

Report to / Rapport au:

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

November 10, 2015 / 10 novembre 2015

Submitted by / Soumis par:

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File Number: OPLB-2015-0091

SUBJECT: 2016 Board Meeting Schedule

OBJET: Calendrier des réunions du Conseil d'administration de 2016

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the 2016 regular meeting schedule as proposed in Document 1.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve le calendrier des réunions ordinaires de 2016, 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 Board Rules of Procedure By-law as approved in January 2015, regular meetings shall be held once a month for at least 10 months of the year, and shall be held at the place and time as designated by the Board.

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

In 2015, Board meetings were typically held on the second Tuesday of the month.

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. Staff recommendation is to maintain consistency and continue to hold meetings on the second Tuesday of each month at 5 p.m. 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.

The Board meeting schedule was developed in consultation with Trustees. It should be noted that if approved, the September meeting of the Board will occur on the first Tuesday in order to accommodate a known conflict. In addition, the meetings in September and October follow Labour Day and Thanksgiving day respectively.

In normal practice, no meetings are scheduled for the months of July and August however, Trustees are asked to reserve those dates in their calendars in case amendments are made to the schedule or a special meeting is called by the Chair.

CONSULTATION

The Board Chair and Trustees were consulted in the development of the 2016 Board Meeting schedule.

The City's room booking agent was contacted to confirm the availability of the Champlain Room for all proposed dates.

LEGAL IMPLICATIONS

The proposed 2016 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 meeting have been included in the 2016 Draft Board 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 Board's Rules of Procedure By-Laws.

SUPPORTING DOCUMENTATION

Document 1 Proposed 2016 Board Meeting Schedule, November 10, 2015

DISPOSITION

Pending Board approval, staff will confirm the Champlain Room for the 2016 meeting dates. An official 2016 Board meeting schedule will be forwarded to Trustees and to City Clerk's for reference. Public communication of the 2016 meeting will take place as required.

**Ottawa Public Library Board / Conseil d'administration
de la bibliothèque publique d'Ottawa
2016 Meeting Schedule / Calendrier des réunions pour 2016**

Note: The OPL Board meets on the 2nd Tuesday of the month at 5:00 p.m.
in the **Champlain Room**.

2016 MEETING DATES DATES DES RÉUNIONS 2016
12 January / 12 janvier
9 February / 9 février
8 March / 8 mars
12 April / 12 avril
10 May / 10 mai
14 June / 14 juin
12 July / 12 juillet <i>(No regular meeting; date held)</i>
9 August / 9 août <i>(No regular meeting; date held)</i>
6 September / 6 septembre
11 October / 11 octobre
8 November / 8 novembre
13 December / 13 décembre