

Selection of Committee Members, Board Representatives and Association Members – 2021

Date:	January 25, 2021
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to request Toronto Public Library Board appoint members to committees and external groups.

A 2021 committee membership is included as Attachment 1, which outlines the required membership.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the revised terms of reference for the City Librarian's Performance Review Committee as contained in Attachment 2;
2. appoints a Board member to the City Librarian's Performance Review Committee;
3. appoints a Board member to the role of Board Liaison to Youth;
4. appoints two Board members to the Naming Committee; and
5. appoints a Board member to the Toronto Public Library Foundation Board.

FINANCIAL IMPACT

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.

COMMENTS

Appointment Process for Committees

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 Board Chair and Vice Chair are automatically appointed to the City Librarian's Performance Review Committee. The committee includes one additional member. Alim Remtulla was the Board member representative in 2020. Other Board members wishing to provide input may do so in writing ahead of the committee meeting.

Being part of the City Librarian's Performance Review Committee usually involves participation in one meeting to take place during the day in late March / early April 2021 via Webex & Teleconference.

The annual performance review of the City Librarian takes place at the April Board meeting.

Terms of Reference

The terms of reference for the City Librarian's Performance Review Committee can be found in Attachment 2. This is a red-lined version to indicate the proposed changes. The change to the terms of reference has been made to ensure the efficient operation of the committee.

Board Liaison to Youth

A Board member is appointed to the role of the 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. Sarwar Choudhury was the TPL representative in 2020.

Naming Committee

The Naming Policy indicates the Board has the responsibility for approving the naming of all Library branches, rooms, programs and collections.

The Naming Committee is identified in the Naming Policy. The policy indicates the City Librarian, at her discretion, may request that the Board establish a Naming Committee to review naming opportunities and make recommendations to the Board. In 2021, there may be naming opportunities that would require a review from the Naming Committee, including (but not limited to) potential naming opportunities from the Foundation.

The Board Chair and the Board representative on the Foundation Board are automatically appointed to the Naming committee. Two additional Board members sit on the Naming Committee (in addition to two ex officio non-voting members). In 2020, Councillor Paul Ainslie and Jennifer Liu were the Board Member representatives.

External Groups

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.

In 2020, the position was filled by Andrea Geddes Poole.

The Foundation Board meets quarterly. The next meeting of the Foundation Board is scheduled for Thursday, February 18, 2021 via Webex & Teleconference.

Federation of Ontario Public Libraries

Two TPL Board members sit on the Federation of Ontario Public Libraries governing board, serving a term of three years. In 2020, Councillor Paul Ainslie and Fenton

Jagdeo were the two Library Board representatives. They will continue in 2021 with Councillor Paul Ainslie sitting as Chair of the Federation.

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.

CONTACT

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SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

- Attachment 1: Toronto Public Library Board 2021 Committee Membership
- Attachment 2: City Librarian's Performance Review Committee Terms of Reference

**Toronto Public Library Board
2021 Committee Membership**

Committee	2020 Membership	Required Membership for 2021
INTERNAL		
City Librarian's 2020 / 2021 Performance Review	<ul style="list-style-type: none"> ◆ Sue Graham-Nutter ◆ Jonathan Hoss ◆ Alim Remtulla 	<ul style="list-style-type: none"> ◆ Board Chair ◆ Board Vice Chair ◆ One Board member
Board Liaison to Youth	<ul style="list-style-type: none"> ◆ Sarwar Choudhury 	<ul style="list-style-type: none"> ◆ One Board member
Naming Committee	<ul style="list-style-type: none"> ◆ Sue Graham-Nutter ◆ Andrea Geddes Poole ◆ Councillor Paul Ainslie ◆ Jennifer Liu 	<ul style="list-style-type: none"> ◆ Board Chair ◆ Board representative on the TPL Foundation Board ◆ Two Board members
EXTERNAL		
Federation of Ontario Public Libraries	<ul style="list-style-type: none"> ◆ Vickery Bowles ◆ Elizabeth Glass ◆ Councillor Paul Ainslie ◆ Fenton Jagdeo 	<ul style="list-style-type: none"> ◆ City Librarian ◆ Director, Policy, Planning & Performance Measurement ◆ Councillor Paul Ainslie ◆ Fenton Jagdeo
Toronto Public Library Foundation Board	<ul style="list-style-type: none"> ◆ Andrea Geddes Poole 	<ul style="list-style-type: none"> ◆ One Board member

City Librarian's Performance Review Committee

Terms of Reference

1. Mandate

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

2. Membership

- ~~—Membership is selected a full year in advance of the performance review;~~
- The Committee consists of one Board member in addition to the Board Chair and Vice Chair;
- Other Board members wishing to provide an input may do so in writing ahead of the Committee meeting.

3. Chair

- The Committee will elect the Chair at its meeting.

4. Agenda and Minutes

- ~~—Notice of the meeting will be forwarded at least three (3) clear days in advance of the meeting;~~
- The agenda and minutes of the committee meetings will be kept and distributed in accordance with the Board Procedural By-law.

5. Schedule of Meetings and Timeframe

- The Committee will meet at least once (1) every year;
- The Committee will meet during the first ~~quarter-half~~ of every year ~~with the exception of a transition year (municipal election year) when the meeting will take place before the end of the Board term (November 30).~~

6. Procedural Rules

- The Director of Human Resources will act as Secretary to the Committee and will not be present during the discussion of the performance review;
- A majority of members is required to be in attendance;
- There is no time limit for meetings;
- Decisions are made by consensus;
- The City Librarian will be present to discuss goals and achievements with the Committee; however, the Committee may also meet in private to discuss the evaluation of the City Librarian's performance;
- The City Librarian will be informed of the outcome of the review after the Board meeting where the Committee's recommendation(s) are considered.

7. Public and Closed Sessions

- All meetings of the Committee are held in closed session as it involves personal information about an identifiable individual.

| Date: January 25, ~~2016~~2021