

ACTION

Subject: Governance and Audit Committee Report

Prepared by: Donna Clark, Manager, Strategic Coordination on behalf of Patrick Gauch, Chair, Governance and Audit Committee

Prepared for: Ottawa Public Library Board

Meeting of: April 16, 2012

Date: March 29, 2012

RECOMMENDATIONS:

1. That the Board approve the following revised policy:
 - B.25 Order of Friendship
 2. That all Board policies be amended to reflect the name change of “City Librarian and CEO” to “Chief Executive Officer”; and
- That the amendments be carried out when policies are scheduled for review, in accordance to the Governance and Audit Committee’s policy review schedule.

Attachments

1. Revised policy B.25 Order of Friendship

References

- Draft Minutes of the OPLB Governance and Audit Committee, March 22, 2012.
- Approved Minutes of the OPLB Governance and Audit Committee, January 19, 2012.

Background

1. Policy Review

The OPLB Governance and Audit committee reviewed a number of Executive Limitation Policies and Board Governance Policies in accordance with the annual planning calendar. Changes are indicated in either bolding (to add) or strike-out (to delete).

The Governance and Audit Committee recommends revisions to the following policy:

B.25, Order of Friendship: At its March 2012 meeting, the Governance and Audit Committee identified the need to strengthen the language within the policy to allow the Order of Friendship award to be presented at venues such as a branch volunteer recognition celebration, an OPL Board public event, or, a regular Board meeting. (Attachment 1)

The following policies were reviewed and no changes are recommended:

- a) Executive Limitations Policies
 - A.10 Treatment of Library Users
 - A.21 Confidentiality of Information
- b) Governance Process Policies
 - B.5 Chair's Role
 - B.12 Board Relations with the News Media

2. Title Name Change (Chief Executive Officer)

The hiring of the new Chief Executive Officer resulted in a name change in the position title. The position name was changed from "City Librarian and CEO" to "Chief Executive Officer". As a result of this change, all policies must, over time, conform to this name change. The Governance and Audit Committee is recommending to the Board that all policies be amended to reflect this title change as policies are being reviewed, in accordance to the Governance and Audit Committee's policy review schedule.

Attachments

Attachment 1

OTTAWA PUBLIC LIBRARY BOARD

POLICY TYPE: Governance Process Policies

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|---|---|
| POLICY TITLE: Order of Friendship | POLICY NUMBER: B.25 |
| DATE OF BOARD APPROVAL: November 20, 2006 | DATE LAST REVIEWED: February 3, 2010 <u>March 22, 2012</u> |
| DATE REVISED: February 8, 2010 | MONITORING POLICY: No monitoring reports required for B policies |

The Board maintains the Ottawa Public Library Order of Friendship to recognize outstanding volunteer contributions made to the Ottawa Public Library by individuals, groups and/or institutions. The Order of Friendship shall consist of a framed certificate and an official Ottawa Public Library engraved gift to the recipient(s).

1. Process for identifying eligible recipients:

- Any member of the OPL Board can nominate an individual, group or organization for the OPL Order of Friendship.
- Nominations must include the reason for awarding the OPL Order of Friendship.
- Nominations will be solicited from trustees in March and September of each year.
- Nominations will be reviewed by an Ad Hoc Committee of the Board prior to sending nominations to the Board. The Committee shall convene in April and October of each year.
- Nominations must be moved and seconded and must state the reason that the proposed recipient merits the award.
- The decision to award the OPL Order of Friendship is then voted on by the OPL Board.

2. Process for awarding the Ottawa Public Library Order of Friendship Award:

- The OPL Chair or designate shall notify any person, group or organization that the Board wishes to recognize with the OPL Order of Friendship.
- The award shall be presented at a public OPL event, such as a ~~regular Board meeting or the OPL Foundation Literary Gala~~ **branch volunteer recognition celebration, an OPL Board public event, or, if such an event is not timely or appropriate, a regular Board meeting.**