



**STAFF REPORT
ACTION REQUIRED
with Confidential
Attachment**

City Librarian – Recruitment and Selection Process

Date: November 27, 2024

To: City Librarian Selection Committee

From: Director, Human Resources

Reason for Confidential Information:

This report involves personal matters about an identifiable individual – Public Libraries Act, R.S.O 1990, Chapter P. 44, s. 16.1 (4) (b).

SUMMARY

The City Librarian, Vickery Bowles, has announced her intention to retire from Toronto Public Library in mid-2025. At its meeting on October 28, 2024, the Library Board approved the establishment of a City Librarian Selection Committee with the attached Terms of Reference.

The Library Board also authorized the Chair to take the names of volunteers and nominations for the citizen and Councillor members of the Selection Committee at the October 28, 2024 meeting. At the meeting, the Library Board appointed the following Board members to the Selection Committee: Sakariya Ahmed, Councillor Paul Ainslie, Jonathan Hoss, Amina Mohammed, and Alim Remtulla. Brian Daly, Director of Human Resources for Toronto Public Library, is a non-voting member of the Selection Committee.

Per the Selection Committee Terms of Reference, the Mandate of the Selection Committee is to:

- in consultation and collaboration with an executive search firm, and with the assistance of the Director, Human Resources, carry out the recruitment and selection process for the position of City Librarian, with the aim of providing a recommendation to the Board on the appropriate candidate(s) for their consideration; and
- report its recommendation to the Board. The Committee's recommendation is not binding for the Board.

On the request of the Board Chair and Vice Chair, the Director of Human Resources has undertaken a confidential procurement process, leading to the selection of Odgers Berndtson to support the recruitment and selection of the City Librarian. As part of its engagement, the search firm will consult with key library sector leaders and TPL stakeholders to inform the development of position qualifications and selection criteria.

All aspects of the recruitment, selection and hiring process for the City Librarian should be conducted in closed meetings, in accordance with the reasons for confidentiality permitted under the Public Libraries Act. The confidentiality of the entire process ensures that the final negotiations with the successful applicant are able to be completed in strict confidence, that personal matters about one or more individuals are kept confidential, and that the Board is protected in the event of potential litigation from challenges to the recruitment and selection process that may come forward after the hiring of a City Librarian.

RECOMMENDATIONS

The Director, Human Resources, recommends that the City Librarian Selection Committee:

1. approves the confidential recommendations in Attachment 2; and
2. approves that all aspects of the recruitment, selection and hiring process for the City Librarian be conducted in closed meetings, in accordance

with the reasons for confidentiality permitted under the Public Libraries Act.

CONTACT

Brian Daly; Director, Human Resources; Tel: 416-395-5585; Email: bdaly@tpl.ca

SIGNATURE

Brian Daly
Human Resources

ATTACHMENTS

Attachment 1	Selection Committee Terms of Reference
Attachment 2	Confidential Attachment



City Librarian Selection Committee Terms of Reference

1. Mandate

The Mandate of the Committee is to:

- Carry-out, in consultation and collaboration with an executive search firm, and with the assistance of the Director, Human Resources, the recruitment and selection process for the position of City Librarian, with the aim of providing a recommendation to the Board on the appropriate candidate(s) for their consideration; and
- Report its recommendation to the Board. The Committee's recommendation is not binding for the Board.

2. Membership

The Committee membership consists of six (6) members:

- Five (5) Board members, including:
 - Library Board Chair and Library Board Vice-Chair, ex officio members;
 - Three (3) other Library Board members, including at least one (1) Councillor and one (1) citizen member;
- The Director, Human Resources (to provide technical assistance; and the only non-voting member of the Committee).

3. Chair

- The Committee will elect the Chair at its first meeting.

4. Schedule of Meetings and Timeframe

- The Committee will meet on an as-needed basis;
- All meetings will take place via Webex, teleconference and/or in-person; and
- At the direction of the Chair, candidate interviews and selected other meetings may take place in-person only.

5. Open and Closed Sessions

- Section 16.1 (4) of the Public Libraries Act, R.S.O. 1990 states that a meeting or part of a meeting may be closed to the public if the subject matter being considered is, (c) personal matters about an identifiable individual;
- Meeting of the Selection Committee will begin in open session;
- All aspects of the recruitment and selection process will be conducted in closed session;
- An individual's interest and application for the position of City Librarian is a personal matter and is to be kept confidential; and
- An assurance of confidentiality will be made to all applicants.

6. Procedural Rules

- The Committee's rules are the same as the rules that apply to Board meetings, except that:
 - quorum is 3 members, excluding the Director, Human Resources;
 - there is no time limit for meetings; and
 - the rules for Informal Consideration will apply, that is:
 - a motion does not need to be seconded;
 - the number of times a Committee Member may speak is not limited; and
 - no Member may speak more than once, until every member who wishes to speak has spoken.

7. Minutes, Working Materials and Final Documentation

- Minutes from the closed meetings of the Selection Committee are taken, and public minutes of the meeting are posted after approved;
- Appropriate materials required to conduct the recruitment and selection process will be prepared by the search firm and/or the Director, Human Resources, and be distributed to all Committee members;
- At the end of the hiring process, all Committee members will return all documentation to the Director, Human Resources;
- The completed file of documentation for the recruitment, selection and hiring of the City Librarian will be kept by the Director, Human Resources; and
- No documentation related to the activities of the Committee will be made public.

8. Decision-making

- In order for a Committee member to participate in the decision-making, the member must have attended the interviews of all of the short-listed candidates;
- The Committee will seek consensus in decision-making, including the recommendation of one candidate for consideration by the Board;
- In the event consensus is not reached on the candidate to be recommended to the Board, a vote will take place and the candidate receiving the greatest number of votes will be recommended. If the vote results in a tie between two or more candidates, the Chair of the Committee shall select the candidate to be recommended from those who received the greatest number of votes; and
- Furthermore, if the Committee's recommendation is not determined by consensus, the Committee's report to the Board shall include the full results of its vote and a summary of its deliberations, along with its recommendation.

Date: October 28, 2024