



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

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

Friday September 27, 2019 – vendredi 27 septembre 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, Ryan Lewis, Katya Borrás, Katherine
McColgan, Jonathan Bengtson, Julie McKenna**

Regrets: Ron Knowling, Stacy Allison-Cassin

1. Welcome and Approval of Agenda

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

Summary of meeting dates to come. Note that December meeting is Dec. 13th. AGM date is not yet confirmed for during OLA end of January 2020.

Agenda has been approved. Moved by T. Kyle. Seconded by J. Bengtson.

2. Conflict of Interest Check

Vérification du conflit d'intérêts

None 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 August 9, 2019 Board meeting
Approbation du procès-verbal de la réunion du CA tenue le
9 août 2019 | Document N° 1 |
| 3.2. Board decisions made by email
Décisions du CA prises par courriel | |
| 3.3. Report from the Executive Committee
Rapport du Comité executive | |
| 3.4. Business Arising from the Minutes | Document N° 2 |

Affaires déroulantes des procès-verbaux

Moved by S. Smith. Seconded by K. Borrás. Carried.

4. Treasurer's Report **Rapport du trésorier**

- 4.1. August 31, 2019 Budget Report
Rapport du budget en date du 31 août 2019
- 4.2. 2018-19 Financial Review
Examen financier 2018-19

Document N° 3

Report moved by C. Middlemass. Seconded by J. McKenna.

P. Takala: this is the last update. Overall this is a pretty accurate projection.

T. Kyle: How does deficit compare with our cash flow, given the deficit?

P. Takala: Shouldn't be a problem as we started the year with \$25,000, we are in good shape.

K. McColgan: Sufficient retained earnings to cover deficit and a balanced budget plan for next year.

Motion carried. Unanimous.

2018-19 Financial Review Oct 8-10th scheduled. Draft report at the next meeting.

5. Executive Director's Report

* Document N° 4

Rapport de la directrice générale

K. McColgan: Not a lot of activity over the summer.

Will have report out to the Board early next week (early October).

T. Kyle: question about media or communiqué to get the strategic plan pushed out to the public.

K. McColgan: we can work on social messaging and will be in our member update rather than a communiqué. Provided a verbal summary of the IFLA conference.

6. Decision Items

Points de décision

- 6.1.** Revenue Development Committee Terms of Reference
Mandat du Comité sur le développement des revenus

Document N° 5

- 6.1.1.** Committee Composition
Membres du comité

A Stefanko: This is an area CFLA has been exploring but have not nailed down committee composition.

Bylaws: there are pieces that relate to financial accountability and regulations, consulting with committee chairs in regards to funding and resources towards their work.

P. Takala: this committee can recommend changes but needs Board approval to make changes. Change sentence: "responsible for creating, recommending, and implementing.."

T. Kyle: is mandate too broad, "...to increase member engagement". And also related to the bylaws; yes, they would make a recommendation on the bylaws but the statement to recommend generally financial operations...might not be accurate.

Changes will be made to reflect these suggestions. Possibly remove "Regularly review..." bullet and change sentence on membership drive to remove operational aspects. Possibly change first sentence to add "...support membership growth" not tying to a particular tool.

K. McColgen updated as we spoke.

Motion to approve terms of reference as discussed and revised. P. Takala moved. T. Kyle seconds. Carried. Unanimous.

Committee composition: want to get the committee going asap. Those who expressed interest: A Stefanko and P. Takala. Tony Del Monaco, Financial Manager at Hamilton Public Library has been quite helpful. Schedule 2-4 meetings prior to the end of 2019.

Anyone on the Board interested in participating as well? K. McColgan: want to have members at large on the committee? Yes, it is in the Terms of Reference. Good idea to broader beyond the Board. Some suggestions were made as to composition. It was a general consensus that we may wish to approach certain people (like people involved in the initial financial planning of CFLA at its inception).

Friendly amendment to the membership section.

Revisit Terms of Reference: take out # of members; rephrase "individuals nominated..." "Individuals representing member associations". Can leave subject matter specialist but make it plural.

Moved by P. Takala. Second by T. Kyle. Carried. Unanimous.

7. Discussion Items

Points de discussion

7.1. Election Platforms campaign

Campagne sur les plateformes electorales

K. McColgan: IMPACT has completed their work on the microsite; final check of website ready. Press release is ready, will send out today if possible. Some social media messaging will go out today too.

A Stefanko: post election campaign or messaging? K. McColgan: can bring it up but has

not been discussed yet.

Is there time for CFLA to host a webinar or somehow more actively share the Elections Platform and host a discussion? Hosted by Rob (IMPACT) and reps from CFLA.

T. Kyle: concerned with time (also inability to participate in an election campaign because of positions), although it is a great idea.

7.2. National Forum 2020

Forum national de 2020

Update from A Stefanko (S. Allison-Cassin is chairing the Program Committee, but not available on this call).

Date of Forum: April 8, 2020.

First meeting was held Sept 23rd, next meeting Oct. 8th. K McColgan in attendance.

Board does expect reports on progress that the committee is making. Would like draft of Program prior to website publishing. Board can direct (broad strokes) in terms of direction and decisions. Overall presentation of the CFLA Forum, the Board needs to have the opportunity to discuss.

C. Middlemass: consider a model, in the future, where the ED-assembled committee can operate at arms length. But this is only the second Forum but perhaps further down the road we could move more away from that.

T. Kyle: agrees with Chris' points; want a balance – give those who are putting the program together to feel supported; the Forum is different than conferences; but our real role is to make sure that what they put together actually gives space to the members that we represent.

P. Takala – we do not want to micro manage the committee but have some responsibility. Can we articulate our high-level expectations in a better way?

A Stefanko - stresses that we do not want to micro manage but do want to have expectations clearly articulated to support the work of the Forum committee.

Also – should we consider an outside facilitator specifically for the IF aspect of the day? Consider.

A Stefanko – please Board members send thoughts on this matter if you have them.

7.3. Operations Plan – draft

Document N° 6

Plan des opérations

7.3.1. Committees and Strategic Plan Reporting

* Documents

Comités et le rapportage sur le plan stratégique

7.3.2. Intellectual Freedom Committee

Comité sur la liberté intellectuelle

7.3.1. K. McColgan – idea is to have a reporting and updating mechanism on plans on how to effectively support the organization administratively and strategically. Working plans

from the committee will be populated into the strategic plan operations document, and it can also be backfilled through the strategic planning process. There are things that CFLA would like to do and not a responsible body to take it on. By doing this, it will help us to formulate better where the gaps are, and then operations plan can be informed.

Operations plan is meant to be a living document. Updated when needed. It is a full look at the CFLA and its needs for the next 12 months. Questions or Thoughts?

T Kyle: some of it is a plan and some is more administrative task list. Still immensely helpful, but Board will be really looking for the Strategic Plan task/operational plan.

Workplans are not yet received from Indigenous Matters or the Intellectual Freedom committee. K. McColgan will work with them to get a workplan ready.

7.3.2 Met with the IFC, good discussion. Committee will reconvene further on the workplan. Some restructuring of the IFC will be done before January AGM. Some discussion on Board member rep on the IFC. Communication and alignment of committees to the broad organization is imperative to the success of the committee.

7.4. 2020 Board Elections Élections au CA en 2020

Letters have all gone out to Board association members. More fulsome report on 2020 elections at the next Board meeting in November.

7.5. CFLA-FCAB Advocacy Statement Déclaration de plaidoyer de la FCAB-CFLA

Document N° 7

Tabled to future meeting.

7.6. Canadian Library Month Le mois des bibliothèques canadiennes

Resources have been created with partnership with other organizations. CFLA previously has put out a statement on Library Workers Day and will do something similar this year. Just waiting for a few graphics to go up on the website.

8. Other Business Autres affaires

No other business.

9. Next Meeting (November 8, 2019) Prochaine reunion (le 8 novembre 2019)

10. In Camera Discussion Discussion à huis clôs

Running out of time. Quick discussion.

In camera discussion: 12:01 pm. Ended at 12:09 pm.

11. Adjourn

Levée de la séance

Moved to adjourn at 12:10 pm.

Notes :

* = Documents to be distributed at a later date

Les documents seront distribués plus tard