

**Report to / Rapport au:**

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

**December 3, 2019 / 3 décembre 2019**

**Submitted by / Soumis par:  
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**File Number: OPLB-2019-1202**

**SUBJECT: 2020 Board Continuing Education Plan and Conference Attendance**

**OBJET: Plan de formation du Conseil d'administration de 2020 et participation  
aux conférences**

## **REPORT RECOMMENDATIONS**

**That the Ottawa Public Library Board:**

- 1. Approve the 2020 Board Continuing Education Plan; and,**
- 2. Approve the attendance of Trustees for the 2020 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 2020;**
- 2. Approuve la participation des administrateurs et administratrices pour les conférences de 2020, 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 pre-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 2020 plan includes three components: Board educationals, structured external learning (webinars / seminars, meetings / conferences), and internal ongoing learning (field opportunities). As 2020 is the second 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 continue to understand the roles and responsibilities of their positions. Staff recommend that the Board approve the attached OPL Board 2020 Continuing Education Plan (Document 1).

With respect to conferences, staff recommended trustee participation in four conferences for 2020, and a call for expressions of interest was circulated to Trustees in September. The following table lists the recommended library conferences for 2020:

Table 1: Recommended library conferences (2020)

Conference	Location	Dates
Ontario Library Association (OLA) Super Conference <a href="https://www.olasuperconference.ca/">https://www.olasuperconference.ca/</a>	Toronto, ON	January 29 - February 1, 2020
Public Library Association (PLA) <a href="https://www.placonference.org/">https://www.placonference.org/</a>	Nashville, TN	February 25-29, 2020
Canadian Federation of Library Associations (CFLA) <a href="http://cfla-fcab.ca/en/home-page/">http://cfla-fcab.ca/en/home-page/</a>	Winnipeg, MB	April 8, 2020
Urban Libraries Council (ULC) – Annual or Partner’s Forum	TBD (U.S.A.)	TBD (October)

In March 2019, Trustees Begg and Brockington, and Chair Tierney expressed advanced interest in attending the Public Library Association (PLA) conference. Vice Chair Fisher expressed interest in attending the 2019 ULC Forum, however, could not for personal reasons and Chair Tierney attended in her stead. Two Board members were approved to participate in a conference in 2019, however, declined attendance for personal reasons.

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 2020 and given the Board budget, staff recommend that Trustees Begg and Higdon attend (OLA) (total cost of approximately \$3,000). Given her role as a Member on the Large Urban Caucus for the Federation of Ontario Public Libraries (FOPL), it is recommended that Vice-Chair Fisher attend (OLA) (total cost of \$1,500), and the ULC Annual Forum (\$3,000). Trustees Brockington and Chair Tierney are recommended to attend PLA (total cost of approximately \$6,000), Trustee Begg is recommended to attend CFLA (\$1,000). 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 October 15, 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 2020 Draft Budget. Total estimated costs per conference are noted above. The total estimated cost of the recommendations in this report are \$14,500 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 2020 Continuing Education Plan

**DISPOSITION**

Pending Board approval, staff will coordinate travel arrangements, registration fees, flights, and accommodations for 2020 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.