

# 10.3

**Report to / Rapport au:**

**Ottawa Public Library Board  
Conseil d'administration de la Bibliothèque publique d'Ottawa**

**December 5, 2023 / 5 décembre 2023**

**Submitted by / Soumis par:**

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**File Number/Numéro du dossier: OPLB-2023-1205-10.3**

**SUBJECT: 2024 Board Continuing Education Plan and Conference Attendance**

**OBJET: Plan de formation du Conseil d'administration de 2024 et  
participation aux conférences**

## **REPORT RECOMMENDATIONS**

**That the Ottawa Public Library Board:**

- 1. Approve the 2024 Board Continuing Education Plan (Document 1); and,**
- 2. Approve the attendance of trustees at conferences in 2024 as further  
described in this report.**

## **RECOMMANDATIONS DU RAPPORT**

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa :**

- 1. Approuve le plan de formation continue de 2024 (Document 1);**
- 2. Approuve la participation des administrateurs et administratrices pour les  
conférences de 2024, tel que décrit plus en détail dans ce rapport.**

## BACKGROUND

In accordance with the Ottawa Public Library (“OPL” or “the Library”) Board (“the Board”) Policy 003-OPLB Trustee Orientation and Continuing Education, trustees are encouraged to participate in external educational opportunities such as attending relevant conferences and webinars during their term(s). They are also encouraged to participate in industry associations by serving on various committees or working groups, which provide trustees with advocacy opportunities and may also serve an educational purpose. Lastly, trustees are encouraged to participate in internal learning and advocacy opportunities to learn more about the Library’s services.

Staff develop an annual Board Continuing Education Plan for trustees, which highlights available continuing education opportunities for the upcoming year and proposes the attendance of trustees at key industry conferences (as known at the time of the report) for that year.

Continuing education for trustees is guided by the principles of fairness (for example, each trustee should have the opportunity to attend a minimum of one library conference during their four-year term) and fiscal responsibility (in alignment with the Library’s operating budget). A trustee who takes an active role in a conference or other event (for example, who acts as the Board’s representative, gives a presentation, or serves as a panelist) will be given priority for that event.

Participation in continuing education, and the associated expenses, are subject to Board pre-approval, in keeping with two OPL Board policies (002-OPLB Delegation of Authority (“the DOA”) and 007-OPLB Trustee Expense Reimbursement) and the City of Ottawa Travel Guidelines.

Trustees attending a conference of a duration longer than 24 hours are required to provide a written report. The report will be submitted to the Board within two (2) Board meetings immediately following the conference. For conferences of less than 24 hours, trustees are required to provide a verbal report at the meeting immediately following the conference.

The purpose of this report is to recommend that the Board approve the attached 2024 Board Continuing Education Plan (Document 1) and approve the attendance of trustees at 2024 conferences as proposed.

## **DISCUSSION**

The 2024 Continuing Education plan includes internal opportunities for learning and advocacy (including presentations at OPL Board meetings and other OPL activities), online webinars, and several conferences.

### **OPL (Internal) Opportunities**

In 2023, staff provided two presentations at Board meetings (topics: Friends of OPL (in partnership with the FOPLA President), and Community Development), as well as a Summer 2023 Board workshop about intellectual freedom. In 2024, staff recommend several presentations at regular Board meetings, and a Board workshop, anticipated in June 2024. Further details are provided in Document 1 OPL Board 2024 Continuing Education Plan.

As in previous years, staff also offered various field opportunities to “walk alongside” OPL employees in 2023. These opportunities allow trustees to engage in informal conversations with staff and clients and learn more about the community. Four out of six in-person field opportunities were completed last year: seven trustees attended site tours of Ādisōke, five trustees provided opening remarks at Library programs or events, four trustees participated in an early literacy program in their neighbourhood, three trustees participated with OPL in the Capital Pride Parade, one trustee went on a tour of an OPL location. In 2024, in keeping with the OPL Board’s strategic governance model and the role of trustees as advocates for the Library, staff will invite trustees to attend key OPL programs and events.

### **Webinars**

Webinars (live or pre-recorded) are often offered by industry associations or cooperatives regarding a variety of relevant topics for public library trustees. As this is the second year of this term of the Board, the 2024 Continuing Education Plan emphasizes online learning related to governance and key strategic topics. Staff also encouraged trustees to signal interest in other topics and will work individually with these trustees to identify webinars of interest. Staff will coordinate registration for all webinars. Further details as available at the time of this report are provided in Document 1 OPL Board 2024 Continuing Education Plan.

## Conferences

Each year, library industry associations at the provincial, federal, and international level host meetings and conferences. Participating in these events provides trustees with valuable learning opportunities and the ability to connect with public library leaders. Trustees participating in conferences submit reports as noted above. In 2023, the Chair attended the International Federation of Library Associations (IFLA) World Library and Information Congress, Trustees King and Smith attended the American Library Association (ALA) Annual Conference, and Trustees Crawford and Slack attended the Urban Libraries Council (ULC) Annual Forum.

Staff recommended trustee participation in up to four conferences in 2024: the Ontario Library Association (OLA) Super Conference (held in January in Toronto), the Public Library Association (PLA) Annual Conference (held in April in the USA), the American Library Association (ALA) Annual Conference (held in June in the USA), and the Urban Library Council (ULC) Forum (normally held in Q4 in the USA). Note that there will be no in-person IFLA conference in 2024.

A call for expressions of interest regarding these conferences was circulated to trustees in October. Taking into consideration the applicable governance framework for continuing education, as well as trustee requests, staff recommend:

- OLA Super Conference – 3 trustees: Chair Luloff, Vice Chair Fisher, and Trustee King;
- PLA Conference - 1 trustee: Trustee Bradley;
- ALA Conference – 1 trustee: Trustee Kitts; and,
- ULC Forum – 1 trustee: Trustee Smith

Further details (as known at the time of writing of this report) are provided in Document 1 OPL Board 2024 Continuing Education Plan. Conferences or meetings announced after this report has been approved will be considered by staff and trustees on a first-come, first-serve basis, as funding allows.

Vice Chair Fisher continues to serve on the Board of Directors of the Federation of Ontario Public Libraries (FOPL) and is a member of FOPL's Indigenous Libraries Partnership Working Group until the 2024 FOPL AGM in April. Her attendance at FOPL meetings is financed by FOPL.

## **CONSULTATION**

As part of the consultation process, trustees were provided with details of the key continuing education opportunities (as available) and encouraged to express interest. The Senior Management Team was also consulted regarding internal learning and advocacy opportunities.

## **ACCESSIBILITY IMPACTS**

Ottawa Public Library complies with the *Accessibility for Ontarians with Disabilities Act*, (2005) in its operations. There are no accessibility impacts associated with this report.

## **BOARD PRIORITIES**

The report aligns with OPL's value of Literacy, by cultivating the joys of learning and discovering. It also aligns with the Strategic Directions and Priorities 2023-2028, specifically the direction to strengthen community relationships and advocacy. Lastly, it aligns with OPL Board policy 003: Trustee Orientation and Continuing Education, as well as 002-OPLB Delegation of Authority ("the DOA") and 007-OPLB Trustee Expense Reimbursement.

## **BUSINESS ANALYSIS IMPLICATIONS**

There are no business analysis considerations associated with this report.

## **FINANCIAL IMPLICATIONS**

The annual base operating budget includes \$10,000 for trustee attendance at conferences and staff expect the proposed Continuing Education Plan to fall within this envelope.

## **LEGAL IMPLICATIONS**

There are no legal implications associated with this report.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

## **TECHNOLOGY IMPLICATIONS**

There are no technology implications associated with this report.

**SUPPORTING DOCUMENTATION**

Document 1 OPL Board 2024 Continuing Education Plan

**DISPOSITION**

Upon approval of this report:

- Staff will coordinate continuing education opportunities for trustees;
- Trustees participating in conferences will submit reports to the Board upon their return.

## OPL Board – 2024 Continuing Education Plan

Timing	Type	Topic
Ongoing	Webinar	<ul style="list-style-type: none"> <li>• <a href="#">OLS Governance Hub webinars</a></li> <li>• Parliamentary Procedure Online Course (Details TBD)</li> <li>• Other topics (Details TBD)</li> </ul>
Ongoing	Internal – Event	Attend an OPL program or event (Details to be shared with trustees via email)
Q1	Internal - Presentation	“Overdue: The Case for Canada’s Public Libraries” report and OPL initiatives
January 24-27	Conference	<a href="#">Ontario Library Association Super Conference</a> Toronto, Ontario
April 3-5	Conference	<a href="#">Public Library Association</a> Columbus, Ohio
June 27 – July 2	Conference	<a href="#">American Library Association</a>  San Diego, California
Q3	Internal – Workshop	Ottawa’s Changing Demographics
Q3	Internal – Presentation	Digital Collections
Q4	Internal – Presentation	Accessibility
Q4	Conference	<a href="#">Urban Libraries Council (ULC)</a> Details -TBD