

REPORT TO LIBRARY BOARD

JANUARY 23, 2025

SUBJECT: Property & Facilities Oversight Ad-Hoc Committee

PURPOSE: For Approval

PREPARED BY: Michael Ciccone, CEO and Chief Librarian

PRESENTED BY: Michael Ciccone

RECOMMENDATION:

It is recommended that the Library Board approve the formation of the Property & Facilities Oversight Ad-Hoc Committee, approve the appended Terms of Reference for the Committee and assign three Board Members, one of which will be a current member of the Board Executive, to serve on the Committee.

BACKGROUND:

Ad Hoc Committees are created as per Library Board By-Law 4.3 which states:

Various ad hoc committees may be established by motion of the Board to deal with special matters before the Board. A committee may have any number of members, and suggestions for membership shall be sought from Board members at regular or special meetings.

The Board shall appoint members to ad hoc committees and the committee shall appoint a Chair at the first meeting. The CEO or designate shall be the secretary of all ad hoc committees and shall do all those things necessary to further the work of the committee and they shall appoint a minute-taker as necessary.

The Chair, or in the Chair's absence, another member of the committee, shall report to the Board as required. Upon completion of its assignment, an ad hoc committee shall be discharged by motion of the Board.

The Library is facing an unprecedented number of projects and an unprecedented number of decisions to be made by the Board concerning its facilities over the next two years. This includes the required development of a Facilities Master Plan by the end of 2025, which will, in turn, directly influence strategy concerning our facilities for the Library's next Strategic Plan beginning in 2027.

The creation of this Committee will assist the Board in having a full understanding of the Library's position and strategic direction to make these important decisions.

See Addendum 1 or the proposed Terms of Reference

Addendum 1:

Property & Facilities Oversight Ad-Hoc Committee Terms of Reference

Mandate

Two-year mandate to provide oversight and guidance to staff in matters involving property and facility purchasing, sales, leasing and legislative oversight.

Membership

Membership will consist of the following individuals:

- 3 members of the Library Board, one of which will be a member of the Board Executive Committee
- the CEO as an *ex officio* member, who will be a non-voting member and in accordance with the
- *Board-CEO-Linkage* policy, will be the official connection to the operational organization.

The Chair of the Committee will be elected by the members of the Committee at the first meeting. Committee members will serve one-year terms.

Specific Responsibilities

1. In accordance with the Library's *Sale or Other Disposition of Real Property Policy*,
 - a. Ensure that Sale or other disposition of Real Property by the Library is done in a prudent manner and that returns are fair, reasonable and in the best interests of the Library, and
 - b. Transparent and accountable processes are followed in the Sale and other disposition of Real Property.
2. To review new or renewing agreements for facilities leased for the purposes of providing Londoners access to Library services or for other organizational purposes.
3. Ensure the principles established in the Library's *Lease of London Public Library Property by Non-Library Entities Policy* are adhered to when the Library decides to lease space to other organizations within our facilities.
4. To provide input on legislatively required exercises including, but not limited to the Library's Asset Management Plan, Development Charges Study and Facilities Master Plan.
5. To determine whether a permanent Committee is necessary after the work of this committee is completed.

Meeting Frequency

The Committee will meet at least once per quarter. Additional meetings of the Committee

may be called by the Committee Chair or two members of the Committee.

Quorum

A majority of Committee members, including non-voting members, will constitute a quorum.

Reporting

The Committee Chair or designate shall report to the Board on material matters arising at Committee meetings and, where applicable, present the Committee's recommendation to the Board for approval.