



## STAFF REPORT ACTION REQUIRED

### Selection of Committee Members, Board Representatives and Association Members – 2015

<b>Date:</b>	March 23, 2015
<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 Board committees and for the selection of members to the committees and external groups.

A 2015 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 following committees and working groups:
  - a. Budget Committee as contained in Attachment 2;
  - b. Employee and Labour Relations Committee as contained in Attachment 3;
  - c. Strategic Planning Steering Committee as contained in Attachment 4;
  - d. Advertising Review Working Group as contained in Attachment 5;
  - e. E-Book Working Group as contained in Attachment 6;
2. appoints Library Board members to the following committees:
  - a. Budget Committee;
  - b. Employee and Labour Relations Committee;
  - c. Strategic Planning Steering Committee;
  - d. Advertising Review Working Group;
  - e. E-Book Working Group;
3. appoints one Board member representative to the Board of the Federation of Ontario Public Libraries;

4. does not appoint a Board member to the First Parliament Site Working Group;
5. appoints a Board member to the role of Board Liaison to Youth Advisors; and
6. 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 and Treasurer has reviewed this financial impact statement and is in agreement with it.

## **DECISION HISTORY**

At the February 17, 2015 Board meeting, the Toronto Public Library Board approved a motion to defer the review of committee terms of reference and the selection of committee members until the March 23, 2015 meeting. The Board did review and appoint members to the City Librarian's Performance Review Committee at that meeting.

See: <http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2015/feb17/04.pdf>

## **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**

### **Terms of Reference**

The terms of reference for committees can be found in Attachments 2 – 6. These are red-lined versions to indicate the proposed changes. With the exception of the Advertising Review Working Group, any changes to the terms of reference have been made to update information and/or ensure that they align with the Procedural By-law. The terms of reference for the City Librarian's Performance Review Committee were recently approved at the Board meeting held December 15, 2014 and are not included in the package.

Changes to the terms of reference include:

- Advertising Review Working Group;
- Strategic Planning Steering Committee.

## **Appointment Process for Committees**

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

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

The Board Chair is also appointed to the Employee and Labour Relations Committee. In addition, the Board Chair is an ex officio member on all Board committees and working groups.

The terms of reference for the committees and working groups are attached for information.

### **Board Committees**

#### Budget Committee:

The mandate of the Budget Committee is to:

- provide advice and make recommendations to the Board on any budget matters related to the development and approval of the Library's operating and capital budgets;
- report its activities and recommendations to the Board.

The Board Chair and Vice Chair are members as outlined in the terms of reference.

Three additional Board members are required for the committee.

#### Employee and Labour Relations Committee:

The mandate of the Employee and Labour Relations Committee is to:

- receive regular updates on labour relations and related human resources issues;
- review matters referred to the committee by the Library Board;
- provide guidance to staff on labour relations and related human resources matters;
- report its activities and recommendations to the Board.

The Board Chair is a member as outlined in the terms of reference.

Four additional Board members are required for the committee.

#### Strategic Planning Steering Committee

The Toronto Public Library will embark on a new strategic planning process during the course of 2015, which will cover the period 2016 – 2019. 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. The changes in these terms of reference have been made to ensure they are consistent with other Board committees.

The Committee membership consists of six members:

- Three (3) Board members;
- Board Chair (ex-officio voting member);
- Board Vice-Chair;
- Toronto Public Library Foundation representative.

#### Advertising Review Working Group

The Advertising Review Working Group mandate is to review advertising material that may not be consistent with the Board's Advertising Policy for placement within Library channels. The recommended revisions to the terms of reference indicate the majority of the members of this working group are staff. The revised terms of reference change the nature of the committee so that it is no longer considered to be a formal committee of the Board as defined under the *Public Libraries Act*. As a consequence, the working group is not required to adhere to the conditions outlined in the Act with regards to open and closed meetings.

Two Board members are required for the working group.

#### E-Book Working Group

The mandate of the working group is to:

- provide leadership in the development and oversight of advocacy strategies that:
  - a. encourages Canadian and multi-national publishers to sell e-content to public libraries under reasonable terms;
  - b. 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.

The working group will function until the completion of the advocacy strategies.

Up to five Board members are required for the committee.

#### Board Liaison to the Youth Advisors

A Board member is appointed to the role of Board Liaison to the Youth Advisors. 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 elected as Vice Chair of the Federation in January 2015, leaving one opening for a Board member.

Meetings are held quarterly. The next meeting is scheduled for March 27, 2015 and will take place at the Toronto Reference Library.

### First Parliament Site Working Group

The First Parliament Site Working Group is a group of stakeholders focused on the development located at Parliament and Front Street.

It is recommended that the Board no longer participates in this working group. Staff will keep the Board informed of any significant developments.

### 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 bi-monthly.

One Board member is required for this board.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **ATTACHMENTS**

- Attachment 1: 2015 Committee Membership Chart
- Attachment 2: Budget Committee – Terms of Reference
- Attachment 3: Employee and Labour Relations Committee – Terms of Reference
- Attachment 4: Strategic Planning Steering Committee – Terms of Reference
- Attachment 5: Advertising Review Working Group – Terms of Reference
- Attachment 6: E-Book Working Group – Terms of Reference