



## STAFF REPORT ACTION REQUIRED

5a.

### Board Expenses Policy – Revisions

<b>Date:</b>	April 4, 2011
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

#### **SUMMARY**

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This report describes the changes to the Board Expenses Policy that are required as a result of motions approved by the Board at the March 1, 2011 meeting. The Board requested a reduction of \$150 to the annual payment in lieu of expenses for the citizen members of the Board.

At that time the City Librarian indicated that staff would report back on implementation issues.

#### **RECOMMENDATIONS**

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

1. approves revisions to the Board Expenses Policy to reduce the annual payment in lieu of expenses by \$150 for the citizen members.

#### **Implementation Points**

The annual payment in lieu of expenses for 2011 will be adjusted accordingly.

#### **FINANCIAL IMPACT**

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There will be a \$1,200 reduction in the cost of the annual payment in lieu of expenses for citizen Board members.

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

## ISSUE BACKGROUND

According to the Board Expenses Policy, citizen members of the Library Board receive an annual payment representing a reasonable estimate of expenses incurred in attending Library Board meetings and events. This payment is made in accordance with the principles of the City of Toronto's Expenses and Travel Policy for City Agencies, Boards, Commissions and Corporations.

The following motion was carried at the March 1, 2011 Board meeting:

That the Toronto Public Library:

1. selects Option A – sandwiches only – for the provision of refreshments at Board meetings; and
2. requests a reduction of \$150 to the annual payment in lieu of expenses to the citizen members of the Board.

At that meeting, Jane Pyper, City Librarian, indicated that the Board will be advised if there are any implementation issues for the proposed reduction to the annual payment in lieu of expenses to citizen members of the Board. After a review of Board policies, it was determined that a change to section 1 of the Board Expenses Policy was required.

## COMMENTS

### Amendment to the Board Expenses Policy

To implement the motion carried by the Board on March 1, 2011, the Board Expenses Policy requires an amendment reducing the annual payment to citizen members, a citizen Vice-Chair and a citizen Chair by \$150.

The following is the proposed change to section 1 of the Board Expenses Policy with the removed wording struck out and revised wording highlighted:

1. Annual Payment of Estimated Expenses Incurred

The following annual payment of estimated expenses incurred by attending Library Board meetings and events shall be made:

- (a) Each citizen member of the Library Board shall receive \$500 (~~five hundred dollars~~) \$350 (three hundred and fifty dollars);
- (b) A citizen Vice-Chair of the Library Board shall receive \$750 (~~seven hundred and fifty dollars~~) \$600 (six hundred dollars);
- (c) A citizen Chair of the Library Board shall receive \$1,000 (~~one thousand dollars~~) \$850 (eight hundred and fifty dollars).

Councillor members do not receive the payment in lieu of expenses and, as requested, they will be provided with the option of reimbursing the Board on an annual basis for the cost of the sandwiches provided.

## **CONTACT**

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## **SIGNATURE**

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Jane Pyper  
City Librarian