



STAFF REPORT ACTION REQUIRED

5a

Refreshments at Toronto Public Library Board Meetings

Date:	March 1, 2011
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

This report provides ways to reduce the costs of refreshments at Library Board meetings with the option of members reimbursing the Library for refreshments on an annual basis in response to a motion at the January 2011 Board meeting.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. considers the following options for the provision of refreshments at Board meetings:

Option A:

Sandwiches only at a projected annual cost of approximately \$1,500.

Option B:

Pizza at a projected annual cost of approximately \$600.

Implementation Points

Board members requested the option of reimbursing the Library for refreshments at meetings. It is suggested reimbursement be administered on an annual basis when the actual number of meetings attended is known.

- Option A is \$115
- Option B is \$45

The costs for Options A and B are based on 10 meetings a year. The refreshment option chosen by the Board will be implemented at the April Meeting.

FINANCIAL IMPACT

The annual cost of providing refreshments at Library Board and related meetings in 2010 was approximately \$4,000.

By choosing one of the options provided in this report, reductions to this budget of \$2,500 (62%) or \$3,400 (85%) are possible.

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

ISSUE BACKGROUND

In December 2010, City Council discontinued the practice of providing beverages and/or light refreshments at Council and Committee meetings.

At the January 6, 2011 Toronto Public Library Board meeting, the issue was discussed in light of Council's decision and with a view to reducing costs. The matter was referred by the Board to staff with the request to report on less expensive options for beverages and light refreshments at Board meetings, including the option for members to reimburse the Library for costs.

It has been the practice at Toronto Public Library Board meetings to provide light refreshments for the Board. The majority of Board members are citizen volunteers and do not receive remuneration for their duties. Most meetings begin at 6:00 p.m. and many members arrive directly from work or other meetings with limited time to access food and beverages from other sources.

COMMENTS

- Option A:

Sandwiches only could be provided for Board members for a projected annual cost of \$1,500. This option provides a wide selection including vegetarian options. Option A is a 62% reduction to the budget.

- Option B:

Pizza could be provided for Board members at a total cost of approximately \$600 annually. A vegetarian selection would be provided with this option. Option B is an 85% reduction to the budget.

CONTACT

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SIGNATURE

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