

REPORT

Oakville Public Library Board

Meeting Date: February 20, 2025

FROM: Oakville Public Library

DATE: February 11, 2025

SUBJECT: OPL Board Procedural Bylaws Update – February 20, 2025

RECOMMENDATION:

That the updates to the OPL Board Procedural bylaws be approved

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
- The OPL Board reviewed the recommended changes at the September 2024 board meeting with no changes provided.
- During a review of all 2024 approved policies, it was discovered that the recommended bylaw updates previously presented to the Oakville Public Library Board for feedback had not been returned for formal approval. To rectify this oversight, the report is now being brought back to the board for official approval.

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:

In 2024, several items emerged that were not directly and/or adequately addressed within the OPL Board's current Procedural Bylaws. These three items and the recommended updates included:

- 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.

The recommended updates were presented to the OPL Board at the September 2024 board meeting with no additional changes recommended.

During a review of all 2024 approved policies, it was discovered that the recommended bylaw updates previously presented to the Oakville Public Library Board for feedback had not been returned for formal approval. To rectify this oversight, the report is now being brought back to the board for official approval.

APPENDICES:

Appendix A – Draft OPL Board Procedural Bylaws (2024)

Appendix B – OPL Board Procedural Bylaws (2022)

Prepared and submitted by:
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