



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

**Board of Directors Meeting
Réunion du Conseil d'administration**

Friday May 24, 2019 – vendredi 24 mai 2019

12:00pm – 2:00pm ET – 12 h à 14 h HE

Zoom: <https://zoom.us/j/484413545>

AGENDA – ORDRE DU JOUR

Present: A Stefanko, T. Kyle, P. Takala, S. Allison-Cassin, N. Erickson, R. Lewis, K. Borrás, C. Middlemass, J. McKenna

Regrets: K. McColgan, J. Bengston, S. Smith, R. Knowling

1. Welcome and Approval of Agenda

Mots d'ouverture et approbation de l'ordre du jour

Meeting called to order at 12:08 p.m. EST.

Roll call: quorum is established.

Zoom call will be recorded for K. McColgan's sake since she is away from the call. Will be deleted after Katherine is able to view it.

Added item on agenda: Mike Ridley will come onto the Zoom call; we will insert it in the agenda once he is on the call around 12:30 pm. (regarding AI project).

Under 8 (National Forum), also will discuss the ABQLA proposal from the April 12th letter (from ABQLA Board). Place under Other Business (9.1) – Letter to Host National Forum.

May have to revisit the July 5th meeting date. TBA.

2. Conflict of Interest Check

Vérification du conflit d'intérêts

No conflict declared.

3. Approval of Consent Agenda

Approbation de l'ordre du jour des consentements

3.1. Approval of the Minutes of the April 12, 2019 Board meeting

Document N° 1

Approbation du procès-verbal de la réunion du CA tenue le
12 avril 2019

3.2. Board decisions made by email
Décisions du CA prises par courriel

3.3. Report from the Executive Committee
Rapport du Comité executive

Document N° 2, N° 3

3.4. Business Arising from the Minutes

Document N° 4

Affaires déroulantes des procès-verbaux

Executive Committee reports from March 29th and May 10th (correction on date made for May 10th minutes).

J. McKenna's action item IS complete – NIKLA-ANKLA membership in CFLA-FCAB (January 18, 2019). (correction will be made)

Emphasize importance of meeting minutes; capture as clearly as possibly; ensure we are always looking back on minutes and to make sure issues are captured accurately and appropriately.

C. Middlemass moved to accept Consent Agenda. P. Takala seconded. Carried. Unanimous.

4. Treasurer's Report

Rapport du trésorier

P. Takala does not have a report at this time.

The budget will begin to be prepared for Sept 1, 2019 – August 31, 2020 fiscal year.

5. Executive Director's Report

Document N° 5

Rapport de la directrice générale

This report is for information. A Stefanko asked if there were comments or questions. Not yet sent out to membership. One important piece – "Save the Date" on the National Forum – should be added to the website, not embedded within this document only.

ACTION: Post information on "Save the Date" for the National Forum on the website.

P. Takala mentioned that the Challenges Survey – lack of awareness in CULC that challenges can be documented anytime. We should do an awareness campaign around this, so people know this is available all the time. C. Middlemass agreed – noticed a lack of awareness at BCLA Conference who should have been aware but weren't.

ACTION: Will look at how to build awareness of the Challenges Survey and that it is open all year now (not just collected once a year)

J. McKenna – populate Indigenous Survey in more obvious places and ask the IMC to extend the survey because many are not aware it is there. S. Allison-Cassin thanked Julie for the comments; Stacey had a brief conversation with Katherine and that we would like to update

the IMC portion of the website more regularly to be able to push out information easier. Also talked about having several intake dates to the survey; intake periods; take responses on a rolling basis.

ACTION: Look into making this survey more widely available. A Stefanko will take this back to K. McColgan.

6. Decision Items

Points de décision

6.1. 2020 National Forum

Forum national 2020

A Stefanko : forum set to go April 6-8, 2020 in Winnipeg; there are no conflicts with CULC or CARL so hopefully good attendance with that group.

Manitoba Libraries' conference April 6-7th then CFLA Forum on Wednesday, April 8th at Delta Hotel in Winnipeg.

CFLA welcoming reception – evening of April 7th, 2020. Looking at the Canadian Museum for Human Rights as a location/tour, then reception at that venue. The Museum has been booked. Executive committee has formed: MLA, CFLA (Katherine and Alix-Rae) – has been three meetings so far. Libraries: Convergence Under Living Skies is the tag line.

Can begin to send info out to our membership and on our website. MLA would do the same by forwarding CFLA message about the Forum.

T. Kyle offered support as far as getting messages out via social media.

A. Stefanko: important for program developers to have CFLA on board with the planning. The Forum is a one-day event, mean to incite debate and discussion on issues relevant to our members; drive forward policy development; framework for direction of libraries on a particular matter. Past Forum had recommendations that came forward from the 2018 Forum so we have no reason to deviate from this format.

Start with an opening keynote – someone to spark the tone for the day. To be discussed.

Two themes: indigenous matters; intellectual freedom and how it intersects with Equity, Diversity and Inclusion. A number of issues have come up even in the last year in Canada, and this discussion is ongoing. The IFC only began its work a year ago, so there areas that the IFC has worked on that can help inform and encourage discussion at the next Forum. When it comes to EDI, we are seeing this coming up frequently at provincial and national levels. CARL has recently hired a project officer towards an EDI strategy, so there is probably interest in CARL involvement. Executive Committee did discuss and unanimously support bringing these ideas to the Board today.

Motion: T. Kyle: The Board accepts, endorses and recommends to the program committee the two broad-stroke themes of indigenous matters and IF and intersection with Equity, Diversity and Inclusion for the National Forum program on April 8th, 2020. N. Erickson seconds. S.

Allison-Cassin asking if there are two program committees on the two separate themes and does this make it disjointed? Manitoba's anniversary is next year; meaningful having the indigenous matters focus. One question on the IF: couching in terms of diversity and inclusion. Couch it more in terms of human rights? A. Stefanko – there was one program committee and leads on each area, at last year's Forum. Whether that happens this year or not, is not yet determined. Possibly different leads on each topic, but one program committee. Motion carried.

Program Chair: Would like to appoint a program chair to this work. Have to get together Terms of Reference and the call out sooner rather than later so would be good to have a Chair in place.

A Stefanko: Moves that the Board appoint S. Allison-Cassin as the Chair of the 2020 CFLA National Forum Program Committee. P. Takala seconds. Motion carried. Unanimous.

7. Discussion Items

Points de discussion

- 7.1. CFLA-FCAB Strategic Plan * Document N° 6
Plan stratégique de la FCAB-CFLA

Preamble A. Stefanko : Strategic Plan was developed over the course of a year. Has gone through the Board for higher level, visionary thinking, wordsmithing, and has also come back to the Executive for discussion and development. This is the proposed final version of the Strategic Plan coming into place September 1, 2019. One thing removed was illustrative examples in the third column. Not part of final document. Blocks at the base of the document show its alignment with Sustainability Development Goals for Canada.

T. Kyle noted a couple minor errors to change:

Change footnote to delete "illustrative examples".

SDG's titled Canada's SDG but in the third priority it still refers to United Nations. Change.

ACTION after adoption: Operational plan; Communicate with Members.

J. McKenna – would like to see the priorities numbered.

International/National policy mentioned once but then not again. Second objective under first Strategic priority only mentions Canada, not the world whereas the priority states "international". Change phrase: "strengthen the capacity of our sector throughout Canada" to "strengthen our capacity for influence nationally and internationally".

K. Borrás – clarify that a translation will be conducted. Answer is yes.

A Stefanko moved that we accept the 2019-2022 Strategic Plan as presented with the couple of changes noted. P. Takala seconded. Motion carried. Unanimous.

- 7.2. BCLA Response * Document N° 7
Réponse à la BCLA

Tabled. Ran out of time.

M. Ridley joined the call at 12:30 pm. Welcomed by A Stefanko with an introduction and reminder that 2018 National Forum focused on an AI panel and program. The National Forum paper included a variety of summary work and community responses towards AI. Heard that training materials were needed, integrating AI materials, education, advocacy, etc. (recommendations that came out of the 2018 Forum).

M. Ridley highlighted that CIFAR was part of the 2018 Forum. They have been very impressed with the library community in terms of what they've done and what they can do and be a partner with CIFAR (a federally funded agency that supports AI initiatives in Canada).

The ongoing communication with CIFAR led to this proposal in front of the Board today.

Clear we needed leadership partners to pull it off. The basic idea is to create strategies, resources, services that each library can use to create their own programming around AI (to respond to individual communities). It is kind of a "toolkit" that each library can adopt, modify and use depending what they want to do around the topic of AI. Supporting the toolkit is an online site – the idea is to make that publicly available.

It would roll out by training trainers, then rolling out to individual libraries.

TPL is interested in partnering as they do a lot of AI work already.

CFLA's roll is participation but more importantly, leadership, to move this forward to gain engagement and goodwill in the library community, on a national basis.

The report in front of the Board is the one to submit to CIFAR next, if we (CFLA) agrees to formally endorse this document. A formal commitment is important for CIFAR to be able to move forward.

CIFAR has indicated they cannot fund the whole thing but could supply SEED money, then we can go out and talk to other private and public agencies about how they can support as well. It would help to get started, but need to then gain other partners/agencies to step up to the plate and support this.

The need is somewhat urgent. We can't just go it in a couple of years. It is the opportune time, so the schedule is aggressive. Requires launching fairly soon. Funders want the work done quickly.

Endorsement, leadership, participation. Not asking for funding from CFLA. Libraries should not have to put out real dollars (just in-kind). In-kind contributions (e.g. staff time) is significant however in order for it to be successful. CFLA's participation is dependent on what we decide. Lots of opportunities for people to be involved.

M. Ridley asked for questions. A. Stefanko asked Mike to touch on the function/role of the Executive committee of the AI Proposal. Three main partners: Ryerson, TPL, and CFLA. It would be seen as the core committee to run this project.

P. Takala – believes this is a great approach to libraries that we serve in Canada. Answers how we move forward that makes a broad impact. There is a lack of knowledge within libraries and

the community and developing this curriculum will help solve the problems.

S. Allison-Cassin – has spoken on AI in marginalized communities, in past sessions. Asked Mike to talk about relationship with private enterprise. How will that be managed? M. Ridley said they've talked to ALA about this as well, who have received funding from orgs like Google. Feeling is we can set guardrails around expectations in meetings with some of these corporate sponsors. These tech companies in past have been ok with that; respectful of libraries' initiatives and leadership. We won't go to just one company for funding. We wish to have more of a broad, technical, commercial community behind this.

A Stefanko – to leverage the additional funds; public funding would be pursued as well. Alix-Rae was in Ottawa talking about this type of project with IMPACT, and ultimately there may be a grant at a federal level for this type of initiative. M. Ridley – CFLA is well positioned to attract those funders. Timing is quite perfect as far as federal gov't is concerned.

T. Kyle – looking at timeline and funding; Are there things in the timeline that cannot be started until funding is fully in place? M. Ridley – there are some funding periods that need to be met in some ways. Superconference is a great leverage; launch and do training there. Backdated from that time frame. So funding or some of funding should be in place for September so curriculum development could be started. Training at Superconference.

S. Allison-Cassin: how will curriculum be developed? M Ridley: a curriculum team; involve people from different experiences and expertise. Grad students as well – around technical issues that might be developed rather than curriculum issues. Curriculum development likely in-kind contributions.

A Stefanko – is there a dollar amount? M. Ridley – very generally between \$300,000-\$500,000. Toolkit would be training materials but also physical items, such as technology pieces so that contributes to the cost. Do not fixate on this number, this is a general sense of what it might cost.

M. Ridley left the meeting at 1:00 pm.

A Stefanko – The AI Executive committee would have to work out funding and the expectations of the partners and where to look/receive funding. P. Takala suggested that Stacey be involved in the committee, given her background. Stacey said yes she is interested in seeing what this looks like and has been working closely with libraries as to the need, and the education piece; how to effectively deliver this in a way that allows libraries to effectively deliver these programs.

T. Kyle: it fits into CFLA Strategic plan; this isn't CFLA leading a professional development or programming initiative in libraries; but it is us taking an issue that is national in scope and using it to leverage or position libraries as being seen by policy makers, public, etc. as important contributors. Given that, we need to be careful about what resources we contribute to it. Katherine does not have time for the steering committee, T. Kyle suggested. May have to come from a more extended group of volunteers; this all has to be worked out. Broader library community involvement not our ED to spend time on what is program development as opposed to advocacy. We are, however, the organization to lead this and follow up on the

National Forum goals.

T. Kyle: Motion to approve CFLA's participation in the AI for All proposal and more formal arrangements on funding and details of the partnership model be brought back to the Board for further decisions. C. Middlemass seconded. Motion carried. Unanimous.

7.4. NUC/Voilà Survey Report Document N° 9
Rapport sur le sondage du CUN/Voilà

Tabled.

7.5. Committee Reports * Document N° 10
Rapports des comités

Tabled.

8. Future Meetings **Futures réunions**

8.1. 2020 National Forum
Forum national 2020

Should have read "2022 National Forum".

Tabled.

9. Other Business **Autres affaires**

10. Next Meeting (July 5, 2019) **Prochaine reunion (le 5 juillet 2019)**

This date will be revisited as it is a difficult date with vacation times for a few people.

11. In Camera Discussion **Discussion à huis clôs**

None.

12. Adjourn **Levée de la séance**

Motion to adjourn at 2:10 PM.

Notes :

* = Documents to be distributed at a later date
Les documents seront distribués plus tard