

Report to / Rapport au:

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

November 5, 2019 / 5 novembre 2019

**Submitted by / Soumis par:
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File Number: OPLB-2019-1101

SUBJECT: 2020 Board Meeting Schedule

OBJET: Calendrier des réunions du Conseil d'administration de 2020

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the 2020 regular meeting schedule as proposed in Document 1.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve le calendrier des réunions ordinaires de 2020, proposé au document 1.

BACKGROUND

*The Public Libraries Act, Section 16 (1) requires that "A board shall hold regular meetings once a month for at least 10 months each year and at such other times as it considers necessary."*¹

In accordance with the Ottawa Public Library (OPL) Board Rules of Procedure By-law (Section 15) approved in December 2018, regular meetings shall be held once a month for at least 10 months of each year as required by the *Act*, or more frequently at the direction of the Board, and shall be held at the place and time as designated by the Board.

¹ *Ontario Public Libraries Act* R.S.O. 1990, Chapter P.44, 2009, c.33, Sched.11, s. 7 (2)

DISCUSSION

While the Board is required to hold a meeting each month for 10 months, there is no requirement with regard to the date or time of regular meetings. In 2019, OPL Board meetings were typically held on the second Tuesday of the month at 5:00 p.m.

Staff's recommendation is to maintain consistency and continue to hold meetings at 5:00 p.m. on the second Tuesday of each month, in the Champlain Room at City Hall, unless otherwise noted. Staff confirmed that the proposed meeting schedule does not conflict with any of the City's Council meetings, standing committee meetings, and/or other meetings.

It should be noted that if approved, the November and December meetings of the Board will occur on the first Tuesday of the respective month to align the Board's tabling and deliberation of the draft 2021 budget with anticipated meetings of Ottawa City Council. In addition, the meeting in March is during the March Break, the meetings in September and October follow statutory holidays.

The meeting calendar (Document 1) includes regularly scheduled meetings for the months of July and August. In the event that meetings are not required, staff will ensure advance notice is provided that no meeting will be held.

CONSULTATION

The Board Chair and Trustees were consulted in the development of the 2020 Board Meeting schedule, staff also reviewed important dates as identified in the City's Diversity calendar.

The City of Ottawa's room booking agent was contacted to confirm the availability of the Champlain Room for all proposed dates.

LEGAL IMPLICATIONS

The proposed 2020 Board meeting schedule complies with sub-section 16 (1) of the *Public Libraries Act* regarding a regular monthly meeting schedule (for at least 10 months of the year). The schedule also complies with Section 15 of the OPL Board Rules of Procedure By-law.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL IMPLICATIONS

Costs associated with holding regular Board meetings will be included in the OPL's draft 2020 Budget.

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 *Public Libraries Act* and with the Board's Rules of Procedure By-laws.

SUPPORTING DOCUMENTATION

Document 1 Proposed 2020 Board Meeting Schedule, November 2019.

DISPOSITION

Pending Board approval, staff will confirm the Champlain Room for the 2020 meeting dates and post to the Ottawa Public Library and the City of Ottawa websites. An official 2020 Board meeting schedule will be forwarded to Trustees and to the City Clerk's Office for reference. Public communication of the 2020 meeting will take place as required.

Ottawa Public Library Board

The OPL Board meets on the second Tuesday at 5:00 p.m. in the **Champlain Room** except as noted below*:

2020 MEETING DATES
14 January
11 February
10 March
14 April
12 May
9 June
14 July
11 August
8 September
13 October
3 November*
1 December*