

Report to/Rapport au :

**OTTAWA PUBLIC LIBRARY BOARD
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

**February 10, 2014
Le 10 février 2014**

**Submitted by/Soumis par : Anna Basile
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Ref N°: OPLB-2014-0019

**SUBJECT: 2014 Calendar of Reports, Outstanding Inquiries, Motions, and
Unscheduled Reports**

**OBJET : Calendrier de 2014 des rapports, des demandes de renseignements
non traitées, des motions et des rapports non prévus**

REPORT RECOMMENDATION

That the Ottawa Public Library Board receive this report for information.

RECOMMANDATION DU RAPPORT

**Que le Conseil de la Bibliothèque publique d'Ottawa prenne connaissance de ce
rapport à titre d'information.**

The 2014 Calendar of Reports, Outstanding Inquiries, Motions, and Unscheduled Reports is attached for information in Appendix 1 (Table 1).

OUTSTANDING INQUIRIES

There are no outstanding inquiries.

SUPPORTING DOCUMENTATION

2014 Calendar of Reports, Outstanding Inquiries, Motions, and Unscheduled Reports
(February 10, 2014 – Appendix 1).

APPENDIX 1

2014 Ottawa Public Library Board (Calendar of Reports)

Table 1 provides a listing of upcoming Board reports scheduled for review.

MARCH 2014			
MARCH	REPORT	REQUIREMENT	REFERENCE
	2013 Trustees' Record of Attendance Follow up Report		Reference #OPLB-2014-0004
	Canadian Library Association & American Library Association Conference Trustee Attendance	Board Policy B.23	
	Q4 2013 Financial Report	Board Policy A.4	
	Ontario Library Association Conference Trustee Reports	Board Policy B.23	Section 2
	Federation of Ontario Public Libraries Annual General Meeting		
	Monitoring Report: A.15 Administrative Practices	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.20 Directors' Insurance	Board Motion – Sept. 8/08	Motion # 052-08
APRIL 2014			
APRIL	REPORT	REQUIREMENT	REFERENCE
	Revision of Board Procedural By-law (Notice of Motion)	Board Governance Review Report dated November 19, 2013	Reference #OPLB-2012-0088
	Semi-Annual Performance Measurement Framework Report	Board Approval OPLB Meeting March 18, 2013	Reference #OPLB-2013-0040
	Monitoring Report: A.2 Staffing and Staff Relations	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.7 Compensation and Benefits	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.22 Safety and Security Practices	Board Motion – Sept. 8/08	Motion # 052-08

MAY 2014			
MAY	REPORT	REQUIREMENT	REFERENCE
	Board Policy Review and Development	Board Governance Review Report dated November 19, 2013	Reference #OPLB-2012-0088
	Q1 2014 Financial Report	Board Policy A.4	
	Monitoring Report: A.3 Financial Planning and Budgeting	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.4 Financial Condition	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.6 Asset Protection	Board Motion – Sept. 8/08	Motion # 052-08
JUNE 2014			
JUNE	REPORT	REQUIREMENT	REFERENCE
	Monitoring Report: A.1 General Executive Constraint	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.5 Emergency CEO Succession	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.30 Protection of Branches	Board Motion – Sept. 8/08	Motion # 052-08
SEPTEMBER 2014			
SEPTEMBER	REPORT	REQUIREMENT	REFERENCE
	Canadian Library Association (CLA) Conference Trustee Report	Board Policy B.23	Section 2
	2013 Audited Financial Statements		
	Q2 2014 Financial Report	Board Policy A.4	
	Monitoring Report: Fundraising Suite	Board Motion – Sept. 8/08	Motion # 052-08
OCTOBER 2014			
OCTOBER	REPORT	REQUIREMENT	REFERENCE
	Semi-Annual Performance Measurement Framework Report	Board Approval OPLB Meeting March 18, 2013	Reference #OPLB-2013-0040
	Monitoring Report: A.8 Communication and Counsel to the Board	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.27 (MFIPPA)	Board Motion – Sept. 8/08	Motion # 052-08

NOVEMBER 2014			
NOVEMBER	REPORT	REQUIREMENT	REFERENCE
	2015 Meeting Schedule	<i>Public Libraries Act</i> , S.16(1)	
	Q3 2014 Financial Report	Board Policy A.4	
	Monitoring Report: A.16 Use of Technology	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.17 Records Management	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.31 Strategic Planning	Board Motion – Sept. 8/08	Motion # 052-08
DECEMBER 2014			
DECEMBER	REPORT	REQUIREMENT	REFERENCE
	Monitoring Report: A.14 Environmental Sustainability	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.29 Library Facilities	Board Motion – Sept. 8/08	Motion # 052-08