



STAFF REPORT ACTION REQUIRED

13b.

Strategic Planning Steering Committee – Review of Board Committee Structure

Date:	June 22, 2015
To:	Toronto Public Library Board
From:	Strategic Planning Steering Committee

SUMMARY

The purpose of this report is to request the Toronto Public Library Board's approval of the Strategic Planning Steering Committee's recommendations regarding the review of the Board's committee structure.

As provided for under the Board's Procedural By-law, the Board may establish committees as required at any time. As well, the Board reviews the need for continued existence and membership of all committees on an annual basis.

RECOMMENDATIONS

The Strategic Planning Steering Committee recommends that the Toronto Public Library Board:

1. approves the retention of the:
 - a. City Librarian's Performance Review Committee;
 - b. Strategic Planning Steering Committee;
2. approves the disbanding of the:
 - a. Budget Committee;
 - b. Employee and Labour Relations Committee;
 - c. Advertising Review Working Group; and
 - d. E-Book Working Group;
3. revises the Advertising Policy to refer appeals to the Library Board;
4. appoints a second Board member representative to the Board of the Federation of Ontario Public Libraries;
5. appoints a Board member to the role of Board Liaison to Youth Advisor;

- 6 appoints a Board member to the Toronto Public Library Foundation Board;
- 7 does not appoint a Board member to the First Parliament Site Working Group.

FINANCIAL IMPACT

This report has no financial impact beyond what has already been approved in the current year's budget.

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

DECISION HISTORY

The Board, at its March 23, 2015 meeting, approved the following motion:

That the Toronto Public Library Board:

1. *defers consideration of all Committee members, Board representatives and Association members with the exception of the Strategic Planning Steering Committee;*
2. *amends the Strategic Planning Steering Committee terms of reference as follows:*
 - a. *expand the mandate to include a review of the Board committee structure, including the mandate, membership and value of committees and make recommendations to the Board; and to report back on the committee structure no later than May 31, 2015;*
 - b. *change the membership of the Strategic Planning Steering Committee to be open to all Board members interested in joining the committee, including a minimum of three Board members;*
 - c. *change the notice of meetings to at least five business days in advance of the meeting.*

Also at the March 23, 2015 meeting, the Board considered a letter from the City's Auditor General offering to conduct a risk assessment for the Library. The following related motion was approved:

That the Toronto Public Library Board:

1. *defers consideration of the communication from the Auditor General until the committee structure has been reviewed.*

The Board will consider the Auditor General's offer at the June 22, 2015 meeting.

The Strategic Planning Steering Committee, at its April 21, 2015 meeting, considered the *Review of Board Committee Structure* report and made its recommendations for Library Board approval at the May 25, 2015 meeting.

The Board, at its May 25, 2015 meeting, approved the following motion:

That the Toronto Public Library Board:

1. *defers consideration of the Review of Board Committee Structure report, and requests the City Manager and the City Clerk to make an overview presentation on the City's Governance Principles and Procedures at the June 2015 Board meeting, and request the Auditor General to make a presentation at the same meeting on the Importance of Good Governance related to Board Operations.*

Presentations from representatives of the City Manager's and the City Clerk's office, and a presentation from the Auditor General are scheduled for the June 22, 2015 Board meeting.

COMMENTS

The *Review of Board Committee Structure* report considered at the April 21, 2015 meeting of the Strategic Planning Steering Committee is provided as Attachment 1.

As provided for under the Board's Procedural By-law, the Board may establish committees as required at any time. As well, the Board reviews the need for continued existence and membership of all committees on an annual basis.

CONTACT

Elizabeth Glass; Acting Director, Planning, Policy, & E-Service Delivery;
Tel: 416-395-5602; E-mail: eglass@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Appendix 1: *Review of Board Committee Structure* Report to the April 21, 2015 Strategic Planning Steering Committee