



Canadian Federation of Library Associations  
Fédération canadienne des associations de bibliothèques

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

Friday June 28, 2019 – vendredi 28 juin 2019

12:00pm – 2:00pm ET – 12 h à 14 h HE

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

**AGENDA – ORDRE DU JOUR**

**In attendance: Alix-Rae Stefanko, Todd Kyle, Paul Takala, Katherine McColgan, Chris Middlemass, Norene Erickson, Sonia Smith**

**Regrets: Stacey Allison-Cassin, Ron Knowling, Ryan Lewis, Katia Borrás**

**1. Welcome and Approval of Agenda**

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

Meeting called to order 12:05 EST. Waiting to see if we have quorum. We will try to adjourn in 90 minutes if possible.

A Stefanko: Thank you for accommodating this shift of dates to today. Opening remarks: we are in the thick of summer, vacations may interfere with some meetings. Next Board meeting has also been adjusted to Friday, August 9<sup>th</sup> at our regular time from 12-2 EST. Then meeting again September 27<sup>th</sup>.

Fall: some Board members are looking at exiting their two-year term. Some may be renewed but also need to look to our member organizations to look to someone else to take the seat. Oct/Nov CFLA will be in touch with those organization who will be expecting a vacancy. Start thinking about those roles that need to be filled. K. McColgan is working on those letters right now. Preparation for AGM: We put forth a bylaw amendment on extension of the proposal period – business to be considered at the AGM. In terms of preparation, make members aware of those time periods and deadlines.

**ACTION: All Board member to be aware, if they are coming to the end of their two-year term, to think of who might replace them.**

**2. Conflict of Interest Check**

**Vérification du conflit d'intérêts**

C. Middlemass may step out for 7.1 BCLA letter. However, letter is not in board package so we may not get to it. P. Takala: would argue she is not in conflict. In this environment, where we are representing interests of the associations, we all have some type of conflict however it is more helpful that she is part of the conversation and the Conflict of Interest was updated to reflect instances like this.

Meeting paused briefly as technical issues are worked out. Julie and Sonia are in but trying to get audio. Julie got in, waiting for Sonia to get her connection working so we can have quorum.

### 3. Approval of Consent Agenda

#### Approbation de l'ordre du jour des consentements

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|---|---------------|
| 3.1. Approval of the Minutes of the May 24, 2019 Board meeting<br>Approbation du procès-verbal de la réunion du CA tenue le 24 mai 2019 | Document N° 1 |
| 3.2. Board decisions made by email<br>Décisions du CA prises par courriel   |               |
| 3.3. Report from the Executive Committee<br>Rapport du Comité executive   | Document N° 2 |
| 3.4. Business Arising from the Minutes  | Document N° 3 |

Affaires déroulantes des procès-verbaux

We will move forward based on the understanding of approving these documents (do not currently have quorum to make a motion).

Later: Quorum was achieved so motion was put forward at end of meeting.

#### **A Stefanko: motion to approve the Consent Agenda.**

No one opposed.

Motion carried.

### 4. Treasurer's Report

#### Rapport du trésorier

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|--|---------------|
| 4.1. May 31, 2019 Budget Report<br>Rapport budgétaire en date du 31 mai 2019 | Document N° 4 |
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P. Takala: in terms of where we are today: have a look at document #4. Will walk you through it.

Bottom line: our revenue is down a bit, our expenses are up a bit. Our modest surplus is no longer; we are now projecting a modest deficit. This prompts us to look carefully at our budget for next year so we don't have two years of deficit spending. The principle is: there are demands for our activity, but the Board has always made decisions based on the revenue that we have.

- Membership dues: a little low but only because of when the cycle comes. Projecting \$132,000. Very close to what was budgeted. Next year will be some increased largely because of CARL and others.
- Where we come short is primarily in Membership Growth as well as Supporter Advocacy Resources where we have not done very much. That leaves us short – we will have to make this a priority.
- Misc Revenues up a little bit b/c of Donna's donation etc.
- We will likely come in at \$138,000 where we projected \$144,000.
- Expenses: ED expenses is a little higher because of overtime approved after ED

performance appraisal.

- We had projected \$10,000 in translation services, we will actually use closer to \$16,000. Biggest driver was bylaws and entire audit documents. If there are future adjustments, it won't be as much as this one-time expense.
- A couple of lines were a little higher – it is critical we have a presence at different conferences, but we just have to be cognizant of the expense.
- We had projected \$2000 for the AGM; it came in higher primarily because of hiring Jim to be Parliamentarian. Because we were dealing with bylaw changes, that was an expense worth having.
- Programs: National Forum – residual revenue that came through a bit late.
- At the end of the day, our bottom line \$141,000 expenses but likely to be closer to \$148,000. Instead of having a net surplus of \$20,000 and transferring \$3000 to reserves, we are actually at a deficit of \$10,000. We have reserves to cover, but we do need to be careful to make sure deficit doesn't grow and we expand our revenue.

Questions?

K. McColgan – anything to add? No, good explanation.

T. Kyle – important to justify to members how we are in this position, which we are – unusual expenses this year and higher than normal but explainable.

P. Takala – we do know we have more revenue coming next year that will help. Takala wishes us to have a budget surplus for next year and will work to ensure this.

K. McColgan – estimated year end are really projections based on certain patterns of spending and some known – but some are unknown. It is possible we won't spend a whole \$16,000 on translations, for example. Also with some of the line items – executive staff travel – may not be as much. So it may not be the amount of deficit that is predicted.

P. Takala – advice to the Board at this point is to be careful of any additional expenses we commit to for the rest of this year. Supporter Advocacy, for example, should be focused on. We just need to make sure we meet our commitments but grow our revenue too.

### **Motion to accept this financial report: T. Kyle.**

Seconded: A Stefanko.

Discussion: question from A Stefanko membership growth – there is at least one organization we are working on to take out a membership; just wondering about the status. K. McColgan – don't think we'll see any new revenues for this fiscal. Meetings are scheduled in August about memberships so Sept. would be earliest possible.

P. Takala – Tony will join the call if possible, when we discuss the budget next time as a support.

A Stefanko – Executive will meet July 12<sup>th</sup> on the new budget to continue the discussion and hoping to present at August Board meeting.

J. McKenna – remind her what \$1169 is under “Other Strategic Program”. P. Takala – it was a placeholder.

Those in favour: unanimous. Carried.

## **5. Executive Director's Report**

## Rapport de la directrice Générale

K. McColgan – quite detailed with activities. Are there any questions?

**P. Takala: Motion to accept the ED report as presented.** C. Middlemass seconds.

Discussion? K. McColgan – this is just for the Board at this time. That will be going out in a month's time.

Motion carried. Unanimous. None opposed. Carried.

### 6. Decision Items Points de décision

#### 6.1. National Forum Program Committee TORs

Document N° 6 & N° 7

Mandate du Comité de programmation du Forum national

This TOR is not specific to the 2020 Forum but could be utilized and continued.

A Stefanko went over highlights from the TOR to emphasize content.

Discussion around providing funding to attend; Board agreed this is not necessary to be included in the TOR. K McColgan: It was added for just the 2020 Forum purpose, but when the TOR became 'generic', it should have been removed. T. Kyle: we can waive registration, etc. and provide other ways of support but not support travel. It can be requested if needed, depending on circumstances. J. McKenna: comping the registration can help someone to get there but assume there is support from their organization to attend. A. Stefanko: maybe some additional language added regarding registration on the registration forms for Forum/local conference/exhibits/speakers i.e. blended registration.

We will remove that note about providing financial support.

J. McKenna: add call for volunteers in the timeline. Four months in advance is suggested. K McColgan : the timeline is not part of TOR

**Motion to approve the National Forum Program Committee TOR: T. Kyle.**

Seconded: S Smith

No further discussion.

Motion carried. Unanimous.

#### 6.1.1. Program Theme & Tagline Thème et slogan du programme

K McColgan: what will the theme of the conference be, so we can move forward with Stacey and provide that information.

A Stefanko: Board meeting May 24<sup>th</sup>. Brought forward recommendation of A and B split for the program: A: Indigenous matters and B: EDI (Equity, Diversity and Inclusion) but also adding the intersect with Intellectual Freedom. Through recommendations from last Forum, and the work the organization has done this year in terms of IF debates & discussions, we are wanting to explore this further.

A Stefanko: S. Allison-Cassin (not in attendance today) was asking some question on whether this was firm; remain within the confines?

P. Takala: recollection is that this was correct. Advice would be to give that direction to the Committee. If they want to propose something else and can articulate the reason, the Board

would be open to hearing that. Board agreed.

**ACTION: K McColgan – will schedule a call with Stacey and Alix-Rae next week to begin preparation for the Forum.**

It is clear in May minutes that the Board has accepted these broad stroke themes for the National Forum.

A Stefanko: in terms of a general theme. Last year in Regina there was an overarching tag line. Nice fit, very general. Logo attached. We are still considering doing for this Forum. MLA is interested in having a bit of a graphic to represent this event happening in Winnipeg for Manitoba's 150<sup>th</sup>. "Where the Rivers Meet" has a lot of meaning; this is being discussed.

## **7. Discussion Items**

### **Points de discussion**

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|--|-----------------|
| 7.1. BCLA Letter & Response<br>Lettre et réponse à la BCLA   | * Document N° 8 |
| 7.1.1. Role of the IFC<br>Le rôle du CLI   |                 |
| 7.2. Election Platforms campaign<br>Campagne sur les plateformes electorales                       | * Document N° 9 |
| 7.3. Algorithmic Literacy Proposal Update  |                 |
| 7.4. Ontario Library Services Statement<br>Déclaration sur les agences de bibliothèques en Ontario | Document N° 10  |
| 7.5. 2020 Superconference sessions<br>Séances à la Superconférence 2020                            |                 |
| 7.6. Committee Reports<br>Rapports des comités   | Document N° 11  |

A Stefanko asked if there were any of these points that require discussion.

T Kyle: do we need to decide 7.4? K McColgan – should have been pulled from the agenda because it is no longer timely. Shared with Stephen and Sheila who have asked us to pull it and not respond publicly.

K McColgan:

- Elections Platform: not quite done with the one-pagers so they are not back from IMPACT. Everything IS moving forward with social media pieces, this was mentioned at the last meeting. We are still within our timelines for this. A Stefanko asked if it was a good opportunity at the Partnership meeting in August to take members through the document at that time? K McColgan: yes, also Strategic Plan, Sustainable Development Goals.
- Algorithmic Literacy: was just a quick note that Mike did submit a proposal to CIFAR; they've asked that a more formal budget be prepared. PhD student engaged at Ryerson to work with Mike and she is in the process of writing a SSHRC grant proposal for more funding support.

## **8. Future Meetings**

### **Futures reunions**

8.1. 2022 National Forum

Document N° 12

## Forum national 2022

This was discussed immediately after item #8 (to ensure we had time to discuss). The letter from ABQLA came in just before our last Board meeting but which had to be tabled due to time.

Letter indicates interest in hosting 3<sup>rd</sup> National Forum in Montreal.

Discussion has been ongoing for a while.

The letter states 2021, but we wish to make it 2022, because for now we are adopting a 2-year National Forum commitment (not every year). Reasonable, with the amount of time necessary and the limited # of association who can participate, to have it hosted every two years. Fiscally more responsible as well as limited resources etc.

T. Kyle: Is ABQLA ok with 2022? S. Smith: don't think it will make a difference. P. Takala: suggests that **we would pass a motion that we look to thank ABQLA for their invitation, explain we are planning to host a National Forum every two years and are committed to working with them in 2022 assuming they are still interested.** S. Smith, yes that would be reasonable. The only thing is the current President will not be President in 2022; that is the tricky part. The organization is committing to something that other people will need to respond to in two years. T. Kyle: it will be up to ABQLA to decide this but we are committed to working with ABQLA for 2022 if they will agree.

**P. Takala: motion as worded above.** T. Kyle seconds.

Motion carried: Unanimous.

J. McKenna; update the call for proposals to include the every two-year concept. T. Kyle we don't want to be tied down to it but that is our intention right now. A Stefanko agrees that we should be tight with our idea for every two years or what our intention for the National Forum. It helps everyone plan and to be explicitly clear so Associations know what year to submit a proposal for.

P. Takala: Perhaps we can pass a motion that we will host a National Forum in 2022 and 2024 but will not restrict future Boards so they may change hosting time frames.

J McKenna: this is good, we can do best planning (particularly with budget) this way.

**P. Takala: motion that we recommend hosting a National Forum in 2022 and 2024, and the Board at that point reassess the biannual cycle.**

J. McKenna : seconds

Motion carried: Unanimous.

## 9. Other Business Autres affaires

No other business.

## 10. Next Meeting (TBD) Prochaine reunion (TBD)

Friday, August 9, 2019.

## 11. In Camera Discussion Discussion à huis clôs

No In Camera discussion.

**12. Adjourn**  
**Levée de la séance**

Meeting adjourned at 1:30 pm EST

Notes :

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