

ACTION

Subject: 2012 OPL Board Draft Work Plan

Prepared by: Danielle McDonald, Chief Executive Officer

Prepared for: Ottawa Public Library Board

Meeting of: April 16, 2012

Date of preparation: April 2, 2012

RECOMMENDATION

That the OPL Board approve the Ottawa Public Library Board of Trustees 2012 Draft Work Plan.

Background:

1. Each year the Board receives a Strategic Work Program (SWP) for the Ottawa Public Library as an organization. The Strategic Work Program operationalizes the Board-approved priorities in the strategic plan. The staff version of the SWP will be included in the May board package. As the staff version does not include all the activities of the Board, a separate Board work plan is prepared. The Board work plan identifies Board related activities to be accomplished in 2012, as referenced in each Board committee work plan, and key responsibilities of the Board.
2. The Board work plan is divided into two sections:
 - Responsibilities of the Board
 - Responsibilities of the Board Committees
3. In more detail, the Board Draft Work Plan includes:
 - Section 1: includes the major decisions and activities which the Board will receive and/or approve with respect to its responsibilities in 2012.

- Section 2: includes key elements related to the work of the three standing committees, in addition to the Order of Friendship Committee.

Attachment - Draft OPL Board of Trustees 2012 Work Plan

OPL Board of Trustees

2012 Draft Work Plan

April 16, 2012

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The Board of the Ottawa Public Library has a Strategic Plan for the years 2012-2015. The Strategic Plan guides the development of the Library and its services. Implementation of this plan will ensure that the Library can support the emerging library and information needs in Ottawa and advance civic priorities.

OPL Global Ends Statement

The Ottawa Public Library exists so that the people of Ottawa enrich their personal, professional and civic lives through equal access to information, resources and ideas in a trusted bilingual, public, physical and virtual setting that serves as community gathering space, and in a sustainable, cost efficient and optimal manner.

OPL Mission Statement

To build a strong Ottawa community by supporting life-long learning and 21st century literacies, fostering inspiration and enjoyment and connecting people to each other and the world.

Strategic Plan

The Ottawa Public Library Strategic Plan 2012-2015 has two major pillars:

- Relevant and vital services and spaces;
- Enabled by a commitment to innovation, engagement and excellence.

Following are the Library's five strategic directions, with key priorities and strategies to address each direction in 2012.

- **Strategic Direction A. Services that are Relevant, Accessible and Customer Centric**
- **Strategic Direction B. Spaces that are Vital, Welcoming Community Hubs**
- **Strategic Direction C. Engagement of Customers, Communities, Partners, Employees and Volunteers**
- **Strategic Direction D. Innovation using Technology and Continuous Improvement**
- **Strategic Direction E. Excellence in Governance, Accountability and Financial Sustainability**

OPL Core Values

The following values are the foundation for the Board's policies and actions: Access and Inclusion; Accountability; Bilingualism; Dynamic Workforce; Innovation; Intellectual Freedom; Love of Reading; Right to Privacy; Service Orientation; Informed Community

Governance Framework

The Ottawa Public Library Board is established by the Council of the City of Ottawa under the authority of the Public Libraries Act of the Province of Ontario for a four-year term: 2011-2014. It has operating by-laws and uses the Policy Model of Board governance as the framework for conducting Board business. A status report on the Board Work Plan is prepared annually.

The 2012 OPL Board Workplan is divided into two major sections:

1. Responsibilities of the Board
2. Responsibilities of Board Committees

Section 1. Responsibilities of the Board		
	Strategy	Status March 31, 2012
A	Governance Accountability	
	<ul style="list-style-type: none"> • Approve Board governance model 	
	<ul style="list-style-type: none"> • Receive Board self-evaluation 	
	<ul style="list-style-type: none"> • Receive, review Board and/or approve Board policies 	
	<ul style="list-style-type: none"> • Approve collective bargaining mandate 	
	<ul style="list-style-type: none"> • Approve recommended collective agreement 	
	<ul style="list-style-type: none"> • Hire Chief Executive Officer 	Completed
	<ul style="list-style-type: none"> • Undertake performance setting and review for Chief Executive Officer 	
	<ul style="list-style-type: none"> • Review and receive quarterly performance reports 	
B	Board Development	
	<ul style="list-style-type: none"> • Ensure Board representation at key conferences and library programs 	
C	Financial Accountability	
	<ul style="list-style-type: none"> • Engage in the City budget process for 2013 	
	<ul style="list-style-type: none"> • Approve OPL draft operating and capital budgets for forwarding to Council for consideration 	
	<ul style="list-style-type: none"> • Approve all expenditures greater than \$100,000 	
	<ul style="list-style-type: none"> • Review and approve 2011 audited financial statements 	
	<ul style="list-style-type: none"> • Approve a nine-year capital forecast for forwarding to Council for information 	
	<ul style="list-style-type: none"> • Review and receive quarterly financial reports 	
D	Facilities Accountability	
	<ul style="list-style-type: none"> • Review and approve priority facility renewals/renovation projects 	
	<ul style="list-style-type: none"> • Receive Main Library Building Condition Assessment final report 	
E	Key Partnerships and Outreach	
	<ul style="list-style-type: none"> • Work with the Ottawa Public Library Foundation and the Friends of the Ottawa Public Library to support OPL's mission 	
	<ul style="list-style-type: none"> • Host the third annual tri-Board meeting (OPL-OPLF-FOPLA) 	
	<ul style="list-style-type: none"> • Ensure OPL is represented on key library organizations including the Federation of Ontario Public Libraries, the Ontario Library Boards' Association and the Southern Ontario Library Services Trustee Council 	
	<ul style="list-style-type: none"> • Ensure an OPL Board presence at key library and community events 	

Section 2. Responsibilities of Board Committees		
	Item	Status
A.	Board Committees	
A.1	Governance and Audit Committee (2012 work plan approved on January 19, 2012 for recommendation to the Board)	
	<ul style="list-style-type: none"> Consult with each OPL Board committee chairs to gather input on current meeting procedural practices with respect to the role/openness of committee meetings 	
	<ul style="list-style-type: none"> Proceed with second amendment of OPL Board By-Laws 	
	<ul style="list-style-type: none"> Ensure Board self-evaluation as per Board Governance Policy B.15 	
	<ul style="list-style-type: none"> Ensure that the Board appoint a Nominating Committee to draft a slate of nominees for the position of Chair and Vice-Chair 	
	<ul style="list-style-type: none"> Review and streamline existing governance policies and recommend changes and/or new policies to the Board 	
	<ul style="list-style-type: none"> Explore governance models and trends 	
	<ul style="list-style-type: none"> Review, research and/or make recommendations on any items referred to the Governance Committee 	
A.2	Finance and Budget Committee (2012 work plan approved on January 25, 2012 for recommendation to the Board)	
	<ul style="list-style-type: none"> Develop 2013 OPL Draft Operating and Capital Budget for recommendation to the Board 	
	<ul style="list-style-type: none"> Receive briefing on Long Range Financial Plan (9 year capital forecast) requirements and make recommendation to OPL Board 	
	<ul style="list-style-type: none"> Review and recommend audited financial statements to the Board 	
	<ul style="list-style-type: none"> Review and update Board financial policies as required 	
	<ul style="list-style-type: none"> Receive and review quarterly financial reports (when time permits) for Board approval 	
	<ul style="list-style-type: none"> Recommend the development and presentation of any educational sessions as needed 	
	<ul style="list-style-type: none"> Respond to any Board requests or directives to the Finance and Budget Committee 	

Section 2. Responsibilities of Board Committees		
	Item	Status
A.3	Facilities Planning Committee (2012 work plan approved on February 13, 2012 for recommendation to the Board)	
	<ul style="list-style-type: none"> • Review and Update Facilities Planning Committee Terms of Reference to align with 2012-2015 Strategic Plan 	Completed
	<ul style="list-style-type: none"> • Facilities Roadmap Tool <ul style="list-style-type: none"> ○ Receive presentation on tool ○ Review listing and determine priorities for 2012-2014 	Completed
	<ul style="list-style-type: none"> ○ Review listing and determine priorities for 2012-2014 	Completed
	<ul style="list-style-type: none"> • Main Library Building Condition Assessment <ul style="list-style-type: none"> ○ Receive updates on project status ○ Review final report and respond to recommendations 	
	<ul style="list-style-type: none"> • Places and Spaces <ul style="list-style-type: none"> ○ Receive regular updates on West District Library Project ○ Receive regular updates on Hazeldean Branch renovation ○ Receive updates on other major OPL capital projects ○ Develop suggested topics and schedule for 2012 Facilities Planning Committee educationals 	
	<ul style="list-style-type: none"> • Capital Fundraising and Advocacy <ul style="list-style-type: none"> ○ Respond to opportunities for advocacy related to infrastructure ○ Receive and prioritize suggested naming opportunities as they arise 	
A.4	Order of Friendship Ad-Hoc Committee	
	<ul style="list-style-type: none"> • Prepare recommendations for Board approval of new inductees 	

Appendix A: Acronyms

FOPLA Friends of the Ottawa Public Library Association
OLA Ontario Library Association
OLBA Ontario Library Boards Association
OPL Ottawa Public Library
OPLF Ottawa Public Library Foundation
SOLS Southern Ontario Library Services (Agency of the Ontario Ministry of Culture)

Appendix B: Members of the Board

Jan Harder* Chair
Jim Bennett Vice Chair
Amelita Armit
André Bergeron
Keith Egli*
Patrick Gauch
David Gourlay
Christine Langlois
Danielle Lussier-Meek
Shad Qadri*
Doug Thompson*
Tim Tierney*
Marianne Wilkinson*
Rose Zeidan

*= also elected member of City Council

Appendix C: Library Board Committees

Facilities Planning (FP) Committee

Jim Bennett
Christine Langlois
Marianne Wilkinson
David Gourlay
Doug Thompson
Rose Zeidan

Finance and Budget (FB) Committee

André Bergeron
Jan Harder
Danielle Lussier-Meek
Patrick Gauch
Christine Langlois

Governance and Audit (GA) Committee

Amelita Armit
Patrick Gauch
Jim Bennett
Rose Zeidan

Appendix D: Library Board Linkages

Canadian Library Trustees' Association
Federation of Ontario Public Libraries
Liaison to the Ontario Library Boards Association
OPL Representative to SOLS Trustee Council #8
OPL Representative to the OPL Foundation Board

Jan Harder, President
Jim Bennett, Chair
Christine Langlois
Danielle Lussier-Meek
Amelita Armit