

## **Selection of Committee, Board Representatives and Association Members – 2009 and Revisions to Terms of Reference**

<b>Date:</b>	January 19, 2009
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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The purpose of this report is to review the memberships of the Toronto Public Library Board's various committees and associations as well as Board representatives to external groups.

### **RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. appoints Library Board member representatives to the following for 2009:
  - a. Employee and Labour Relations Committee;
  - b. Naming Committee;
  - c. City Librarian's Annual Performance Review Committee;
  - d. Budget Reference Group;
  - e. City of Toronto Children's Services Advisory Committee; and
  - f. Federation of Ontario Public Libraries.
2. requests that Tina Edan's participation in the *Toronto Public Library Celebrates Reading Award* Nomination Committee continues until completion of the re-evaluation of the award;
3. approves revisions in the Preparation of Agenda sections of the Terms of Reference of the Employee and Labour Relations and Naming committees to be consistent with Board meeting timelines; and
4. approves revisions to the Naming Committee's mandate as provided in the Terms of Reference to include making recommendations regarding approval of naming opportunities to the Library Board.

## Implementation Points

Library Board members will be contacted as the need for meetings arises.

## FINANCIAL IMPACT

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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.

## ISSUE BACKGROUND

The appointment of members to the Board's committees or other representatives takes place at the "first meeting" of the Board in the calendar year. "First meeting" is defined in the Board's Procedural By-law as the first meeting of the new Board following its appointment by Council after a municipal election; in other years, the first meeting of the Board in the calendar year.

## COMMENTS

The proposed process for Board members is to identify their interest in participating in the internal and external committees outlined below at the January 19<sup>th</sup> Board meeting. If there are more names than positions available, the Chair and Vice Chair of the Board will be asked to review the names and assign individuals to committees in consultation with Board members.

Where appropriate, Committee membership will remain intact until a particular process has been completed. While it was intended that the work of the *Toronto Public Library Celebrates Reading Award* Nomination Committee be completed by the end of 2008, as that has not been possible, it is being recommended that Tina Edan continue on this committee until completion of the re-evaluation of the award.

### Internal Board Committees/Reference Groups:

Committee / Reference Group	Background Information
<b>Employee and Labour Relations Committee</b>	<p>Membership in the Committee is comprised of five members of the Library Board. The Chair of the Board is an ex officio voting member of the Committee.</p> <p>The Committee is expected to meet six times a year; in February, April, June, September, November and December. The meetings are expected to take place at the Toronto Reference Library.</p> <p>The mandate of the Committee is to:</p>

<b>Committee / Reference Group</b>	<b>Background Information</b>
<b>Employee and Labour Relations Committee - continued</b>	<ul style="list-style-type: none"> <li>• receive regular updates on labour relations and related human resources issues;</li> <li>• review matters referred to the Committee by the Library Board;</li> <li>• provide guidance to staff on labour relations and related human resources matters.</li> </ul> <p>All meetings of the Committee are open to the public.</p>
<b>Naming Committee</b>	<p>Membership in the Committee is comprised of five members of the Library Board, one of whom will be the Library's representative on the Foundation Board. The Chair of the Board is an ex officio voting member of the Committee.</p> <p>The Committee meets on a needs-only basis as naming opportunities arise. The meetings are expected to take place at the Toronto Reference Library.</p> <p>All meetings of the Committee are open to the public.</p> <p>The mandate of the Committee is to provide concept approval of:</p> <ul style="list-style-type: none"> <li>• the naming component for library branches, rooms, programs, or collections in whole or in part;</li> <li>• the prospect list of potential donors/sponsors which consists of categories of donor/sponsors that the Foundation may approach about naming opportunities, e.g., individual donors, financial institutions, service clubs, etc.</li> </ul> <p>Based on recent experience, it is proposed the Terms of Reference be revised to include:</p> <ul style="list-style-type: none"> <li>• making recommendations regarding approval of naming opportunities to the Library Board.</li> </ul>
<b>City Librarian's 2009 Performance Review Committee</b>	<p>Membership in the Committee includes a minimum of three Board members, including the Chair and Vice-Chair. Other Board members wishing to provide input may do so in writing.</p> <p>The current Committee membership established in January 2008 will begin the process to review the City Librarian's 2008 performance soon.</p> <p>Committee members will not be required until early 2010 to conduct the City Librarian's 2009 performance.</p> <p>Participation in the Committee involves usually one meeting to take place during the day at the Toronto Reference Library.</p>

<b>Committee / Reference Group</b>	<b>Background Information</b>
<b><i>Toronto Public Library Celebrates Reading Award Nomination Committee</i></b>	Tina Edan was appointed to this Committee in April 2007. It is recommended that Tina's participation continue until completion of the re-evaluation of the award.
<b>Budget Reference Group</b>	<p>Formerly the Budget Working Group, the Budget Reference Group will be for the purpose of briefing Board members in representing the Board at the City's Budget Committee as required. Briefings can be closed to the public as long as no decisions are made, the proceedings do not advance the business of the Board and the focus is on information sharing. There will be no terms of reference, recommendations or minutes.</p> <p>Budget Reference Group membership includes the Chair, Vice-Chair, and one to three additional representatives.</p> <p>The group membership established in 2008 will continue until completion of the 2009 operating budget approval process at the end of March 2009.</p> <p>Briefings are infrequent and usually approximately an hour in length; however, notice can be quite short. Briefings are held during the day at the Toronto Reference Library or at Toronto City Hall.</p> <p>Budget Reference Group briefings in support of the 2010 operating and capital budget process will begin in the summer of 2009.</p>

#### **External Groups:**

<b>Committee/Working Group</b>	<b>Background Information</b>
<b>City of Toronto Children's Services Advisory Committee</b>	<p>The purpose of the Children's Services Advisory Committee is to monitor and advise the Mayor and City Council on policies, programs, strategies and actions to achieve a comprehensive system of integrated, inclusive and high quality services that will support best outcomes for Toronto's children; including monitoring and advising the City on the progress of the Best Generation Yet.</p> <p>The committee is composed of up to 20 members including three members of Council. The remaining members are from the community and represent the following groups: school boards, community agencies including associations serving children and families, including services to children with special needs,</p>

<b>City of Toronto Children's Services Advisory Committee - continued</b>	<p>academia, business, labour, and recreation.</p> <p>One Library Board representative is required.</p> <p>Meetings are held a minimum of twice and a maximum of six times a year at the call of the Chair.</p>
<b>Federation of Ontario Public Libraries</b>	<p>The Federation of Ontario Public Libraries has been established to enhance and improve library services in the Province of Ontario by creating a new capacity for change and a framework for collaborative action.</p> <p>The Foundation's four primary roles are research, marketing, advocacy and consortia purchasing.</p> <p>The Federation's governing board was elected in February. The 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 is apportioned four directors in the Toronto caucuses of the Federation; two Library staff representatives and two Library Board representatives.</p> <p>Meetings are held approximately six times a year, during the day, at the Toronto Reference Library or by teleconference, and are approximately two hours in length.</p> <p>The next meeting is scheduled for Wednesday, January 28 at 4:30 p.m. at the Metro Toronto Convention Centre.</p>

## Revisions to Terms of Reference

The current timeline for forwarding the agenda to members of the Employee and Labour Relations and Naming committees is at least one week in advance of the meeting. This is different from the practice for Library Board meetings where the agenda is forwarded to Board members with four clear days between receipt of the agenda and the meeting. Revisions to the Preparation of Agenda in the Terms of Reference for these committees are proposed to provide consistency with the practice of forwarding agendas for Library Board meetings.

## CONTACT

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## **SIGNATURE**

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Jane Pyper  
City Librarian

## **ATTACHMENTS**

Attachment 1: Toronto Public Library: Committees, Associations and External Groups  
– 2009 List