



Canadian Federation of Library Associations  
Fédération canadienne des associations de bibliothèques

**Minutes of the Annual General Meeting held Wednesday January 30, 2019, Kingsbury Room, Intercontinental Hotel Toronto City Centre, Toronto, ON.**

**Present in person:**

Board Members: Alix-Rae Stefanko (Chair), Julie McKenna (Treasurer), Kathryn Rose (Secretary), Todd Kyle, Paul Takala, Jonathan Bengtson, Norene Erickson, and Katherine McColgan (Executive Director).

Members: Katherine Hanz (ABQLA – 1 Vote), Denis Chouinard (ABPQ – 2 votes), Patricia Doucette (APLA – 1 vote), Shirley Lew (BCLA – 1 vote) Annette DeFaveri (BCLA – 1 vote), Connie Crosby (Canadian Association of Law Libraries – 1 vote), Donna Bourne-Tyson (CARL – 2 votes), Susan Haigh (CARL – 1 vote), Juanita Richardson (Canadian Health Libraries Association – 1 vote), Anita Brooks Kirkland (Canadian School Libraries – 1 vote), Pilar Martinez (Canadian Urban Libraries Council – 3 votes), Tom Eadie (ExLibris – 1 vote), Stephen Abram (FOPL – 2 votes), Briana Ehnes (Library Association of Alberta – 1 vote), Alan Chorney (Manitoba Library Association – 1 vote), Denise Corey (Nova Scotia Library Association – 1 vote), Kerry Badgley (OLA – 3 votes), Sarah Gallagher (Yukon Library Association – 1 vote),

Guest: Jim Lochrie (Parliamentarian)

**Present online:**

Members: Real Gallant (Nunavut Library Association – 1 vote), Alison Jantz (Saskatchewan Library Association – 2 vote), Kate Shore (Newfoundland and Labrador Library Association – 1 vote), Babs Kelly (British Columbia Library Trustees Association – 1 vote), Joanna Aiton Kerr (Canadian Council of Archives – 1 vote)

**Regrets:** AMPLO, ABCPLD, NWTLA

**1. Welcome and Introductions**

A-R. Stefanko (Chair): Called the meeting to order at 10:38a.m. ET. Read the land acknowledgement and provided an overview of the meeting procedures. Introduced Chief Stacy Leforme who provided a welcome to the group.

**2. Verification of Quorum**

K. Rose confirmed five delegates online and 15 in person, six votes online and 23 votes in person, quorum is seven or 25% of our members; quorum has been achieved.

### 3. Approval of Standing Rules of Order

*Resolution 2019-01: The membership adopts the Standing Rules of Order*

It was agreed by the members that the Standing Rules of Order were provided in advance and therefore a reading was not required.

Motion: Approval of the standing rules

Mover: Kerry Badgley (OLA)

Seconder: Stephen Abram (FOPL)

Discussion: None

In favour: 23 in person, 6 online.

Against: 0 in person, 0 online.

Motion carried.

### 4. Approval of Agenda

Motion: To approve the agenda as presented.

Mover: Alix-Rae Stefanko (Chair)

In favour: 23 in person, 6 online.

Against: 0 in person, 0 online.

Motion carried.

### 5. Approval of the minutes of the 2017 Annual General Meeting

Correction: Canadian Association Law Libraries was a member and present at the meeting

### 6. Approval of the minutes of the 2018 Annual General Meeting

Correction: Remove 's' from last name 'Abrams' throughout the document.

Motion: Acceptance of the 2017 and 2018 Minutes as corrected.

Mover: Alix-Rae Stefanko (Chair) moved the minutes to be approved with corrections. A seconder and vote is not required.

### 7. Report from the Chair

A-R. Stefanko highlighted the work of several committees over the past year, including the Governance Working Group and Strategic Planning Working Group. The Strategic Planning Working Group is on the cusp of releasing CFLA-FCAB's first strategic plan. CFLA-FCAB partnered with the Saskatchewan Library Association to host its first National Forum in Regina on May 2, 2018.

She thanked outgoing board members Robin Canuel, Kathryn Rose, Camille Callison and Carole Lagüe for their support to the work of CFLA-FCAB.

Special thanks was extended to the Executive Committee and the strategic committee Chairs Victoria Owen, Chris Carr, Richard Beaudry, and Camille Callison, noting that C. Callison is ending her term as committee Chair. She also thanked CFLA-FCAB's Executive Director, Katherine McColgan.

## **8. Approval of the Amendments to Bylaw No. 1**

*Resolution 2019-02: The membership adopts the amendments to Bylaw No. 1 to take effect at the adjournment of the 2019 Annual General Meeting.*

Motion from the floor: Member moved that we vote on these items as an omnibus motion.

Mover: Stephen Abram (FOPL)

Seconder: Pilar Martinez (CULC)

In favour: 23 in favour in person. 6 in favour online.

Against: none

Motion carried.

Motion: Move to approve the changes to Bylaw no 1.

Mover: Patricia Doucette (APLA)

Seconder: Katherine Hanz (ABQL)

In favour: 23 in person. 6 online.

Against: none

Motion carried.

## **9. Treasurer's Report**

J. McKenna advised members that CFLA-FCAB welcomed four new members in 2017-2018; Canadian School Libraries, Canadian Health Libraries Association, Administrators of Medium-Sized Public Libraries of Ontario, and the Canadian Association of Law Libraries, bringing our total membership at the end of August 2018 to 25. In the current fiscal year (2018-2019), there were changes to the Manitoba Library Association. The merger of the Manitoba Library Trustees into the Manitoba Libraries Association called for the end of the Manitoba Library Trustees' Association membership. We are grateful to Manitoba Libraries Association for continuing the previous financial commitment by increasing their contribution.

The Treasurer also noted that the CFLA-FCAB this past year that CFLA-FCAB did not have a member representative on the Board of Directors and was pleased to report that CFLA-FCAB received a nomination to the Board of Directors and that the Nunavut Library Association and the Northwest Territories Library Association have joined CFLA-FCAB as paying members.

The CFLA-FCAB Board has budgeted a minor increase for membership growth in fiscal 2018-2019, noting the greater the diversity of members in the Federation, the stronger our voice will be for libraries in Canada. She invited members to approach any Board member for further information.

## 9.1 Presentation of Public Accountant Review Engagement

J. McKenna advised members the report from the review engagement undertaken by the public accountant and notes are the responsibility of management. They have been prepared in accordance with Canadian accounting standards for not-for-profit organizations by Ousley, Hanvey, Clipsham, Deep, LLP (OHCD), and are reviewed and approved by the Board of Directors prior to finalization and distribution to the membership.

Both the review engagement report and notes are available on AGM page on the CFLA-FCAB website.

The Independent Practitioner's Review Engagement Report that precedes the financial statements confirms that the financial statements present fairly the financial position and results of CFLA-FCAB operations for the year ended August 31, 2018. I am pleased to report there were no areas of concern or improvement identified in either the management letter or in the review engagement report provided to the Board.

The Treasurer provided a brief overview of some notable points in the Federation's financial activity. The inaugural National Forum, originally planned as a break-even event, yielded net revenues for CFLA-FCAB of just under \$10,500 for the year.

The RDA Toolkit was a tool developed as a partnership of CLA, ALA, and CILIP. CFLA-FCAB assumed CLA's role in this partnership agreement, along with any royalties in 2016. The Federation received revenues on these royalties in the 2016-17 fiscal year and had budgeted to receive these royalties in 2017-18. During the 2017-18 fiscal year however, we learned from the RDA Board that work was to be done to upgrade the toolkit. This meant that all revenues received for the toolkit would be used for the updates and therefore CFLA-FCAB did not receive the estimated \$15,000 in revenues.

The CFLA-FCAB Board committed to begin building reserves for the organization in 2017-18. CFLA-FCAB would commit surplus funds, when available, to a reserve. As such, we invested \$3,000 in to a GIC held by Scotiabank.

The Federation ended the year with a small surplus of \$9,249 making this, as the second full year of operations, the second year of operations ending in the black.

*Resolution 2019-03: The membership acknowledges receipt of the Public Accountant Review Engagement dated August 31, 2018.*

Motion: The membership acknowledges receipt of the Public Accountant Review Engagement dated August 31, 2018.

Mover: Donna Bourne-Tyson (CARL)

Second: Juanita Richardson (CHLA)

In favour: 23 in person. 6 online.  
Against: None  
Motion carried.

## 9.2 Appointment of Public Accountant

*Resolution 2019-04: The membership accepts the Board recommendation to select Ousley, Hanvey, Clipsham, Deep, as Public Accountants for the 2019 fiscal year.*

Each year, the Board recommends Public Accountants for the financial review engagement process to the membership the Corporation. During the review engagement process, management and the Board review the process undertaken and assess whether the firm has acted in a responsible, efficient and supportive manner and has been engaged and providing guidance and support through the process.

The Board of Directors was very satisfied with the work undertaken by OHCD.

Motion: That the firm of Ousley, Hanvey, Clipsham, Deep, LLP be appointed as the public accountants of the Corporation for the fiscal year ending August 31, 2019, and that the Directors of the Corporation be authorized to fix the auditor's remuneration.

Mover: Susan Haigh (CARL)

Seconder: Katherine Hanz (ABQL)

In favour: 23 present. 6 online.

Against: None

Motion carried.

## 10. Secretary's Report

### 10.1 Presentation of Slate of Candidates and Call for Nominations from the Floor

*Resolution 2019-05: The membership accepts the slate of candidates nominated in accordance with Bylaw No. 1 to serve on the Board of Directors.*

A. Stefanko presented the slate brought forward according to Bylaw article 32 and called for further nominations from the floor. None were received.

The Chair declared the nominations closed and declared the slate of candidates adopted by acclamation.

## 11. Executive Director's Report

K. McColgan welcomed members to the meeting noting it is the third Annual General Meeting of the Federation and her second as Executive Director.

She advised members the work of CFLA-FCAB is guided by an underlying goal of being able to advocate on issues that affect libraries across all sectors.

She noted that the strategic committees of CFLA-FCAB have been very active. The Cataloguing and Metadata Standards Committee, led by Chris Carr, has launched a BIBFRAME readiness taskforce to respond to the announcement in June 2018 from Library of Congress of the change from MARC to BIBFRAME. The task group is a partnership of CFLA-FCAB with LAC, BaNQ, and the Library of Parliament to assess Canada's readiness and to develop guidelines and policies and standards to help with the transition. CFLA-FCAB is also in partnership with ALA and CILIP in the governance and management of the RDA Toolkit. Revisions are being made to the toolkit and the next generation is scheduled to be launched in Spring 2019. The CMSC is collaborating with the Indigenous Matters Committee on the decolonization of classifications and subject headings.

The Copyright Committee is led by Victoria Owen and was active in the advocacy arena. The committee was pleased to see the announcement of the Copyright Board of Canada review noting that two items CFLA-FCAB had put forward as recommendations; the removal of retroactive tariffs and the consideration of public interest were identified in the report. The committee was also very active in the Parliamentary Review of the *Copyright Act*. V. Owen and K. McColgan appeared before INDU as part of the consultations and met with several Members of Parliament in separate meetings. K. McColgan and Jeannie Bail also had the opportunity to meet with Members of Parliament later in the year. CFLA-FCAB worked to coordinate appearances for members as part of the INDU cross-country consultations and provided a number of tools and backgrounders for members to use. CFLA-FCAB and CARL submitted a joint brief to Canadian Heritage on creator remuneration. K. McColgan thanked Mark Swartz (Queen's University) for his work on the brief. CFLA-FCAB also continued its work in WIPO SCCR.

In December 2017, at the request of the former Minister of Sport and Persons with Disabilities, the Working Group on Alternate Format Materials for Canadians with Print Disabilities (the Working Group) was established to support the development of a strategy to address the gap in published materials available in multiple, accessible formats for Canadians with print disabilities.

Teresa Johnson, Research & Planning Librarian with the New Brunswick Public Library Service was the CFLA-FCAB representative. A final report was presented to the Minister's office in spring 2018. Budget 2018 allotted money to Canadian Heritage for the accessibility file. CFLA-FCAB has met with senior policy advisors on this topic; conversations continue.

The Indigenous Matters Committee has also been very busy over the last year. It is a very large committee separated into smaller working groups committed to move forward on the issues on indigenous knowledge and addressing the recommendations from the government's Truth and Reconciliation Committee Report. The committee helped to organize the first meeting of NIKLA – National Indigenous Language and Knowledge Alliance who met January 29th to discuss the formation of this national organization. More information will be forthcoming. The committee is also developing an information gathering survey that will be

shared with members in the coming weeks. Members are encouraged to share widely.

Administratively, much work has been done on the website to create a fully bilingual website, and CFLA-FCAB hired a part-time clerk for 10 hours a week to help with general office work, website maintenance and communications.

The committees have a number of things they are working on that will be coming out in the new year; copyright is working on statements related to CUSMA and the effects of increasing to life+70, implementing the Marrakesh Treaty, e-book licensing, and the right to be forgotten. Intellectual Freedom is working on a toolkit and reviewing the existing intellectual freedom statement for potential revision. A statement on the use of public library space is currently being drafted.

In response to a question from the floor, K. McColgan advised members that the preliminary draft strategic plan report handed out at the beginning of the meeting will be circulated electronically for feedback. She noted there were more than 100 responses received which reflects a real interest on the activities of CFLA-FCAB. K. McColgan thanked everyone who took the time to respond. She advised members once the plan is finalized, work will begin to operationalize the initiatives.

## **12. Other Business**

No other business was raised from the floor.

A-R. Stefanko reminded members that the 2018 National Forum resulted in a Forum paper that helped identify areas for CFLA-FCAB and the greater library community to move forward in the areas of artificial intelligence and intellectual freedom.

In April 2018, CFLA-FCAB issued a call for interest to host a future national Forum. The Board received a few responses and are working through those proposals. She advised Board members that the Board did approve the proposal for a joint meeting with the Manitoba Library Association to be held in Winnipeg in April 2020 and that this is the 150<sup>th</sup> Anniversary of the province.

The Chair once again thanked past and continuing Board members for their work in supporting the Federation and thanked all those in attendance.

## **13. Adjournment**

The meeting adjourned at 11:36a.m. ET.