



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

Board of Directors Meeting

Wednesday January 30, 2019

12:00pm – 3:00pm EDT

Salle Halton Room, Hôtel Intercontinental Hotel Zoom: <https://zoom.us/j/594698074>

MINUTES

Attendance: Sonia Smith, Ryan Lewis, Stacy Allison-Cassin, Julie McKenna, Paul Takala, Todd Kyle, Jonathon Bengtson, Alix-Rae Stefanko, Katherine McColgan. Norene Erickson (minutes)

Via Zoom: Ron Knowling, Katya Borrás

Regrets: Christine Middlemass

ACTION ITEMS ARISING FROM MEETING

ACTION: (K. McColgan) Put this Orientation powerpoint on the CFLA website for information for prospective Board members.

ACTION: (K. McColgan) will advise IFC that we have approved Use of Library Space Statement without the Best Practices

ACTION: (K. McColgan) will send out to Board members as quickly as possible so feedback can be as quick as possible (prefer Jan. 31st).

ACTION: (S. Allison-Cassin) to go back to Colette Poitras and submit form for UNESCO International Year of Indigenous Languages. Strive to have something ready for February 1st. This does not have to come back to Board level.

ACTION: (T. Kyle) Strategic plan: include economic impact on libraries be included in the third statement

ACTION: (Everyone) Any further ideas for strategic plan to be sent to T. Kyle.

ACTION: (K. McColgan): IFLA Honors and Awards: will find more information on names suggested. Deadline Feb. 22nd for nominations.

ACTION: (A. Stefanko): Board representation on Committees: discuss at future Board meeting for further consideration.

ACTION: (K. McColgan): Open Gov't Global Committee: send information to the Board (the same information sent to Committees).

ACTION: (A. Stefanko): report from Partnership meeting for next Board meeting.

ACTION: (S. Allison-Cassin and J. McKenna): report from NIKLA-ANKLA meeting for next Board meeting

1. Approval of Agenda

Added to Other Business:

12.1: Land acknowledgements at meetings

12.2: NIKLA-ANKLA meeting update (Jan. 29)

12.3: Partnership meeting

14: In-Camera Discussion, noting none planned for today
Change adjournment to 15

A-R. Stefanko moved that agenda is approved with these additions and changes.
Accepted.

2. Appointment of Officers

Chair, Vice-Chair, Secretary, Treasurer positions to be filled, with option to add a fifth person as part of the Executive Committee. There is a full slate with the exception of the Treasurer position.

Nominees: A Stefanko – returning Chair; T. Kyle – Vice-Chair; N. Erickson – Secretary

Call for Treasurer: no nominations from the floor at this time

MOTION: Accept the slate of officers as presented. Moved by J. McKenna. S. Smith seconds. A. Stefanko amends motion to nominate P. Takala as fifth member. Amendment accepted by J. McKenna and S. Smith. No other nominations or self-nominations presented. Amended Motion carries.

3. Conflict of Interest Check

P. Takala: explanation for new Board members on purpose of Conflict of Interest check and when this should be declared by an Officer. None declared.

4. Receipt of Board Policies

Governance committee has done some work in Fall 2018 to refine these policies. The ongoing Board members are aware of these policies and they have been accepted, but these are highlighted here for new, incoming Board members

P. Takala: Board has a role to engage their member associations with contents of the meetings, with the exception of in-camera discussions. Ongoing dialog and keeping member associations informed is important.

J. McKenna: we are here as representatives of our respective associations and cannot ask for input all the time before making decisions on their behalf. Our role is to keep our associations informed and make decisions on behalf of our trusted representative.

5. Board Orientation

A. Stefanko: Orientation powerpoint was designed to provide Board members with a good summary of what it means to be a Board member and with further insight into the organization.

N. Erickson: meant to be viewed on Board's own time, individuals can work through the activities or just view each slide. Become familiar with the Google Drive as well, which contains all the business of the CFLA Board.

ACTION: Put this Orientation powerpoint on the CFLA website for information for prospective Board members.

6. Approval of Consent Agenda

- 6.1. Minutes of the January 18, 2019
- 6.2. Board decisions made by email
- 6.3. Report from the Executive
- 6.4. Business Arising from the Minutes

MOTION: Acceptance of the Consent Agenda. Minor change to January 18, 2019 minutes; Item 7.6 CUSMA: change to "released our own statement". Moved by T. Kyle. J. Bengtson Seconds. Motion carries.

7. Treasurer's Report

J. McKenna provided a short report and explanation of the budget, particularly for new Board members.

Budget for year end is August 31st. Board made decision not to include budget information for the National Forum because there was not a motion in place to accept another Forum, and instead will establish a separate project budget if a motion came forward for 2019.

S. Smith: clarification about the profits of the Forum and how the money is split.

J. McKenna: SLA did very well profit-wise with CULC and CARL meetings happening at the same time/same place which helped increase revenue.

A. Stefanko: sponsorships and exhibitors helped as well with generating revenue for the Forum. A formula had been developed to understand how things would be split between CFLA and the local association. This is information detailed in the MOU. (Memorandum of Understanding).

J. McKenna: we are looking for membership growth which is happening already. We do want to continue to grow the association.

J. McKenna: Royalties are still estimated low because of the RDA Toolkit; when that work is completed we will know from ALA when to expect further revenue stream.

K. McColgan: the work should be completed sometime this spring, so we won't know if we will see revenue from 2019 so we conservatively budgeted 'not'.

J. McKenna: In Expenses, we have administrative/contract support. K. McColgan described her time split between CARL and CFLA.

Contract services line in budget is a placeholder in case we need to hire outside services; one possibility is hiring a bookkeeper for some of the work; this will be discussed at a later date.

Professional fees: for our auditor. CFLA is now a soliciting organization. Once we started receiving royalties, it means our revenues were not solely membership fees which means we have to move to a review engagement or a full audit. Last year it was proposed to the membership we would do a review engagement – so much less expensive and our details of our budget is not complex. We also voted the same this year. We can do this until we reach revenues of \$200K or more at which time an audit is required.

Professional development: has already expensed.

Government relations: Impact Public Affairs; we have them on retainer to work with us on this. In response to a question K. McColgan noted the retainer is for one year to be reviewed in August 2019.

Translation: for translation services for things we put out publicly. Katherine can do some, but when it's a forward-facing document, we engage a translator co. We have been happy with the service.

8. Executive Director's Report

K. McColgan: nothing to add. Written report given every other month. First presented to the Board then sent to the broader community.

It was noted the annual report is in its final stages and will be posted online as soon as it is ready.

9. Decision Items

9.1. Approval of Committee Chairs

A. Stefanko: Board will acknowledge approval of Committee Chairs. In addition, we will discuss working groups (Strategic Planning, Governance) to explain where they are at and if we need more members.

Committee Chairs: IFC chaired by Richard Beaudry, who was appointed in April 2018 for 2-year term.

Cataloguing: Christopher Carr in the role, not up for renewal at this point.

Copyright: Victoria Owen has been chairing for 2 years and the committee would like to put her name forward for an additional two-year term.

IMC: Camille Callison was Chair and is stepping down after 2-year term; Chair name put forward is Colette Poitras who has been acting as Vice-Chair for the committee. She has asked for a one-year term appointment.

MOTION: Accept the committee Committee Chairs as presented. Moved by J. McKenna. P Takala seconds. Motion carries.

Strategic Planning working group: T. Kyle is Chair. P. Takala, A. Stefanko and J. Bengtson are board members on the group. No need to add new members at this time.

Governance working group: looks at bylaws and policies, primarily. There is no appointed Chair but led for the most part by A. Stefanko. Also on the committee: P. Takala, T. Kyle, Camille Callison, Shelagh Patterson. Have not yet had conversations if Camille and Shelagh are willing to stay on. If anyone was interested they could declare it now. J. McKenna expressed interest and would like to take a lead in looking at financial policies.

9.2. Approval of CFLA-FCAB E-Books Statement

K. McColgan: preamble. Copyright committee has put a lot of work into this, following the work done by CULC on the statement of e-books. Once approved it will be translated. We use these documents quite heavily when talking to government. Helps to

facilitate these discussions and provide background information. Also to state publicly where we are with respects to some policies. The committee has worked on this for quite a while. Katherine has no concerns for the statement as it is.

MOTION: Approve E-Books Statement as presented. Moved by T. Kyle. P. Takala seconds. Motion carries.

9.3. Approval of CFLA-FCAB Use of Library Space

Statement prepared by the Intellectual Freedom Committee

K. McColgan preamble: worked on primarily over Christmas break; the Committee is providing this draft for approval after a number of drafts and edits.

While we don't normally make statements in support of individual issues, yet this issue has arisen at several different library locations, so the Board recognized this is an issue affecting all of our libraries regularly so it warranted the national association to make a statement.

This is a general statement we would put on the CFLA website and forming part of our Intellectual Freedom toolkit.

J. McKenna: recommends not including the addendum because legal counsel has advised different recommendations than those included in the addendum.

T. Kyle: addendum is somewhat superfluous however it might be material used in a toolkit (but with more consideration, after a more thorough review). Believes page one is sufficient.

MOTION: to approve this Draft without the addendum. Moved by J. McKenna. T. Kyle seconds. Further discussion:

P. Takala: need to share this feedback with the IFC as they develop the toolkit.

A. Stefanko: good idea to reach out to certain CEO's who have dealt with these situations, as to their perspectives on the best practices. (Geoff Barber, Pilar Martinez, Christine Castell for example).

K. McColgan: **ACTION:** will advise IFC

Motion carries.

9.4. Approval of the Indigenous Matters Committee Survey

K. McColgan: Committee said short turnaround time frame would be appreciated.

Asking fairly high level, straightforward questions on policies in libraries regarding indigenous library services.

A. Stefanko: Board to look at survey in next 24 hours and will look for Board approval so they can move forward.

Survey was translated by someone on the committee; K. McColgan will look at survey to make sure there are no errors with the translation.

J. McKenna: can this content be copy and pasted into a Google Doc to add comments and suggestions?

ACTION: K. McColgan will send out to Board members as quickly as possible so feedback can be as quick as possible (prefer Jan. 31st).

9.5. UNESCO International Year of Indigenous Languages

K. McColgan: CFLA to sign on as a partner to UNESCO Int'l Year of Indigenous Languages

S. Allison-Cassin: strongly endorses this international initiative; valuable for libraries who want to link programming in the next year.

A. Stefanko: any other actions CFLA could take?

S. Allison-Cassin: yes, coupling our endorsement with a press release saying we have endorsed this and to think of ways we can engage with this at the various association level.

A. Stefanko; someone to go back to Colette Poitras to compose the words to add to the form, then can 'submit'.

ACTION: S. Allison-Cassin will do this. Will strive to have something ready for February 1st. This does not have to come back to Board level.

MOTION: charge the Chair of IMC and S. Allison-Cassin, A. Stefanko, and K. McColgan to come forward with a statement to be made on how we support this UNESCO document and it be put forward by Feb. 1st. Press release should be not long afterwards.

Moved by J. McKenna. S. Smith seconds. Motion carries.

10. Discussion Items

10.1. CFLA-FCAB Draft Strategic Plan

A. Stefanko: spoke to Partnership about this yesterday, circulated at AGM today, committed to circulating preliminary draft to membership.

T. Kyle: this is the committee's work, more work to come to refine.

ACTION: Requested that the committee include economic impact on libraries be included in #3.

ACTION: Any further ideas to be sent to T. Kyle.

10.2. Joint Meeting MOU

A. Stefanko: this was created in preparation with working with organizations on projects; e.g. National Forum. Some Board members have supplied feedback, is there still more work to be done?

J. McKenna: is satisfied with the MOU as it stands. Some sort of back-out clause would be good.

A. Stefanko: propose that we look to approve at next Board meeting in February, no

urgency.

T. Kyle: helpful that this document is flexible; can operate as a 'to-do' list which is really useful.

10.3. IFLA Honours and Awards

K. McColgan: IFLA is looking for calls for nominations if you know anyone you would like to nominate. Deadline: February 22nd.

Board members discussed possible suggestions for nominations.

ACTION: K. McColgan: will find more information on these names.

10.4 CFLA-FCAB Election Campaign

K. McColgan: this is a draft strategy proposed to us by Impact Public Affairs on how to reach out to local MP's etc moving into the election. Does Board feel this is the path we want to go down in establishing a toolkit? K. McColgan to continue to work with Impact Public Affairs on this document and the direction.

No concerns heard about pursuing this campaign for the next election.

J. McKenna: cost is within our budget for these services? K. McColgan confirmed yes.

T. Kyle: recent survey supports these initiatives suggested by the document.

10.5 Board Representation and Renewal on CFLA-FCAB Committees

Take P. Takala name off of Copyright; Need a Board member on the IFC since all three are no longer on the Board. K. McColgan reminded the Board that she sits in on all these committee meetings as much as she can -- just to have information on what committees are doing and to report back to Board or answer questions.

J. McKenna: should maybe be a Board member instead of Katherine's time. Would like to see us move in this direction. Katherine's load heavy on 80% time. National Forum in 2020 will add to that time.

ACTION: A. Stefanko: will bring this back in future Board meeting for further consideration.

S. Smith: already participates in IMC. S. Allison-Cassin is Vice-Chair of IMC.

10.6 Open Government Global Summit

K. McColgan: This is an int'l conference hosted by Canada this spring (May 29-31st 2019 in Ottawa). CFLA has had a great interest in open governance and participated in a number of their consultations. First piece is to put together a panel discussion where libraries will present on Open Government. Second piece is they are looking to partner with libraries, where libraries could host a streaming event where public could participate. Great way for libraries to step up and be seen as partners in the Open Government initiative. They did a call for interest in themes; now sending a call for proposals for the panels. The deadline is the end of next week. Katherine's reached out

to all committees if there are themes or panel members to consider. Lots of pieces in the themes that relate to us (libraries). Each applicant can put forth two proposals so we could do 2 or 1 that satisfies the breadth of issues. Hate to miss this opportunity as Treasury Board took the time to talk to us about this proposal. The summit is 2000 people from around the world, mostly government officials. Good for CFLA to be there as part of the summit.

ACTION: A. Stefanko: can you send to the Board the same information sent to Committees?

T. Kyle: can CFLA participate if no proposal is put forth or accepted?

K. McColgan: we can apply to attend but no guarantees because of limit on attendance. The proposal even if declined, would look good and shows our commitment and interest in participating.

10.7 2019 AGM review and next steps

K. Rose will supply minutes; need some time to pull together this document and K. Rose has some recommendations for next year's AGM as well. Overall, we are very pleased with how the AGM went today.

The Board thanked J. Lochrie, Parliamentarian, for his work to organize the process. It was noted that he provided CFLA with a significant rebate on his fees owing to the organization being a fledgling and trying to grow. He put in a tremendous amount of work for CFLA, between bylaws and scripting of AGM in particular.

10.8 Committee Reports

No committee reports. Board members can be assured to find these summaries in future Board packages.

11. Future Meetings

11.1. 2019 National Forum

A. Stefanko: Meeting with ASTED (now FMD) shortly. They are interested in perhaps partnering in October 2019 at their conference. They are not members of CFLA at this time, a discussion will provide more information to bring back to the Board.

11.2. 2020 Annual General Meeting

A. Stefanko: we will look at booking space for 2020 and identify the date, always during OLA. We submit our AGM during the call for proposals. All the committees should submit proposals and CFLA will gladly help to support making this happen.

11.3. 2020 National Forum

April 6-9, 2020 with Manitoba Library Association. CULC is prepared to do their spring meeting at this time, and CARL already has their meeting booked for Newfoundland not at this time, but CARL Directors would potentially be available to attend.

12. Other Business

12.1. Land acknowledgements:

S. Allison-Cassin: what is the protocol and practice; could there be consultation with local people to make sure information is correct. What is process?

Land acknowledgment for the AGM was from OLA and other institutions that are all copied from others. S. Allison-Cassin: this can be an issue if information isn't correct – delivering it is always a challenge. Worth thinking about how those are delivered. Developing a dialogue about land acknowledgements; respectful relationship; continuing to learn; to show you've put personal effort and care, that is part of building reconciliation and care.

12.2. Partnership meeting

A Stefanko presented yesterday at the Partnership meeting. **ACTION:** Will put together a report for next meeting.

12.3. NIKLA-ANKLA Meeting

S. Allison-Cassin and J. McKenna both were a part of their inaugural meeting on January 29th.

ACTION: A. Stefanko asked them to submit report in time for the next meeting.

13. Next Board Meeting

A-R. Stefanko reviewed the Board and Executive Committee meeting schedule noting meetings on Fridays at noon eastern time 12:00 – 2:00 pm EST

Have historically met on a four week schedule and are proposing to meet every six weeks; agreed. Executive meetings would also move to a six-week schedule and will be timed to support preparation for the Board meetings.

14. In-Camera discussion

There was no in-cameral discussion.

15. Adjourn

A. Stefanko moved to adjourn at 3:12 pm