

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-2016-0211

SUBJECT: Attendance – 2017 Conferences

OBJET: Participation – Conférences de 2017

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the attendance of Trustees for the 2017 Conferences as proposed in Document 1.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve la participation des administrateurs et administratrices pour les conférences de 2017, proposé au document 1.

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. 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.

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, panellist, Board's representative on an external body).

Staff are responsible for registration on behalf of Board members. Trustees attending are responsible for making travel arrangements with the Library Board Assistant, and to submit receipts for expenses in keeping with the City of Ottawa Travel Guidelines.

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

Information regarding development opportunities for 2017 were circulated to Trustees. The following table lists the conferences in 2017 that are recommended by staff:

Conference	Location	Dates
Ontario Library Association (OLA) Super Conference	Toronto, ON	February 1-4
Urban Libraries Council (ULC) Partner's Forum	TBD (U.S.A.)	TBD (usually March)
Canadian Federation of Library Associations (CFLA) National Forum	Jasper, AB	April 17
American Library Association (ALA) Annual Conference	Chicago, IL	June 22-27

Three trustees (Sweet, Higdon, Begg) expressed interest in attending the Ontario Library Association (OLA) conference. Trustee Sweet will be presenting (in conjunction with staff) as part of her ongoing work with the Ontario Library Boards Association – a sub-group of OLA. During this term, Trustee Higdon has not attended any conferences, and Trustee Begg has attended one conference (ALA in 2016). The total cost of the OLA trip is estimated at \$1,500 (per person), which includes the sum of all expenses associated with early bird conference registration, flights, accommodation, and per diem.

Trustee Kathy Fisher has expressed interest in attending the ULC Partner meeting. The total cost of the ULC trip is estimated at \$2,500, and includes the sum of all expenses associated with participation. This is in conjunction with the ULC staff meetings, and the CEO will accompany the Board Trustee.

At this time, no interest was expressed in participating in the Canadian Federation of Library Associations (CFLA) forum in 2017, as limited details are available. Once details are available, they will be circulated to Trustees for consideration.

Trustee Kathy Fisher has expressed interest in attending the American Library Association (ALA) conference in 2017. The cost of the ALA trip is estimated at \$2,500 (per person), which includes the sum of all expenses associated with early bird conference registration, flights, accommodations, and per diem.

Given the total budget for conference attendance at \$10,000, staff recommend that Trustees Sweet, Higdon, and Begg attend OLA (total cost of \$4,500), and that Trustee Fisher attends the ULC Partner meeting (\$2,500). If approved, sufficient funds would remain in the budget to provide an opportunity for CFLA attendance (if desired once more details are available), or reconsideration of Trustee Fisher's participation in ALA.

CONSULTATION

As part of the consultation process, trustees were provided with details of the conferences (as available) and encouraged to express interest by November 18, 2016.

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

A total budget for costs associated with Conferences, have been included in the 2017 Draft Board Budget. Total estimated costs per conference, as recommended in the report are:

OLA - \$4,500 (three trustees)
ULC - \$2,500 (one trustee)

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 Proposed Attendance – 2017 Conferences

DISPOSITION

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

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

**Ottawa Public Library Board
2017 Conference Attendance**

The following Trustees submitted their names for attendance to the conferences:

Conference	Trustee(s)
Ontario Library Association (OLA) Super Conference	Trustee Pam Sweet (Presenter) Trustee Allan Higdon Trustee Steven Begg
Urban Libraries Council (ULC) Partner's Forum	Trustee Kathy Fisher
Canadian Federation of Library Associations (CFLA) National Forum	None
American Library Association (ALA) Annual Conference	None – to be reconsidered