

Board of Directors Meeting

Réunion du Conseil d'administration

Friday October 2, 2020 – vendredi 2 octobre 2020

12:00pm – 2:00pm ET – 12 h à 14 h HE

Zoom Meeting

Minutes

Attending: Julie McKenna, Todd Kyle, Kirk MacLeod, Rebecca Raven, Christine Middlemass, Sonia Smith, Ryan Lewis, Vivian Lewis, Mary Chevreau, Ron Knowling, Katja Barras

Meeting Began at 12:05 (EST)

Welcome and opening remarks

AGENDA – ORDRE DU JOUR

1. Approval of Agenda

Approbation de l'ordre du jour

M. Chevreau moved for approval of the agenda, C. Middlemass seconded motion carried.

2. Conflict of Interest Check

Vérification du conflit d'intérêts

None Given

3. Approval of Consent Agenda

Approbation de l'ordre du jour des consentements

3.1. Approval of the [Minutes of August 28, 2020](#)

[Approbation du procès-verbal de la réunion](#)

(update: re motion to accept the [Code of Conduct](#) with amendments, Section 6)
Motion to accept the code of conduct – S. Smith, seconded by V. Lewis Motion carried

3.2 [Report of the Executive Committee](#)

Rapport du Comité exécutif

3.3 Business Arising from the Minutes

Affaires déroulantes des procès-verbaux

3.4 Decisions Taken by Email

Décisions prises par courriel

Motion to approve by T. Kyle, seconded by V. Lewis

Motion carried

4. Treasurer's Report

Rapport du trésorier/de la trésorière

4.1 [Audit review engagement letter](#)

[Audit review planning letter](#)

R. Raven – I have been in touch with the auditors and we have been granted an extension to the first week of November, and I don't anticipate any challenges with this

4.2 Verbal update on the Status of Financial Reporting

R. Raven – we've made significant process and have been working on the backlog of work left from the previous iteration of SAGE on to the cloud version, which will eliminate the need for these modifications in future. I am now signatory, have access to the accounts, we now have a bookkeeper and are almost caught up. I anticipate that by this time next week, we can issue an updated financial statement to the board.

M. Chevreau – we should have a full report at our next meeting, and this goes to show why using the cloud will help with this sort of issue in the future

J. McKenna – just a quick note – until a new budget is approved, we use the previous year's budget as a guide.

K. Barras moved to receive, V. Lewis seconded
Motion carried

5. Decision Items

Points de décision

5.1 Board member vacancy [\(Section 36 of the Bylaws\)](#)

J. McKenna – at our previous meeting I referenced section 32 of the Bylaw in relation to S. Allison-Cassin's resigning from the board. At this time S. Allison-Cassin brought up the current practice of filling the position with the Chair of the Indigenous Matters Committee, and how it is untenable with current workloads of both positions

K. MacLeod motioned to hold off on filling this position until January, C. Middlemass seconded

C. Middlemass – we'll need to more fully outline the board position for Indigenous Member to ensure ease going forward

J. McKenna – The executive is not looking at making a change to the bylaws at our upcoming AGM, however, if the board decided to address this at the next AGM, that would be for the board to decide

V. Lewis – we need to be careful that when we talk about this, we are not diminishing the importance of the roles, but are following the advice of the last person to hold the role

J. McKenna – agreed, it is due to the limited time frame between now and the AGM, and so we recommend that we don't rush to refill, and wait to the upcoming point when we'll be reaching out for additional board positions as well
R. Knowling – Does anyone have any information on the state or progress of a potential National Indigenous Library Association?

J. McKenna – no current updates
Motion Carried

ACTION ITEM: Ask the executive to solicit nominations for this position to the membership

J. McKenna – R. Raven noted that S. Allison-Cassin has just completed defending her Thesis

ACTION ITEM: Send a congratulations to S. Allison-Cassin on behalf of the board

5.2 [Response to The Centre for Free Expression request regarding Zoom and YouTube censoring](#) (referred to IFC for advisement)

Motion to discuss made by S. Smith, seconded by M. Chevreau

J. McKenna – we referred to our Intellectual Freedom committee regarding the issue, and they are in full support of us issuing a statement that we are in support of The Centre for Free Expression's statement

Motion to endorse the CFE statement made by J. McKenna
Motion carried

6. Standing Items

6.1 [Report from the ED](#)

R. Raven – we are making really positive strides, especially in terms of the finances. I've had great ongoing conversations with internal and external stakeholders, with some really good potential collaboration coming out of that. The meetings to establish the committee liaisons have begun as well. The copyright communique with CARL has gone out, although we have not posted it on our website as of yet, although that should be happening soon.

M. Chevreau – I think it would be a really good idea to expand and revise the administrative support for our ED, as it would allow our ED to focus on strategic goals more effectively

J. McKenna – we are currently in the process of setting exactly this up, through Reginal Public Library and at no cost to CFLA-FCAB until we can be in a model where we can create a comprehensive model for the needs of the position

6.2 Reports from Committee Liaisons

Copyright Committee

-liaison introductory meeting with Copyright Committee complete - Sept 22
-continued work on joint CARL communique re: Crown copyright **Intellectual Freedom Committee**

-liaison introductory meeting booked for Oct 7

-narrative summary of annual challenge survey composed and submitted to BPC for inclusion in the 2021 Freedom to Read kit

Cataloguing and Metadata Standards Committee

-[appended document](#) shared with members

R. Raven – Work is ongoing at a good pace. Liaisons will be reporting directly in future

6.3 Marketing/Communication/Advocacy Updates

6.3.1 Canadian Library Month communique ([English](#)) ([French](#))

6.3.2 [Copyright Communique](#)

6.3.3 Pre Budget one pager

6.3.4 T. Kyle attendance at Canadian Book Industry Town Hall with Canadian Heritage Minister - Sept 21 (verbal report)

6.35 CULC Letter

J. McKenna – a note on 6.3.1 this will be our last communique on the topic as it better fits within the guidelines of The Partnership

ACTION: R. Raven will bring this to The Partnership to see if it is something they would be interested in promoting

T. Kyle – a note on 6.3.4 – the purpose of this was for the Canadian Heritage Minister to hear from various writing and publishing groups on the post-COVID landscape for the professions. Although much didn't overlap with library interests, a few key highlights were on copyright, the needs for libraries to increase Canadian content in collections, and that School libraries could be given a mandate to increase the purchase of Canadian content. Most mentions of libraries were in the positive.

S. Smith left the meeting at 1:28 (EST)

R. Raven – CULC is having their biannual meeting next week, and we've been asked to give an update to the membership, part of what we did was to refocus on the foundational benefits of CFLA-FCAB for CULC's involvement in the organization.

Motion to receive and file all the reports and updates in section 6 made by C. Middlemass, seconded by R. Lewis.

Motion carried.

7. Discussion Items

Points de discussion

7.1 [Calendar of CFLA Business](#)

J. McKenna – the current list have been revised and is a significantly more

comprehensive document regarding CFLA-FCAB business. Does this work well for everyone or would it be more helpful to have a simple list? This is what we use for the executive team.

ACTION: We'll have R. Raven bring this back at our next meeting to ensure all board members have access

8. Other Business

Autres affaires

8.1 Carbon Footprint of Libraries

R. Knowling – In August I was contacted by the Quebec Federation of Drama(?) to create a tool to measure the environmental impact of arts organizations. The tool in question is based off of a UK organization called Julie's Bicycle. I wanted to share this with the group as it may be valuable for the board to know about this and to potentially share other initiatives currently ongoing

J. McKenna – In my own experience we've been solicited by Statistics(?) Canada to report on our energy usage, etc. to contribute to a study on the question. This is part of a larger movement on a National level with organizations at comply with energy and conservation initiatives.

9. Next Meeting (November 13, 2020)

Prochaine reunion (13 novembre 2020)

<https://docs.google.com/spreadsheets/d/1AddOUULD3IAE5TDHFGsIsGLpNM2NYY7/edit#gid=259431502>

ACTIONS: Board members should revisit the upcoming dates and update their own availability on the document as well.

11. Adjourn

Fermeture de la séance

Motion to adjourn by C. Middlemass

Meeting adjourned at 1:52 (EST)