BOARD COMMITTEES AND WORKING GROUPS

Budget Committee

Mandate of the committee is to:
- provide advice and make recommendations to the Board on budget matters related to the development and approval of the Library's operating and capital budgets;
- report its activities and recommendations to the Board;
- committee decisions are not binding on the Board.

Sample of Committee Work:
- review of the process by which library priorities are identified in Section 37 discussions and recommended strategies to increase Section 37 contributions to the Library;
- requested staff to report on various issues such as: a) the quantification of staff-time savings from expanded RFID, automated sorters, and online fines payment, b) the Branch Staffing Model, c) a sunset schedule for near obsolete media including CD's and DVDs.

Number of Members:
- six (Chair, Vice Chair, and three additional members).

Average Meetings per year:
- four.

2015 Timeline:
- May: staff provide an outline of how each budget is developed, criteria, priorities, pressures, etc. to assist the committee in guiding the development of the capital and operating budgets;
- June: capital budget submission;
- August: operating budget submission;
- November: staff provide: 1) status of City staff budget review and recommendations and 2) timeline for the political (Council Committee and Council) phase of the budget review.

City Librarian's Annual Performance Review Committee

Mandate of the Committee is to:
- review and evaluate the performance of the City Librarian.

Number of Members:
- three (Chair, Vice Chair and one additional member).

Meetings in Previous two years:
- one in 2015.

2015 Timeline:
- March – annual review.

Employee and Labour Relations Committee

Mandate of the Committee is to:
- receive regular updates on labour relations and related human resources issues;
- review matters referred to by the Library Board and make recommendations to the Board as required;
- provide guidance to staff on labour relations and related human resources matters;
- report its activities and recommendations to the Board;
- committee decisions are not binding on the Board.

Sample of Committee Work:
- provide direction to staff during collective bargaining;
- committee requested and received reports on staffing including: a) a summary of staffing levels and changes since amalgamation, by job class; b) average hours of work, access to benefits, tenure of part-time employees by job class; c) staff transition from part-time to full-time, and promotions; and d) service standards and their relationship to staffing;
- examining non-union compensation.

Number of Members:
- five – Board Chair and four other members.

Average Number of Meetings per year:
- two.

2015 Timeline:
- July to December – planning for collective bargaining negotiations.

Strategic Planning Steering Committee

Mandate of the committee is to:
- review the committee structure of the Board;
- provide leadership and oversight of the strategic plan;
- provide input into the environmental scan, receive reports and ensure this information is reflected in the draft priority areas;
- review and provide input into the consultation and engagement strategy;
- receive the results of public consultation and ensure the findings are reflected in the draft strategic plan;
- review, provide input and recommend to the Board the draft strategic plan prior to it being presented to the Library Board for approval.

Sample of Committee Work
- reviewing results of public consultations;
- developing the strategic plan.

Number of Members:
- Up to 13 (12 Board members and Foundation representative).

Average Number of Meetings per year:
- four during strategic planning development (0 in other years).

2015 Timeline:
- April to December – development of the 2016 – 2019 strategic plan.

Advertising Review Working Group (ARWG)

Mandate of the working group is to:

- review advertising material that may not be consistent with the Library's Advertising Policy for placement within library channels. Such advertising material may be sent to the ARWG at two points:
  1. before advertisement posting in response to a complaint or inquiry by an advertiser or when Library staff are uncertain about the advertisement's consistency with the Policy; and
  2. subsequent to an advertisement being posted, in response to a complaint or inquiry by the public;
- in reviewing advertising materials for the Library, the ARWG will consider whether the advertising material in question is consistent with the Library's Advertising Policy. The ARWG may choose to approve or not approve advertisements that it has been asked to review.
- ARWG will act as the final arbiter in all matters relating to advertising acceptance in the circumstances identified above.

Sample of Recent Work:
- examining the terms of reference of the working group;
- dealing with a customer complaint regarding due date slip advertising featuring specific organizations, including Diamond & Diamond lawyers and Pizza Pizza.
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Number of Members:
- five (two Board, three staff).

Average number of meetings per year:
- one.

2015 Timeline:
- None. Group meets on an as-needed basis.

E-Book Working Group

Mandate of the working group is to:
- provide leadership in the development and oversight of advocacy strategies that:
    - encourages Canadian and multinational publishers to sell e-content to public libraries under reasonable terms;
    - informs the public about the restrictions public libraries face in making e-content available for borrowing;
    - receive the results of advocacy strategies for review and additional input;
    - report its activities and recommendations to the Board;
    - working group decisions are not binding on the Board.

Sample of Recent Work:
- advocating that publishers sell e-books to public libraries at reasonable prices;
- investigating legal options for increasing e-book access;
- requested that the Competition Bureau investigate practices of publishers in relation to e-books.

Number of Members:
- five.

Average Number of Meetings per year:
- 2.5.

2015 Timeline:
- None.