



STAFF REPORT ACTION REQUIRED

11.

Toronto Public Library Board – 2011 Meeting Schedule

Date:	January 6, 2011
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

In accordance with the Toronto Public Library Board Procedural By-law, the schedule of Board meetings is approved each year at the January meeting. The proposed schedule is based on the 2011 meeting schedule for Council and its Committees which allows time for the City's special committees, agencies, and special purpose bodies to schedule their own meetings.

Following on the City's review of the practice of providing beverages and/or light refreshments at Council and Committee meetings, Library Board members are asked to review the Board's practice at its meetings.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the Toronto Public Library Board 2011 Meeting Schedule; and
2. considers the practice of providing beverages and light refreshments at Library Board meetings.

FINANCIAL IMPACT

The annual cost of providing beverages and refreshments at Library Board meetings is approximately \$4,000.

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

ISSUE BACKGROUND

2011 Board Meeting Schedule

Section 16(1) of the *Public Libraries Act* states:

“A board shall hold regular meetings once a month for at least 10 months each year and at such other times as it considers necessary.”

Provision of Beverages and Light Refreshments at Board Meetings

It has been the practice at Toronto Public Library Board meetings to provide beverages and light refreshments for Board members, in recognizing that with meetings beginning at 6:00 p.m., the majority of members arrive immediately after work, and do not have time for a meal in advance of the meeting.

COMMENTS

2011 Board Meeting Schedule

The following dates are proposed for meetings of the Toronto Public Library Board in 2011 beginning at 6:00 p.m. at the Toronto Reference Library:

Thursday , January 6	Monday, July 4 (only if required)
Wednesday , February 2	Monday, September 19
Tuesday , March 1	Monday, October 17
Monday, April 4	Monday, November 21
Monday, May 9	Monday, December 12
Tuesday , June 7	

The City Council-approved 2011 Schedule of Meetings (Attachment 1) was used to establish the Toronto Public Library Board Meeting Schedule for 2011.

Once approved, the dates of Library Board meetings in 2011 will be publicized for interested parties.

Provision of Beverages and Light Refreshments at Board Meetings

Following on the City’s review of the practice of providing beverages and/or light refreshments at Council and Committee meetings, Library Board members are asked to consider whether to continue the practice of providing beverages and light refreshments at Board meetings.

CONTACT

Nancy Marshall; Administrative Coordinator, City Librarian's Office;
Tel: 416-393-7215; Fax: 416-393-7083; Email: nmarshall@torontopubliclibrary.ca

SIGNATURE

Jane Pyper
City Librarian

ATTACHMENTS

Attachment 1: Approved Schedule of Meetings adopted by City Council on
December 7 & 8, 2010