



STAFF REPORT INFORMATION ONLY

16.

Toronto Public Library Board – 2011 Proposed Meeting Schedule

Date:	December 13, 2010
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

This report provides the dates for Toronto Public Library Board meetings in 2011 for information. The schedule of 2011 Board meetings will be presented to the Board for approval in January 2011 as per the *Toronto Public Library Board Procedural By-law*. 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 for consideration at the January 2011 meeting.

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 at least once monthly from January to June and from September to December, both inclusive and at such other times as it considers necessary.”

In accordance with the *Toronto Public Library Board Procedural By-law*, the schedule of Board meetings for the year is approved each year at the January meeting.

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. On four occasions in 2011, it is necessary to move the Board meetings to another day of the week in order to accommodate the City's schedule.

The proposed dates for meetings in 2011 are provided at this time, before official approval of the dates, to assist Board members and staff in making long-range plans.

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 review the Board's practice at its meetings. The Board will be asked at the January 2011 meeting to decide whether to continue the practice of providing beverages and/or light refreshments at Board meetings.

CONTACT

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SIGNATURE

Jane Pyper
City Librarian

ATTACHMENTS

Attachment 1: Approved 2011 City Schedule of Meetings