



Canadian Federation of Library Associations  
Fédération canadienne des associations de bibliothèques

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

Friday August 9, 2019 – vendredi 9 août 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, Chris Middlemass,  
Norene Erickson, Sonia Smith, Stacy Allison-Cassin, Ron Knowling, Ryan  
Lewis, Katya Borrás, Chris Middlemass**

**Regrets: Katherine McColgan, Jonathan Bengtson, Julie McKenna**

**1. Welcome and Approval of Agenda**

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

Meeting called to order at 10:04 a.m. Agenda approved.

**2. Conflict of Interest Check**

**Vérification du conflit d'intérêts**

No conflicts declared.

**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 June 28, 2019 Board meeting<br>Approbation du procès-verbal de la réunion du CA tenue le<br>28 juin 2019 | Document N° 1 |
| 3.2. Board decisions made by email<br>Décisions du CA prises par courriel  |               |
| 3.2.1. 2020 Pre-Budget Brief<br>Mémoire prébudgétaire 2020   | Document N° 2 |
| 3.2.2. Letter to BCLA<br>Lettre à la BCLA  | Document N° 3 |
| 3.2.3. Crown Copyright Letter  |               |
| 3.3. Report from the Executive Committee<br>Rapport du Comité exécutif   | Document N° 4 |

Affaires déroulantes des procès-verbaux

Katya: one misspelling under Regrets; Stacy (no e).

Error page. 6 of pre-budget brief. Will be corrected.

Motion to approve consent agenda: T. Kyle. Seconded: S. Smith. Approved.

#### **4. Treasurer's Report**

##### **Rapport du trésorier**

##### 4.1. 2019-20 Budget Plan

##### Plan budgétaire 2019-20

A Stefanko: Will begin new fiscal year on Sept. 1. Thank you to P. Takala for preparing this budget plan for review. The Board had a preliminary look at the last Board meeting with a number of meetings since to come to this point.

P. Takala: first page is a balance sheet. Second page is the budget plan, which we will focus on today. There was another page included by mistake – please ignore. The final document is the budget that goes to May 31<sup>st</sup>. No change to that to what we saw on the June 28<sup>th</sup> meeting.

We will focus on the budget plan portion of the document; specifically the third column to approve. The first two columns are to help inform our decision.

There has been some growth in revenue. The \$155,000 is based on real commitments. Membership growth is a conservative estimate.

National Forum is offset by costs. We are predicting a bit of revenue from the event (\$4000).

Reduction in translation costs.

Stakeholder relations: budget needs to grow for us to do more with this.

The AGM came up higher b/c of parliamentarian.

A \$3000 surplus would go into reserves. Important to have a balanced budget. We have operated based on the premise that we grow our activities to grow our revenue. We just need to make sure we stay within the confines of the actual revenue we have on hand. Growing that is critical to our continued momentum.

Motion by P. Takala to approval of the budget for 2019/2020. Seconded: K. Borrás. Unanimous. Motion carried.

S. Smith question: on increase in Executive Director amount. Why? P. Takala: need to hire a full time ED. It is clear from the amount of activity going on that it is clearly needed, as well as administrative support. We need to have adequate resources in place. S. Smith – didn't know the ED position was increasing to full time, it makes sense now.

P. Takala reminds the Board we need to have quarterly reviews in future.

A Stefanko emphasizes need for revenue growth. We have been looking at this but have not formed a Revenue Development working group, to figure out what areas should be focused on. There is interest in establishing something as soon as possible.

CFLA look at establishing a Revenue Development working group this fall.

R. Knowing : is this the Organizational Development committee terms of reference that was brought forth on email? A Stefanko: it is in relation to it, but this is an overhaul of this idea to focus more on revenue development.

There appears to be support from the Board to move forward with this working group and establish a terms of reference to bring before the Board for approval asap.

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

Document N° 7

### **Rapport de la directrice Générale**

A Stefanko: any questions regarding this document? **ACTION: Board members to send q. to K. McColgan before she submits this in the next few weeks.**

T. Kyle: Strategic plan: there isn't a timeline for sharing that with the membership. Suggests there is a timeline given.

## **6. Decision Items**

### **Points de décision**

#### **6.1. Access 2019 Sponsorship**

Document N° 9, N° 10

Parraïnage du conference Access 2019

Not in a position right now to sponsor nor a clear method to sponsor one event over another so we will write a letter to respectively decline providing sponsorship.

**ACTION: A Stefanko/K McColgan: write a response declining participation.**

## **7. Discussion Items**

### **Points de discussion**

#### **7.1. Election Platforms campaign**

Document N° 11

Campagne sur les plateformes electorales

Documents forwarded yesterday; some edits were made, sent back to Sidney.

Biggest thing for today is to look at the one sheet and make sure it is the message of what we want. S. Allison-Cassin had one suggestion for Impact to look at regarding Indigenous page one-liner, to make it clearer.

**ACTION: Board members please have a look at these documents as they come in, for approval and suggestions.**

- 7.2. The Partnership Request – Government Librarian statement Document N° 12  
Demande de The Partnership – énoncé sur les bibliothécaires  
gouvernementales

K. McColgan and A Stefanko will both attend the Partnership meeting next week for a brief CFLA networking and presentation.

A question had come in from BCLA President at the time – came through S. Cleyle (Partnership Chair) regarding CFLA looking at a statement regarding government employees and lobbying. Can CFLA look at producing some sort of statement about government library employees and their ability to participate in advocacy work, where it would not be in conflict with government.

A Stefanko: CFLA has made it clear in the past to not get involved in employers/employee relations and decisions of employers regarding the library profession.

C Middlemass: provincial gov't employees, over the years, as official reps of a department, were restricted from 'advocating' their services at conferences. Agree that this is an employer/employee relationship issue.

Discussion ensued on the issue. S. Allison-Cassin: We do have a responsibility to provide supports to enable members of various associations to continue to contribute (in ways that don't cause unnecessary friction). P. Takala: a possible solution – if we look at the CFLA Code of Ethics: "libraries and other information workers share their ..." line. Perhaps we could try to make a positive statement of encouragement based on this approved Code of Ethics. Encouraging and pointing to our code of ethics w/o telling them what to do.

A Stefanko: look at Library Days statement. **ACTION: A Stefanko will formulate a response to The Partnership for next week.**

- 7.3. National Forum 2020 Program Discussion Document N° 13

S. Allison-Cassin: there is a timeline developed and program committee composition is outlined in bullet points. Any questions or ideas about this can be now or email Stacy later.

T. Kyle: in order to recruit for the vacancies, are we approaching CULC and CARL, for example? S. Allison-Cassin: most expeditious would be to approach the representatives rather than a general callout.

S. Allison-Cassin: what is the main accomplishment for the National Forum day, with regards to the program theme(s)?

C. Middlemass: our responsibility is to 'do the conversation'. Compare with BCLA, it was a tough conversation with a great facilitator to keep it focused but at least at the end there had been a meaningful conversation.

S. Allison-Cassin: we do need to think carefully how we have this conversation but focus on the commonalities.

**ACTION:** Board members please email Stacy if you have any ideas to contribute.

**8. Other Business**

**Autres affaires**

**9. Next Meeting (September 27, 2019)**

**Prochaine reunion (le 27 septembre 2019)**

**10. In Camera Discussion**

**Discussion à huis clôt**

Discussion of Executive Director position started at 11:45 a.m. Concluded at 12:13 p.m.

**11. Adjourn**

**Levée de la séance**

Meeting adjourned at 12:13 p.m.

Notes :

\* = Documents to be distributed at a later date

Les documents seront distribués plus tard