

## **Toronto Public Library Board Self-Evaluation**

<b>Date:</b>	April 25, 2016
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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A motion that the Toronto Public Library Board undertake self-evaluations, beginning in November 2016, is being presented for the Board's consideration. Self-evaluations are considered a best practice and are used by other public library boards in Canada. There are several options available for self-evaluations in terms of content, length and frequency. This report recommends that staff consult with Board members about these options and provide a report to the Board at its October 2016 meeting.

### **RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. undertakes a self-evaluation as a pilot in November 2016 with the results to be reported to the Board, and
2. directs staff to consult with Board members on options for Board self-evaluation and present options and recommendations for the self-evaluation pilot to the Board at the October 2016 Board meeting.

### **FINANCIAL IMPACT**

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There are no financial implications beyond the approved 2016 operating budget.

The Director Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

### **ALIGNMENT WITH STRATEGIC PLAN**

A Board self-evaluation supports effective governance and decision making in key areas, including the achievement of the 2016-2019 Strategic Plan.

## **DECISION HISTORY**

At the March 21, 2016 Board meeting, Councillor Ainslie made the following motion without notice:

*That the Toronto Public Library Board:*

- 1. undertakes a self-evaluation as a pilot in November 2016 and the results to be reported to the Board.*

As the motion did not relate to an urgent matter, it was ruled that the motion could not be considered by the Board under section 19 of the Procedural By-law. Councillor Ainslie agreed to have this motion added to the agenda of the April 25, 2016 Board meeting.

## **ISSUE BACKGROUND**

Self-evaluations, or self-assessments, are used by Boards to help improve governance. Typically, self-evaluation involves a questionnaire that members complete individually. The Chief Executive Officer may also be asked to complete the questionnaire.

Self-assessment tools vary in length and frequency of use, but are generally considered a best practice. Formats include evaluations of the member individually, the Board as a whole or both. Questionnaires can cover topics such as how well the board deals with its functions in relation to goal setting, strategy, compliance, or risk management. Other subjects include conduct during meetings, knowledge of procedures, or its relationship with the CEO. Questionnaires can be provided on paper, online or conducted through in-person interviews.

Other public libraries boards across Canada have used self-evaluations, including Vancouver, Surrey, and Ottawa.

## **COMMENTS**

Prior to engaging in a pilot, this report is recommending that all Board members be consulted by staff on how self-evaluations will be conducted, including subject matter to be evaluated, length, form and frequency. Staff will conduct background research on best practices within the sector and present various options to members during the consultations. Members will also be asked about what their goals are for the evaluations and be presented with options for supporting aspects of board governance if the evaluations indicate a desire for more support in particular areas. The results of both the research and consultations will be reported to the Board at its October 2016 meeting. The Board may select an option for implementation at its November 2016 meeting.

## **CONTACT**

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## SIGNATURE

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City Librarian