



STAFF REPORT ACTION REQUIRED

11.

Selection of Committee, Board Representatives and Association Members – 2011

Date:	November 21, 2011
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Board approval for the terms of reference for Board committees and the selection of required members to the various committees and external groups.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the Terms of Reference for the following committees:
 - a. Employee and Labour Relations Committee (Attachment 1);
 - b. Budget Committee (Attachment 2);
 - c. Strategic Planning Steering Committee (Attachment 3);
2. approves that the Naming Committee not be established at this time and that the Naming Policy be revised to make the establishment of a Naming Committee optional;
3. appoints Library Board members to the following committees of the Board for 2011:
 - a. City Librarian's Performance Review Committee;
 - b. Strategic Planning Steering Committee;
4. appoints a Library Board representative to the Toronto Public Library Foundation Board;
5. appoints two Library Board member representatives to the Board of the Federation of Ontario Public Libraries; and

6. approves the timing for the next review of committees and committee membership to be consistent with the timing for elections for the office of Board Chair, as decided by the Board.

Implementation Points

The Toronto Public Library Board's Procedural By-law sets out provisions for the establishment of Board Committees. Once membership is established, Committee members are contacted as the need for meetings arises.

FINANCIAL IMPACT

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 Library Board meeting on October 21, 2011 membership for the Budget Committee and Employee and Labour Relations Committee was established. The Budget Committee held its first meeting on November 1, 2011 and a meeting of the Employee and Labour Relations Committee is scheduled for November 17, 2011. Terms of reference and membership of additional Board committees are reviewed annually as established by the By-law.

The Strategic Planning Steering Committee is established when the Library embarks on a new strategic planning process. The new Strategic Planning process begins in 2012. Annually, three Board members are appointed to the City Librarian's Performance Review Committee, one Board member is appointed to the Toronto Public Library Foundation Board and two Board members are appointed to the caucus of the Federation of Ontario Public Libraries. The Naming Committee was established in 2008 to provide guidance with the implementation of the newly approved Naming Policy.

ISSUE BACKGROUND

The 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 considers the need for the continued existence and membership of all Committees and approves the terms of reference and membership at these meetings.

The Naming Policy was approved by the Board on June 19, 2006. The policy requires that the City Librarian consult with the Naming Committee on concept approval of naming components and prospect list. When the Naming Policy was first approved, the Naming Committee provided a useful mechanism to guide the implementation of the policy through naming opportunities. Recent experience has shown that naming

opportunities may be time sensitive, and presenting opportunities directly to the Board without going through a Naming Committee provides for timely responses as required.

A report on the term of the Chair and Vice Chair of the Board is also before the Board at the November 21st meeting. Depending on the outcome of that report the committee membership will be reviewed next at the January 2012 or January 2013 meeting.

COMMENTS

Appointment Process for Committees

The proposed process for Board members is to identify their interest in participating in the internal and external committees outlined below. The practice has been that if there are more names than positions available, the Chair and Vice Chair of the Board are asked to review the names and assign individuals to committees in consultation with Board members.

Where appropriate, committee membership remains intact until a particular process has been completed.

Board Committees

City Librarian's Performance Review Committee:

There are no terms of reference for this committee. This committee meets to conduct the annual performance review for the City Librarian.

Membership consists of three Board members, including the Chair and Vice Chair and one additional Board member. Other Board members wishing to provide input may do so in writing.

Strategic Planning Steering Committee:

The mandate of the Strategic Planning Steering Committee is to:

- 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.

Membership consists of six members, including the Chair, Vice Chair, three additional Board members and a Toronto Public Library Foundation representative.

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 membership of the Employee and Labour Relations Committee has been established and consists of Councillor Paul Ainslie, Councillor Janet Davis, Councillor Sarah Doucette, Mike Foderick and Ken Stewart.

Budget Committee:

The mandate of the Committee is to:

- review, report and/or make recommendations to the Board on any matter related to the Library's operating and capital budgets;
- report its activities and recommendations to the Board.

The membership of the Budget Committee has been established and consists of Councillor Paul Ainslie, Councillor Janet Davis, Mike Foderick, Kim Korinek and Benjie Wulffhart.

Status of the Naming Committee:

The Board approved the Naming Policy in 2006, which provides the Board with ultimate responsibility for the naming of branches, rooms, programs and collections, including the terms and conditions. When the policy was new, a Naming Committee provided a two-step review and approval process. Naming opportunities were first reviewed by the Naming Committee and then recommended to the Board for approval. Recent experience has shown that naming opportunities are time sensitive, and presenting opportunities directly to the Board has been effective in meeting timelines associated with the opportunity while ensuring compliance with the policy requirements, terms and conditions. It is therefore recommended that the Board consider not re-establishing a Naming Committee at this time. A change would be required to the Naming Policy as follows:

Accountability

Prior to solicitation of sponsors/donors for naming opportunities, the naming component and prospect list must receive concept approval from the City Librarian or his or her delegate. ~~The City Librarian will consult with a Naming Sub-Committee of the Board.~~

External Groups

Toronto Public Library Foundation Board:

The Board also appoints a member of the Board to the Toronto Public Library Foundation Board. The Library is represented by a Board member and the City Librarian who are ex-officio, non-voting directors of the Foundation.

The Foundation Board meets bi-monthly.

Federation of Ontario Public Libraries

The Federation of Ontario Public Libraries has been established to enhance and improve library services by creating a new capacity for change and a framework for collaborative action.

The Federation's four primary roles are research, marketing, advocacy and consortia purchasing.

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 caucuses of the Federation; two Library staff representatives and two Library Board representatives.

Meetings are held bi-monthly. The next meeting is scheduled for Friday, November 25, 2011 at 10:30 am at the Toronto Reference Library. The subsequent meeting is the AGM on February 1, 2012 at 4:30 pm at the Metro Toronto Convention Centre. Approximately six meetings are scheduled in each year.

CONTACT

Katherine Palmer; Director, Planning, Policy, & E-Service Delivery; Tel: 416-395-5602; Fax: 416-393-7083; Email: kpalmer@torontopubliclibrary.ca

SIGNATURE

Jane Pyper
City Librarian

ATTACHMENTS

- Attachment 1: Employee and Labour Relations Committee – Terms of Reference
- Attachment 2: Budget Committee – Terms of Reference
- Attachment 3: Strategic Planning Steering Committee – Terms of Reference
- Attachment 4: Naming Committee – Terms of Reference