

ACTION

Subject: 2013 Board Meeting Schedule

Prepared by: Danielle McDonald, Chief Executive Officer

Prepared for: Ottawa Public Library Board

Meeting of: December 10, 2012

Date of preparation: November 28, 2012

RECOMMENDATIONS

That the Ottawa Public Library Board approve the 2013 regular meeting schedule as proposed (Appendix 1).

Background

The Ontario 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

On May 22, 2001, the Board at the time had approved a recommendation (motion 46-01), that the Ottawa Public Library Board meeting be held on the second Monday of each month. Since then, meetings have remained on this date. Meeting schedules may be amended at any time by Board motion to better suit Board priorities.

In addition to the adoption of 2013 meetings dates, it is clear that a larger meeting room is required to properly accommodate all trustees as well as members of the public. Upon researching the availability of meeting rooms, it has been confirmed that the Champlain Room is available during most of the 2013 dates, with other meeting rooms considered for all remaining dates (Appendix 1). The Champlain Room offers both the spacing requirements and the logistical requirements that are key in moving forward with an eAgenda solution.

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

A review was undertaken by staff to ensure that the proposed 2013 meeting schedule did not conflict with any of the City's Council meetings, standing committee meetings, and/or other City meetings.

Accessibility Impacts

The Champlain Room has many amenities that may otherwise not be available in other meeting rooms. The total occupancy is pegged at 60 (fixed seating). The Board table is formed in the shape of a horseshoe and additional tables are provided for staff seating (up to 20 at staff tables). Ample seating space is available for members of the public.

The room is located on the second floor of Ottawa City Hall inside the Heritage Building, which is fully accessible by elevator. The room itself provides a fully-accessible environment for people with disabilities.

As the Board moves towards the eAgenda solution, the Champlain Room is equipped with the necessary features and options required to support eAgenda technological requirements such as recording software, voting capabilities, and other features. While other meeting rooms are not equipped with these features, alternative meeting rooms, as listed in Appendix 1, have been chosen to meet the Board's minimum spacing requirements.

Supporting Documentation

- Appendix 1 – Proposed 2013 Meeting Schedule

Disposition(s)

Pending Board approval, staff will confirm 2013 meeting dates. An official 2013 Board meeting schedule would then be forwarded to each trustee for reference. The 2013 dates would also be posted on the Board intranet, as well as the City of Ottawa and OPL websites.

Ottawa Public Library Board
Proposed 2013 Meeting Schedule

Regular meetings of the Ottawa Public Library Board will be held on the second Monday of each month, with two exceptions to this schedule noted below.

2013 Meeting Date	Meeting Location
Monday January 14 – 5PM	Ottawa City Hall – Festival Control Board Room
Monday February 11 – 5PM	Ottawa City Hall – Council Chambers
Monday March 11 – 5PM	Ottawa City Hall – Champlain Room
Monday April 8 – 5PM	Ottawa City Hall – Champlain Room
Monday May 13 – 5PM	Ottawa City Hall – Champlain Room
Monday June 10 – 5PM	Ottawa City Hall – Champlain Room
Monday September 9 – 5PM	Ottawa City Hall – Champlain Room
Monday October 21 – 5PM*	Ottawa City Hall – Festival Control Board Room
Monday November 18 – 5PM**	Ottawa City Hall – Festival Control Board Room
Monday December 9 – 5PM	Ottawa City Hall – Champlain Room

*Held on third Monday due to Thanksgiving

**Held on third Monday due to Remembrance Day