

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

Friday November 13, 2020 – vendredi 13 novembre 2020

12:00pm – 2:00pm ET – 12 h à 14 h HE

Zoom Meeting

**Minutes**

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

**Regrets:** Julie McKenna

**Meeting Began at 12:04 (EST)**

**Welcome and opening remarks**

**AGENDA – ORDRE DU JOUR**

**1. Approval of Agenda**

**Approbation de l'ordre du jour**

M. Chevreau motioned, seconded by S. Smith

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**

**C. Middlemass and V. Lewis joined at 1:08 (EST)**

**3.1.** [Approval of the Minutes of October 2, 2020](#) Previous  
[Approbation du procès-verbal de la réunion](#)

**3.2** [Report of the Executive Committee](#)

Rapport du Comité exécutif

**3.3** Business Arising from the Minutes (from Executive Meeting)

Affaires déroulantes des procès-verbaux

3.3.1 [Revision of Guidelines for the Education of Library Technicians](#)

3.3.2 [Timeline document](#)

### **3.4 Decisions Taken by Email**

Décisions prises par courriel

Motion to approve by S. Smith, seconded by M. Chevreau

Motion carried

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

### **Rapport du trésorier/de la trésorière**

#### **4.1 [Year End Balance Sheet](#)**

M. Chevreau – We are going to be able to produce quarterly reports and our year-end budget is in the works. Overall, we are in good shape overall, due the pandemic our travel/conference costs have been minimized, and we are looking forward to having written procedures put together for this process so that when the next transition occurs, it will work much more smoothly.

R. Raven – One of our biggest challenges right now is in dealing with the current lack of procedures and directions outlined in the association. Creating these procedures is the current focus, but have been having difficulty in accessing the current financials for the association. Our goal is to clearly and transparently lay out the financial for future boards, EDs, etc.

## **5. Decision Items**

### **Points de décision**

#### **5.1 [CFLA-FCAB appointments to external committees](#)**

T. Kyle – C. Carr from our Cataloguing committee has requested that the board approve extensions of current members to external committees

V. Lewis motioned to approve, K. MacLeod seconded

Motion carried

**ACTION:** S. Smith with contact the committee to share the board's approval

#### **5.2 [IFLA Call to Action](#)**

T. Kyle – the request is to sign a call to action on the issue of Digital Inclusion, offering CFLA-FCAB's support

S. Smith Motioned that CFLA-FCAB sign the IFLA Library Pledge on Promoting Digital Inclusion, seconded by K. Barras

Motion Carried.

**ACTION:** Through the executive director we will sign the pledge and communicate our support to CFLA-FCAB Members

**V. Lewis left the meeting at 1:33 (EST)**

### 5.3 [Heritage Roundtable on Covid](#)

T. Kyle – we've been asked to send a representative of CFLA-FCAB to attend a round table, including some work on what our requests would be for the group

R. Raven – V. Owens responded that “this is a significant opportunity” stating that a recent meeting between library and regional groups have put some work towards this already and that we may be best recommended to put a group together to clarify our request to the round table

T. Kyle – important to note that this would not be limited to copyright

R. Knowling – The Provincial and Territorial libraries group also received this invitation and that they want submissions made by November 15 (two days from now)

T. Kyle – perhaps if we concentrate on our three existing focuses in the budget backgrounder, as well as the input from the copyright committee, we may be able to move forward within the time frame

C. Middlemass motions that CFLA accepts the invitation, using the budget backgrounder and recommendations from the copyright committee, K. Barras seconded

Motion carried.

**ACTION:** T. Kyle, coordinating with V. Owens, will work to put the information together for Sunday, November 15 and get it to our representative for submission

### 5.4 [Nominating Committee](#) - update summary

T. Kyle – We looked very carefully as an executive at board members roles and responsibilities in CFLA-FCAB, there is always supposed to be a nominating committee.

S. Patterson was asked (but has not yet accepted) to be on the committee this year and to give additional focus on the policy and procedure for the francophone and indigenous board positions

#### **V. Lewis rejoined the meeting at 1:02 (EST)**

K. Barras – we need to ensure there is a distinction between the Francophone representative and the Quebec representative

T. Kyle – So we would need the nominations committee to come up with a procedure that would involve associations from across the country that would include francophone membership

R. Knowling – How would the different associations determine criteria, beyond fluent bilingualism with French and English

T. Kyle – we may need to open it up to suggestions for nominations from other associations and allow the nominations committee

T. Kyle – in terms of the Indigenous position, I'm suggesting we put out a call to our member associations to nominate and then let the nomination committee select between candidates presented.

V. Lewis moves that the board instructs the 2021 nominating committee to fill those positions by putting out an open call to the member associations for nominations for both the francophone and indigenous board positions, K. Barras seconded.

Motion Carried.

#### **5.5** AGM - proposed date of February 12, 2021 by Zoom

T. Kyle – we need to come up with a date for our AGM – so we are proposing the date of February 12, 2021

#### **5.6** Heritage Committee - [Invitation to Participate](#)

R. Raven – This is regarding the national day for Truth and Reconciliation and our chair of IMC, S. Allison-Cassin is willing to attend as our representative.

### **6. Standing Items**

#### **6.1** [Report from the ED](#)

R. Raven – It has been a very busy month, and a big thanks to V. Owen for her work with us. Many other small things going on, including the transition of financial documentation, an interesting funding opportunity from Library and Archives Canada. Finally I think there needs to be significant attention paid by the organization on policy and procedure going forward to simplify all work of the Association going forward

#### **6.2** Reports from Committee Liaisons (verbal)

K. Barras – I had my first meeting with the committee and they are working a lot on the National Challenges Survey (I did some translations work on it as well), and it should be out very soon. They are working on a discussion document and wanted to see whether they needed board approval going forward. They do have a position paper coming out and will request board approval for that, but wanted to know if that was the same case for supporting documents

T. Kyle – I don't feel that we need to give approval to supporting documents

C. Middlemass – We (IMC) had a meeting yesterday and you already hit a few of the issues brought up previously in the meeting. They are looking at the community names spreadsheet and will be looking to do updates in the next few months. They will also be

updating their contacts list, and they are looking to re-establish a subgroup on copyright and indigenous knowledge rights (as well as working with the copyright committee)

R. Lewis – I attended my first meeting a week ago as well, they've got a lot going on at the Copyright committee. Some of the things we'd talked about were the Crown Copyright letter (currently posted on CARL), and sending out a letter to the provinces, as well as work related to the statement on the Internet Archive and the practice of controlled digital lending. They are looking at developing a scoping paper for AI as well.

T. Kyle – might be good to touch base with the committee regarding copyright charges for storytime in Quebec

### **K. MacLeod left the meeting at 2 (EST)**

[And stopped taking the minutes as well]

#### **6.3 Marketing/Communication/Advocacy Updates**

##### 6.3.1 Meetings with MPs (as outlined in ED report)

No discussion

##### 6.3.2 Canadian Library Week communique

No discussion

## **7. Discussion Items**

### **Points de discussion**

## **8. Other Business**

### **Autres affaires**

#### **8.1 [Promoting Digital Literacy study](#)**

It was noted that preliminary results of this study are now available and CFLA has been asked to distribute the paper to members. The paper will be distributed with a bilingual covering message indicating that the paper is in English only.

## **9. Next Meeting (December 18, 2020)**

### **Prochaine reunion (18 décembre 2020)**

## **10. In-Camera Discussion**

### **Discussion à huis clos**

## **11. Meeting Adjourned at 2:03 (EST)**