



STAFF REPORT ACTION REQUIRED

15.

Terms of Reference – City Librarian’s Performance Review Committee

Date:	December 15, 2014
To:	Toronto Public Library Board
From:	Acting City Librarian

SUMMARY

The Terms of Reference for the City Librarian’s Performance Review Committee outlined in Attachment 1 are attached for approval.

RECOMMENDATIONS

The Acting City Librarian recommends that the Toronto Public Library Board

1. approves the Terms of Reference for the City Librarian’s Performance Review Committee

FINANCIAL IMPACT

Implementation of recommendations in this report will have 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 Toronto Public Library Board’s Procedural By-Law sets out provisions for the establishment of Board Committees and procedures for the holding of meetings. The Library Board established a City Librarian’s Performance Review Committee, together with membership, at its meeting of October 17, 2011. Terms of reference have now been developed for the Committee.

COMMENTS

As outlined in the recommended Terms of Reference for the City Librarian's Performance Review Committee (Attachment 1), the proposed mandate of the Committee is to review the City Librarian's performance for the year under review as well as the objectives set by the City Librarian for the following year. The Committee will then submit a recommendation to the Board for approval.

The Committee consists of one Board member in addition to the Board Chair and Vice Chair. Other Board members wishing to provide input may do so in writing ahead of the Committee meeting.

The Board's Procedural By-law requires that every committee of the Board be attended by the Secretary to the Board. In most cases this is the City Librarian; however, the By-law provides for the delegation of this role to another staff. Consequently, the Terms of Reference identify that this role will be performed by the Director of Human Resources. The Secretary will not be present during the discussion of the performance review, as this is a confidential matter.

The Committee will meet during the first quarter of every year with exception of a transition year (municipal election year), when the meeting will take place before the end of the Board term (November 30). However, due to changes of incumbents in the City Librarian position, the Committee will meet in the first quarter of 2015 to review the 2014 performance of the Acting City Librarian and to review the 2015 objectives of the new City Librarian. As well, the newly elected Vice Chair will replace the former Vice Chair on the committee until the review of committees at the first meeting of the new Board.

CONTACT

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SIGNATURE

Anne Bailey
Acting City Librarian

ATTACHMENTS

Attachment 1: Terms of Reference – City Librarian's Performance Review Committee