

Report to / Rapport au:

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

November 13, 2018 / 13 novembre 2018

Submitted by / Soumis par:

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File Number: OPLB-2018-1103

SUBJECT: 2019 Board Meeting Schedule

OBJET: Calendrier des réunions du Conseil d'administration de 2019

REPORT RECOMMENDATION

That the Ottawa Public Library Board receive the 2019 regular meeting schedule as proposed in Document 1.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa prenne connaissance du calendrier des réunions ordinaires de 2019, proposé au document 1.

BACKGROUND

The Public Libraries Act, Section 16 (1) requires that "A board shall hold regular meetings once a month for at least 10 months each year and at such other times as it considers necessary."¹

In accordance with the Ottawa Public Library (OPL) Board Rules of Procedure By-law (Section 15) approved in January 2015, regular meetings shall be held once a month for

¹ Ontario Public Libraries Act R.S.O. 1990, Chapter P.44, 2009, c.33, Sched.11, s. 7 (2)

at least 10 months of the year, and shall be held at the place and time as designated by the Board.

DISCUSSION

While the Board is required to hold a meeting each month for 10 months, there is no requirement with regard to the date or time of regular meetings. In 2018, OPL Board meetings were typically held on the second Tuesday of the month at 5:00 p.m.

Staff's recommendation is to maintain consistency and continue to hold meetings at 5:00 p.m. on the second Tuesday of each month, in the Champlain Room at City Hall, unless otherwise noted. Staff confirmed that the proposed meeting schedule does not conflict with any of the City's Council meetings, standing committee meetings, and/or other meetings.

It should be noted that if approved, the January meeting of the Board will occur on the last Tuesday of the month in order to allow sufficient time for Ottawa City Council to appoint the 2019-2022 OPL Board. In addition, meetings in February and March will be held on the first Tuesday of the respective month to align the Board's tabling and deliberation of the draft 2019 budget with anticipated meetings of Ottawa City Council. The November meeting follows Remembrance Day observance.

The meeting calendar (Document 1) includes regularly scheduled meetings for the months of July and August. In the event that meetings are not required, staff will ensure advance notice is provided that no meeting will be held.

Typically the Board is consulted in the development of the proposed meeting schedule to ensure alignment with schedules. However, in an election year the Board meeting schedule is received as information only.

CONSULTATION

The City Clerk and Solicitor's office was consulted as part of the 2019-2022 OPL Board appointment. The City of Ottawa's room booking agent was contacted to confirm the availability of the Champlain Room for all proposed dates.

LEGAL IMPLICATIONS

The proposed 2019 Board meeting schedule complies with sub-section 16 (1) of the *Public Libraries Act* regarding a regular monthly meeting schedule (for at least 10

months of the year). The schedule also complies with Section 15 of the OPL Board Rules of Procedure By-law.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL IMPLICATIONS

Costs associated with holding regular Board meetings will be included in the OPL's draft 2019 Budget.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TECHNOLOGY IMPLICATIONS

There are no technology implications associated with this report.

BOARD PRIORITIES

The report aligns with the *Public Libraries Act*.

SUPPORTING DOCUMENTATION

Document 1 Proposed 2019 Board Meeting Schedule, November 2018.

DISPOSITION

Staff will confirm the Champlain Room for the 2019 meeting dates and post to the Ottawa Public Library and the City of Ottawa websites. An official 2019 Board meeting schedule will be forwarded to Trustees and to the City Clerk's Office for reference for the recruitment of the 2019-2022 OPL Board. Public communication of the 2019 meeting will take place as required.

Ottawa Public Library Board

The OPL Board meets on the second Tuesday at 5:00 p.m. in the **Champlain Room** except as noted below*:

2019 MEETING DATES
29 January*
5 February*
5 March*
9 April
14 May
11 June
9 July
13 August
10 September
8 October
12 November
10 December