose the deliberations or discussions that occurred at a closed meeting unless the Board has authorized that disclosure.

## **8. Support for the Strategic Planning Steering Committee**

Lead staff support for the process will be provided by:

- City Librarian;
- Director, Policy, Planning and Performance Management;
- Manager, Planning and Development;
- Planning and CPCE department staff.

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