

LiRN Library Advisory Team Terms of Reference

Purpose

The LiRN Library Advisory Team (the “Team”) brings together LiRN and Library staff to work in partnership to provide advice on matters relevant to library and network operations to meet the needs of Ontario lawyers. In particular, the Team will consider and provide evidence-based advice on issues such as:

- Network-wide resource acquisition;
- Network designations (local, area, regional);
- Data collection;
- Library operations;
- Professional development opportunities and policies; and
- Additional issues as they arise.

Member Nominations and Staggered Terms

The Team will be made of 8 – 10 members.

LiRN's Managing Director will chair the Team and a LiRN staff member appointed by the Chair will act as the Team Administrator.

Additional Team members will be appointed by the Chair, with reference to geographical parity and including:

- At least two Local Library Reps
- At least two Area Library Reps
- At least two Regional Library Reps

The Chair will solicit expressions of interest from the network and appoint members with consideration of the above criteria.

To minimize disruption, membership terms will be staggered.

Members will be divided into two groups with the number of members in each group being as near to equal as possible.

The term of office of those of the first group will expire at the two year mark; the second group one year thereafter. Each group will have at least one local, area and library rep, such that the balance of reps remains undisturbed.

In subsequent years, the term shall be for two years with an option to extend for an additional year.

New members will be invited to replace outgoing members by July 1.

If a member resigns from the Team, the Chair will invite a replacement with reference to geographical parity and group of library. The new member will serve out the remainder of the departing member's term.

Meeting Attendance

With the Chair's prior approval, individuals and organizations may be invited to participate in the Committee discussions to share additional knowledge, expertise or experience.

The Chair and at least five committee members must be present to constitute a quorum. The Chair and any committee member may appoint a proxy to attend a meeting on their behalf. The Chair should be advised of a member's inability to attend and / or the appointment of a proxy, as soon as is practical.

The Chair and at least half of the committee members must be present to constitute a quorum. The Chair and any committee member may appoint a proxy to attend a meeting on their behalf. The Chair should be advised of a member's inability to attend and / or the appointment of a proxy as soon as is practical. Quorum must include representatives from each library size (local/area/regional) be in attendance.

Frequency of Meetings

The Team will meet via electronically monthly or when required.

Date: November 1, 2021