

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:

Danielle McDonald, Chief Executive Officer / Directrice générale

Contact Person / Personne ressource:

*Anna Basile, Division Manager, Governance, Communications, and Strategic Services
/ Directrice, gouvernance, communications et services stratégiques
613-580-2424 ext. 32335; anna.basile@bibliooottawalibrary.ca*

File Number: OPLB-2017-1202

SUBJECT: Attendance – 2018 Conferences

OBJET: Participation – Conférences de 2018

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the attendance of Trustees for the 2018 Conferences as proposed.

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 2018, 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, and as a recommendation out of the Board Governance Action Plan approved in April 2017 (MOTION OPL 20170411/5), staff have developed and

communicated an annual Continuing Education Plan for trustees (see Board report OPLB-2017-1201), 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; staff recommendations typically come to the Board in December of each year.

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

Information regarding development opportunities for 2018 are included as part of the December 2017 Board Governance Action Plan Status Update (OPLB-2017-1201) via a Continuing Education Plan. Staff recommend trustee participation in three conferences for 2018, and a call for expressions of interest was circulated to Trustees in November 2017. The following table lists the 2018 key library conferences:

Table 1: Key library conferences (2018)

Conference	Location	Dates
Ontario Library Association (OLA) Super Conference	Toronto, ON	January 31 – February 3
Urban Libraries Council (ULC) –	TBD (U.S.A.)	TBD (March or October)

Annual or Partner's Forum		
Public Library Association (PLA) Annual Conference	Philadelphia, PA	March 20 - 24

Five trustees (Begg, Fisher, Higdon, Sweet, and Wilkinson) expressed interest in attending the Ontario Library Association (OLA) conference. All Trustees have previously attended a conference (OLA or otherwise). As part of her ongoing work with the Federation of Ontario Public Libraries, Trustee Fisher will be in Toronto in close proximity to the conference dates. The total cost of the OLA conference 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.

Trustees Begg and Sweet have also expressed interest in attending the Public Library Association (PLA) conference in 2018. The cost of the PLA trip is estimated at \$3,000 (per person), which includes the sum of all expenses associated with early bird conference registration, flights, accommodations, and per diem, as well as US exchange.

During the current term of the Board, each of the aforementioned Trustees has expressed interest and participated in a conference, meeting the governing principle of having the opportunity to attend a minimum of one library conference. Taking into consideration past participation, and given the budget for conference attendance at \$10,000, staff recommend that Trustees Begg, Fisher, Higdon, and Wilkinson attend OLA (total cost of \$6,000), and that Trustee Sweet attends PLA (\$3,000).

CONSULTATION

As part of the consultation process, trustees were provided with details of the conferences (as available) and encouraged to express interest by November 20, 2017.

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 budget of \$10,000 for costs associated with Conferences, has been included in the 2018 Draft Board Budget. Total estimated costs per conference, as recommended in this report are \$9,000.

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.

DISPOSITION

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

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.