

Report to/Rapport au :

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

**January 13, 2014
Le 13 janvier 2014**

**Submitted by/Soumis par : Anna Basile
Manager, Planning and Board Support /
Chef de service, Planification et soutien du C.A.**

*Contact Person / Personne ressource: Anna Basile
(613) 580-2424 x 32335, Anna.Basile@BiblioOttawaLibrary.ca*

Ref N°: OPLB-2014-0004

SUBJECT: Ottawa Public Library Board 2013 Trustees' Record of Attendance

OBJET : Registre de présence de 2013 des administrateurs

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.

BACKGROUND

Attendance and active participation at Board meetings is a fundamental obligation of a Board member. This obligation arises under the Board's legal duty to supervise the management of the business and affairs of the Ottawa Public Library.

DISCUSSION

Attendance at meetings is recorded by the Library Board Assistant, confirmed in the meeting minutes, and verified by all trustees prior to the official release of the attendance report. An email was forwarded to all trustees on December 12, 2013 requesting their review of their individual record of attendance.

Table 1 as presented in Appendix 1, sets forth the number of regular and special meetings of the Board held between January 1, 2013 and December 31, 2013 and the record of attendance at these meetings of all Board trustees throughout the year.

CONSULTATION

Board input was sought in the development of this report. Trustees were asked to review and confirm their attendance record for the year in question.

LEGAL IMPLICATIONS

The requirement to record trustee attendance is defined by the Board's By-laws, Section 5.3. Through the Board By-law review process, it has been identified that the current OPL Board By-laws do not comply with section 13 (c) of the *Public Libraries Act, R.S.O. 1990, Chapter P.44*. The section states: "If a Board member is absent from the meetings of the board for three consecutive months without being authorized by a board resolution, the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly." This does not align with section 5.1 of the Board's current by-laws which states: "If a member is absent for two consecutive months of regular meetings without the board member providing written explanation for his/her absence, the member shall be notified by the Secretary that a third absence may result in the member's seat being declared vacant by the Board." As part of the revision of the Board's Procedural By-laws, language will be clarified in the area of trustee absences so as to ensure full compliance with the Public Libraries Act.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TECHNOLOGY IMPACTS

There are no technology impacts associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

BOARD PRIORITIES

This report supports strategic direction E. EXCELLENCE in Governance, Accountability and Financial Sustainability.

SUPPORTING DOCUMENTATION

1. Appendix 1 – Ottawa Public Library Board 2013 Trustees' Record of Attendance

**OTTAWA PUBLIC LIBRARY BOARD
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA
2013 ATTENDANCE LIST**

Legend

✓	=	Present
A	=	Absent (no notice of absence)
R	=	Regrets (advance notice of absence)
RES	=	Resigned
C	=	City Business

Table 1 provides the Statement of Trustees' Record of Attendance for all regular and special meetings of the OPL Board for the 2013 period.

Table 1 – Ottawa Public Library Board Trustees' Record of Attendance												
Trustee	Jan. 14	Feb. 11	March 18	April 23 special	May 13	June 10	July 8	Aug. 19 special	Sept. 9	Oct. 15	Nov. 21	Dec. 9
Armit, Amelita	✓	✓	✓	✓	✓	✓	✓	R	✓	✓	R	✓
Bennett, James	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bergeron, André	✓	✓	✓	✓	✓	R	✓	R	R	✓	✓	✓
Egli, Keith	✓	✓	✓	✓	✓	✓	✓	✓	✓	R	✓	✓
Gauch, Patrick	✓	✓	✓	✓	✓	✓	✓	✓	✓	R	✓	✓
Gourlay, David	✓	✓	R	✓	✓	R	R	✓	✓	✓	✓	R
Harder, Jan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Langlois, Christine	✓	R	✓	✓	✓	✓	R	R	✓	✓	✓	✓
Lussier-Meek, Danielle	✓	R	✓	R	R	R	R	✓	R*	✓	R	✓
Qadri, Shad	✓	✓	✓	✓	✓	✓	✓	R	C	✓	✓	✓
Thompson, Doug	✓	✓	✓	✓	✓	✓	✓	R	✓	✓	✓	✓
Tierney, Tim	✓	✓	✓	R	✓	R	R	R	✓	R	✓	✓
Wilkinson, Marianne	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Zeidan, Rose	✓	R	✓	✓	✓	✓	✓	✓	✓	R	✓	✓

*Technical difficulties with the teleconference system resulted in the trustee's inability to dial into the meeting.