

Report to / Rapport au:

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

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Submitted by / Soumis par:

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File Number: OPLB-2019-0303

SUBJECT: 2019 Board Continuing Education Plan and Conference Attendance

**OBJET: Plan de formation du Conseil d'administration de 2019 et participation
aux conférences**

REPORT RECOMMENDATIONS

That the Ottawa Public Library Board:

- 1. Approve the 2019 Board Continuing Education Plan; and,**
- 2. Approve the attendance of Trustees for the 2019 Conferences as proposed.**

RECOMMANDATIONS DU RAPPORT

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

- 1. Approuve le plan de formation continue de 2019;**
- 2. Approuve la participation des administrateurs et administratrices pour les conférences de 2019, tel que proposé.**

BACKGROUND

In accordance with the Ottawa Public Library (OPL) Board Policy #003-OPLB Trustee Orientation and Continuing Education, Trustees are encouraged to attend relevant conferences, seminars, and workshops, as well as participate in provincial and national associations. To support this, staff develop an annual Continuing Education Plan for trustees, which highlights available conferences for the upcoming year.

The number of Trustees who are approved to attend library conferences is governed by the principle that each Trustee should have the opportunity to attend a minimum of one library conference during the four-year term, while recognizing that attendance is also governed by the Library budget. Conference participation is subject to Board approval.

Trustee attendance or participation, and the associated expenses, must be approved by the Board in keeping with the Delegation of Authority and Reimbursement of Trustee Expenses policies, and the City of Ottawa Travel Guidelines.

Specific practices for determining participation provides preference to those who play an active role in the conference (e.g. presenter, panelist, Board's representative on an external body).

Trustees attending a conference of more 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.

DISCUSSION

Each year, staff compile information regarding development opportunities for trustees. The 2019 plan includes three components: Board educationals, structured external learning (webinars / seminars, meetings / conferences), and internal ongoing learning (field opportunities). As 2019 is the first year of the new term, the plan includes a detailed list of webinars related to governance, specifically the "Governance Hub" suite of online learning offered by the Southern Ontario Library Service (SOLS). This program is designed to help all Public Library Board Members in Ontario to understand the roles and responsibilities of their positions. Staff recommend that the Board approve the attached OPL Board 2019 Continuing Education Plan (Document 1).

With respect to conferences, staff recommend trustee participation in two conferences for 2019, and a call for expressions of interest was circulated to Trustees at the board orientation session. The following table lists the 2019 key library conferences:

Table 1: Key library conferences (2019)

Conference	Location	Dates
American Library Association Annual Conference	Washington, DC	June 20 – 25, 2019
Urban Libraries Council (ULC) – Annual or Partner's Forum	TBD (U.S.A.)	TBD (September)

Five trustees (Begg, Brockington, Brown, Higdon, and Slack) expressed interest in attending the American Library Association (ALA) conference. Returning Trustees Higdon and Begg have previously attending a library conference.

Vice Chair Fisher expressed interest in attending the ULC Forum.

Staff also solicited requests for the Public Library Association (PLA) conference held every two years. The next conference will be held in 2020 in Nashville, TN. Trustees Brockington and Begg, and Chair Tierney expressed advanced interest in attending this conference.

The OPL Board governing principle on conference participation is to ensure Trustees have the opportunity to attend a minimum of one library conference over the term. Taking into consideration requests as expressed above for 2019, as well as the expressions for PLA in 2020, and given the Board budget, staff recommend that Trustees Brown, Higdon, and Slack attend ALA (total cost of approximately \$9,000), and that Vice Chair Fisher attend the ULC Forum (\$3,000). Budget figures are estimated in Canadian dollars.

CONSULTATION

As part of the consultation process, trustees were provided with details of the conferences (as available) and encouraged to express interest by February 5, 2019.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL IMPLICATIONS

The OPL Board budget of \$38,000 for costs associated with Board initiatives, has been included in the 2019 Draft Budget. Total estimated costs per conference, as recommended in this report are \$12,000 in Canadian funds.

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 Ottawa Public Library (OPL) Board policy #OPLB-003: Trustee Orientation and Continuing Education.

SUPPORTING DOCUMENTATION

Document 1 – OPL Board 2019 Continuing Education Plan

DISPOSITION

Pending Board approval, staff will coordinate travel arrangements, registration fees, flights, and accommodations for 2019 travel.

Participating trustees will submit reports as per Board policy. Reports will summarize key highlights and provide other relevant facts aimed at supporting information-sharing and Board development.

Staff will ensure that the 2020 call for trustee conference participation takes into account the requests of Trustees Begg and Brockington for PLA, and include conferences not available this year (e.g. Ontario Library Association) given timing of Board constitution.