

COMMUNICATION & COUNSEL

Subject: 2012 Calendar of Reports, Outstanding Inquiries, Motions and
Unscheduled Reports

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Prepared for: Ottawa Public Library Board

Meeting of: April 16, 2012

Date of preparation: April 2, 2012

The 2012 Q1 Calendar of Reports, Outstanding Inquiries, Motions and Unscheduled Reports is attached for information. New items are denoted with an asterisk.

The 2012 schedule will be further defined once the strategic work plans for Board and staff have been finalized.

Outstanding InquiriesInquiries from the March 5th, 2012 OPL Board Meeting:

1. Trustee Bennett: *Suggested the possibility of a staff professional development day where employees could select a number of workshops to attend. Funding could potentially be available for such an initiative.*

Response: Establishing a full-day Employee Forum and Development Day allows OPL to maximize the existing training, learning and development (TLD) budget and provide employees with development opportunities.

The day would consist of Welcomes from the Board Chair and the CEO, a keynote address to motivate and engage employees, employee recognition awards and service pin presentations, and an open-forum question and answer period.

Following a lunch break, employees will be invited to participate in workshops. As a significant wealth of talent exists within the library and the City, these workshops would be provided by internal presenters to reduce costs.

The morning session would be mandatory for permanent full-time and part-time employees.

The afternoon session will be mandatory for permanent full-time employees. Part-time employees will be invited to participate on their own time, and space permitting. Casual employees will be invited to participate, on their own time, and space permitting.

Branches would have to close during the day and this would require Board approval. Policy A.30, Protection of Branches states that the "CEO shall: 1. Maintain the total hours of the Library system, with the exception of: scheduling statutory holidays and holiday periods; renovations/repairs to facilities of ten(10) business days or less; emergencies; and incidents that affect health and safety. 2. Not close, relocate or combine any branches of the system unless specifically directed by the Board".

Costs

Costs: Half-Day Event:

- The event-related costs for a half-day event are \$9,000. This includes facility rental fees, audio-visual equipment, guest speaker, and light refreshments.
- Employee-related compensation costs for a half-day session (using regular hourly wages, not accounting for extra-time or over-time scenarios) are approximately \$52,500. Some employee schedules will need to be adjusted to accommodate the event, and, in rare cases where this cannot occur, costs may increase due to overtime. For a half-day event, mileage expenses will occur for employees returning to work following the session.
- The total cost for the half day option is approximately \$61,500, excluding mileage.

Costs: Full-Day Event:

- The event-related costs for a full-day event is \$18,000, including facility rental, audio-visual equipment, lunch, and guest speaker.
- Increased event-related costs is for catering expenses for the lunch break and a slight increase in the rental fees and audio-visual equipment. A light lunch would need to be provided as there are few places from which to purchase lunch near the Shenkman Arts Centre, and no cafeteria facilities exist in sufficient size.

- There are no mileage reimbursements associated with a full-day event as employees are reporting directly to the venue, and are not required to report to another OPL facility following the event, as per the Collective Agreement.
- Employee-related compensation costs for a full-day session using the same criteria as above are approximately \$82,500.
- Total cost for the full-day event is approximately \$100,500.

Additional Information

- Based on usage analysis, Thursdays are the slowest days for library visits to the OPL.
 - Some library systems hold similar events on November 11, as the systems are already closed for the statutory holiday. While this option eliminates the need to close the system to the public, it is cost-prohibitive for OPL due to contractual obligations in the collective agreement which require employees to be paid at 1.5 times the regular rate of pay, as well as receive a lieu day to be used within three months of the holiday.
 - If it so determined to proceed with the full-day event, a report will be brought to the Board.
2. Chair Jan Harder: *Are staff provided with the necessary tools to claim travel expenses as a legitimate business expense for income tax purposes when attending conferences, as employees are obligated to pay 25% of the cost?*

- Response: Upon further investigation by staff, the following conclusion can be drawn:

There are two rulings that speak to this matter. The ruling on travel expenses is very clear in that the employee must meet criteria established by the Canadian Revenue Agency. As a result of the first criterion, where individuals are normally required to work away from employer's place of business or in different places, no staff would qualify to claim expenditures for a conference.

The second ruling relates directly to convention/conference expenses. The majority of this ruling deals with self-employed individuals. One paragraph does deal with employees and indicates that employees may not claim travel expenses for income tax purposes.

Attachment

2012 Calendar of Reports, Outstanding Inquiries, Motion and Unscheduled Reports (April 16, 2012).

2012 Ottawa Public Library Board

APRIL 2012					
	REPORT	REQUIREMENT	REFERENCE	RESPONSIBLE	STATUS
APRIL	Adoption of 2012 Board Work Plan			CEO (Donna Clark)	
	Rollup of 2011 Performance Reports			CEO (Donna Clark)	
	Order of Friendship Recommendation (In Camera)	Board Policy B.25		CEO (Donna Clark)	
	PLA Conference Report	Board Policy B.23		Trustee Attendees	
	Trustee Attendance at CLA	Board Policy B.23		CEO (Donna Clark)	
	Monitoring Report: A.2 Staffing and Staff Relations	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Monique Désormeaux)	
	Monitoring Report: A.7 Compensation and Benefits	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Monique Désormeaux)	
	Monitoring Report: A.22 Safety and Security Practices	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Danielle McDonald)	
MAY 2012					
MAY	Adoption of 2012 Strategic Work Program – High Level Version			CEO (Donna Clark)	
	SOLS Report			Trustee Attendee	
	Q1 Report on Capital Facility Projects			CEO (Richard Stark)	
	Q1 Financial Report	Board Policy A.4		CEO (Brenda Gorton)	
	Q1 Performance Measurement Report	Board Motion – Mar. 5/07	Motion # 023-07	CEO (Donna Clark)	
	Monitoring Report: A.3 Financial Planning & Budgeting	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Danielle McDonald)	
	Monitoring Report: A.4 Financial Condition	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Danielle McDonald)	
	Monitoring Report: A.6 Asset Protection	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Danielle McDonald)	
JUNE 2012					
JUNE	REPORT	REQUIREMENT	REFERENCE	RESPONSIBLE	STATUS
	A.1 General Executive Constraint	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	
	A.5 Emergency CEO Succession	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	
	A.30 Protection of Branches	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	
SEPTEMBER 2012					
SEPTEMBER	REPORT	REQUIREMENT	REFERENCE	RESPONSIBLE	STATUS
	CLA Conference Report	Board Policy B.23		Trustee Attendees	
	Board Work Plan Mid-Year Review			CEO (Donna Clark)	
	2011 Audited Financial Statements	<i>Public Libraries Act</i> , S.24(6); Board Bylaw, S.13.1		CEO (Danielle McDonald)	
	2013 Budget Timelines			CEO (Danielle McDonald)	
	Q2 Report on Capital Facility Projects			CEO (Richard Stark)	
	Q2 Financial Report	Board Policy A.4		CEO (Brenda Gorton)	
	Q2 Performance Measurement Report	Board Motion – Mar. 5/07	Motion # 023-07	CEO (Donna Clark)	
	Monitoring Report: A.19.1 Fundraising: Acceptance of Donations	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	
	Monitoring Report: A.19.2 Fundraising: Acceptance of Sponsorships	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	
	Monitoring Report: A.19.5 Fundraising: Issuance of Receipts	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	
Monitoring Report: A.19.6 Fundraising: Library Naming	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)		

OCTOBER 2012					
OCTOBER	REPORT	REQUIREMENT	REFERENCE	RESPONSIBLE	STATUS
	2012 Strategic Work Program Mid-Year Review			CEO (Donna Clark)	
	Trustee Attendance at OLA	Board Policy B.23		CEO (Donna Clark)	
	Order of Friendship Recommendation (In Camera)	Board Policy B.25		CEO (Donna Clark)	
	Monitoring Report: A.8 Communication & Counsel to the Board	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	
	Monitoring Report: A.27 MFIPPA	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	
NOVEMBER 2012					
NOVEMBER	REPORT	REQUIREMENT	REFERENCE	RESPONSIBLE	STATUS
	2013 Meeting Schedule	<i>Public Libraries Act, S.16(1)</i>		CEO (Donna Clark)	
	SOLS Report			Trustee Attendee	
	Q3 Report on Capital Facility Projects			CEO (Richard Stark)	
	Q3 Financial Report	Board Policy A.4		CEO (Brenda Gorton)	
	Q3 Performance Measurement Report	Board Motion – Mar. 5/07	Motion # 023-07	CEO (Donna Clark)	
	Monitoring Report: A.16 Use of Technology	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Elaine Condos)	
Monitoring Report: A.17 Records Management	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)		
Monitoring Report: A.31 Strategic Planning	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)		
DECEMBER 2012					
DECEMBER	REPORT	REQUIREMENT	REFERENCE	RESPONSIBLE	STATUS
	Appointment of Nomination Committee			CEO (Donna Clark)	
	Trustee Attendance at PLA	Board Policy B.23		CEO (Donna Clark)	
	Monitoring Report: A.14 Environmental Sustainability	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Mathew Pritz)	
	Monitoring Report: A.29 Library Facilities	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Danielle McDonald)	
JANUARY 2012					
JANUARY	REPORT	REQUIREMENT	REFERENCE	RESPONSIBLE	STATUS
	2011 Members Record of Attendance	OPL Bylaws, S.5.3		CEO (Donna Clark)	Completed Jan 9/12 OPLB Meeting
	Copyright Developments			CEO (Monique Désormeaux)	Completed Jan 9/12 OPLB Meeting
	Board Work Plan Update			CEO (Donna Clark)	Completed Jan 9/12 OPLB Meeting
	Congrès des milieux documentaires du Québec Report			Trustee Christine Langlois	Completed Jan 9/12 OPLB Meeting
	SOLS Fall Meeting Update			Trustee Christine Langlois	Completed Jan 9/12 OPLB Meeting
	Monitoring Report: A.9 Independence of the Board	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	Completed Jan 9/12 OPLB Meeting
	Monitoring Report: A.11 Link to Shared Services	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Danielle McDonald)	Completed Jan 9/12 OPLB Meeting
Monitoring Report: A.12 Link Between CEO and City of Ottawa Management	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	Completed Jan 9/12 OPLB Meeting	

FEBRUARY 2012					
FEBRUARY	REPORT	REQUIREMENT	REFERENCE	RESPONSIBLE	STATUS
	Q4 Report on Capital Facility Projects			CEO (Richard Stark)	Completed Feb 13/12 OPLB Meeting
	Q4 Performance Measurement Report			CEO (Donna Clark)	Completed Feb 13/12 OPLB Meeting
	2011 Year End Financial Reports	Board Policy A.4		CEO (Brenda Gorton)	Completed Feb 13/12 OPLB Meeting
	Risk Management Framework*			CEO (Matt Pritz)	Completed Feb 13/12 OPLB Meeting
	Human Library*			CEO (Maureen McEvoy)	Completed Feb 13/12 OPLB Meeting
	Monitoring Report: A.10 Treatment of Library Users	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Monique Désormeaux)	Completed Feb 13/12 OPLB Meeting
	Monitoring Report: A.13 – Bilingual Services	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Monique Désormeaux)	Completed Feb 13/12 OPLB Meeting
	Monitoring Report: A.21 – Confidentiality of Information	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	Completed Feb 13/12 OPLB Meeting
MARCH 2012					
MARCH	REPORT	REQUIREMENT	REFERENCE	RESPONSIBLE	STATUS
	2011 Strategic Work Plan Year-End Update			CEO (Donna Clark)	Completed March 5/12 OPLB Meeting
	OLA Conference Reports	Board Policy B.23		Trustee Attendees	Completed March 5/12 OPLB Meeting
	FOPL Annual General Meeting Report			Trustee Jim Bennett	Completed March 5/12 OPLB Meeting
	Nomination for Order of Friendship	Board Policy B.25		Order of Friendship	Completed March 5/12 OPLB Meeting
	Monitoring Report: A.15 Administrative Practices	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	Completed March 5/12 OPLB Meeting
Monitoring Report: A.20 Directors' Insurance	Board Motion – Sept. 8/08	Motion # 052-08	CEO (Donna Clark)	Completed March 5/12 OPLB Meeting	