

Date of Meeting: March 23, 2023

Report Number: A49-23

Report Subject: Revised By-Laws

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A49-23 and adopt the revised By-Laws; and
2. THAT the Clarington Public Library Board establish and populate the following standing committees:
 - a. Executive
 - b. Finance
 - c. Community Relations
 - d. Policy
3. THAT the Clarington Public Library Board elect one (1) trustee to serve as the Ontario Library Services Board Trustee
4. THAT the Clarington Public Library Board remove the Museums and Archives Advisory Committee (MAAC) as a standing committee effective March 23, 2023.

Report Overview:

To advise the Library Board of recommended changes to the Library Board By-Laws (Appendix A).

Background:

The revised by-laws establish the minimum number of Library Board meetings at 9, as opposed to the current 7. It is recommended that the Library Board meet monthly from September – November; January – June. The *Public Libraries Act* allows Library Boards to meet a minimum of 7 times per year but does not establish a maximum. Increasing the frequency of board meetings is preferred from the operational level to ensure necessary approvals and directives can be made more promptly.

It is best practice for Boards to establish standing committees, as opposed to ad-hoc committees, for business continuity, maintaining substantive discussions at the board level and leveraging standing committees for more open discussions surrounding finance and policy.

For example, the finance committee would work collaboratively with the CEO and senior staff in a comprehensive review of the annual budget, which would then be approved by the Finance Committee and submitted to the full Library Board for review and approval.

The discussions in the finance committee meeting can be more fluid and conversational in nature.

The policy committee, likewise, would receive policies on an annual basis for a comprehensive review and discussion, which would then be submitted to the full board. From an operational standpoint, an annual policy review is preferred to submitting policies monthly.

Effective January 1, 2020, the Library Board formed the Clarington Museums and Advisory Committee (MAAC) to ensure continuity of operations including the Museum's eligibility standards for the annual Community Museum Operating Grant (CMOG). In September 2022, CEO Monika Machacek received confirmation from the Ministry of Heritage, Sport, Tourism and Culture Industries staff that the Museum would maintain eligibility for the CMOG while solely governed by the Library Board.

At the meeting held on December 9, 2019, the Council of the Municipality of Clarington approved Resolution #GG-548-19: "that the Municipality transfer responsibility for the assets currently under the management of the Clarington Museums and Archives Board to the Clarington Public Library Board effective January 1, 2020; and that the Clarington Museums and Archives Board be dissolved, and By-law 2012-093 be repealed, effective January 1, 2020".

Maintaining two (2) governing and advisory bodies for one (1) organization impacts the administrative capacity in operations and historically it is only Library Board trustees who are attending MAAC meetings regularly, with quorum consistently being 'just met'. It is recommended that the Curator and Museum Coordinator attend all Library Board Meetings with a standing item on the Board agenda for Museum & Archives, instead of maintaining a separate committee. Should the Library Board make this change, correspondence will be sent to Municipal Council informing them of the Board's decision.

The Library Board can elect one of its members to be the Ontario Library Service liaison on the Board Assemblies (Appendix B).

Financial Implications

None.

Report Submitted by:
Monika Machacek, Chief Executive Officer
Megan Elliott, Manager of Business Administration

March 23, 2023