

REPORT

Oakville Public Library Board

Meeting Date: September 18, 2024

FROM: Oakville Public Library

DATE: September 9, 2024

SUBJECT: OPL Board Procedural Bylaws Update – September 18, 2024

RECOMMENDATION:

That the updates to the OPL Board Procedural bylaws be received for feedback

KEY FACTS:

The following are key points for consideration with respect to this report:

- In 2022, the OPL Board formed an ad-hoc committee consisting of 3 board members to work with staff to review and update the OPL Board Procedural by-laws.
- Recommended changes were brought to the board and updates approved at the April 28, 2022 board meeting.
- OPL commits to reviewing and updating governance documents on a regular schedule and on an as needed basis.
- In 2024, the following areas have been identified for updates:
 - Remote attendance
 - Addition of workshops to the special meetings section
 - Addition of a section for Public Presentations

BACKGROUND:

In 2022, the OPL Board formed an ad-hoc committee consisting of 3 board members to work with staff to review and update the OPL Board Procedural by-laws. This work was completed and provide at the April 28, 2022 board meeting.

It is OPL's practice to review policies and procedures including the OPL Board Procedural Bylaws on a regular basis and on an as needed basis to ensure clarity and good governance.

COMMENT/OPTIONS:

Over the past year, several items have emerged that are not directly and/or adequately addressed within the OPL Board's current Procedural Bylaws. These three items and the recommended updates include:

- Remote attendance - The requirement for chair approval for board members to attend a meeting remotely has been removed.
- Addition of workshops to the special meetings section - Wording to allow for workshops has been included to align with recent updates to the Town of Oakville's Procedure By-law 2020-011. This inclusion allows the OPL Board to hold meetings for the specific purpose of education and/or training without delegations.
- Addition of a section for Public Presentations – This addition allows organizations and individuals to present information to the OPL Board where there are town-wide impacts and no requirement for action by the board.

APPENDICES:

Appendix A – Draft OPL Board Procedural Bylaws (2024)

Appendix B – OPL Board Procedural Bylaws (2022)

Prepared and submitted by:
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