



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

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

Thursday December 1, 2022 – jeudi 1 décembre 2022

12:00pm – 2:00pm ET – 12 h à 14 h HE

Zoom Meeting

Minutes

Attending: Lorisia MacLeod, Michael Rogowski, Andrea Cecchetto, Katya Borrás, Hélène Carrier, Brad Doerken, Ann Smith, Jessica Knoch, Graeme Tennant, Brett Waytuck, Katya Borrás

Regrets: Mary Chevreau, Todd Mundle, Sharon Rankin

Guest: Christopher Carr for 6.2

Meeting began at 12:02 p.m. (EST)

1. Approval of the Agenda / Approbation de l'ordre du jour

Without objection, approved by general consensus.

2. Approval of October 20th, 2022 Minutes / Approbation du procès-verbal du 20 octobre 2022

Without objection, approved by general consensus.

3 Conflict of Interest Check / Vérification du conflit d'intérêts

No Conflict of Interest

4. Approval of Consent Agenda / Approbation de l'ordre du jour des consentements

Approval of the consent agenda through Consensus

4.1. Report from the Executive Committee / Approbation de l'ordre du jour des consentement

No questions.

4.2. Board decisions made by email / Décisions du CA prises par courriel

4.2.1. Indigenous Matters Terms of Reference

Approved by general consensus.

5. Decision Items - Points de décision

5.1: Climate Action Committee Terms of Reference

BACKGROUND: OLA and BCLA have approached us to form a committee to focus on the action needed to combat climate change. The board approved the formation of this committee, and a Terms of Reference has been created. We now need the board's approval of this Terms of Reference.

DISCUSSION:

L. MacLeod: a question in regards to committee members: Would this be public, or just for CFLA members, as there are emails and institutions listed in the members area.

M. Rogowski: There would be geographical representation, as well as subject matter specialization, but it wouldn't matter what institution they are from or represent.

L. MacLeod: It also looks like emphasis will be given to those of indigenous ancestry?

M. Rogowski: As we used the Indigenous Matters Committee's Terms of Reference as a template, that was a hold over of that ToR. Although we encourage Indigenous representation, we won't require it.

L. MacLeod: I see two options: we request to make this update and approve via email, or approve it with amendments and circulate with the board once amended.

NEXT STEPS: Edit the members section of the terms of reference, and approve via email.

6. Discussion Items - Points de discussion

6.1 ABQLA and the National Forum

BACKGROUND: J. Knock, B. Doerken, & M. Rogowski have met again with the planners of ABQLA's conference to help organize the CFLA National Forum. With some concerns being addressed, and more coming to light, J. Knock sat down with the ABQLA planners to hammer out a course ahead.

ABQLA has decided to pull out of our joint planning conference. J. Knock is still helping ABQLA with their conference.

Moving forward, we feel we would reach an actual National Audience with an online forum. We will begin putting together a plan for an online forum for 2023/2024.

There was also no MOU signed, so there was no termination of signed duties from either party.

6.2 Cataloguing Code of Ethics

Guest: Christopher Carr

BACKGROUND: The Cataloguing and Metadata Standards Committee are in the process of conducting a two phase research study. One of those phases includes a survey to be distributed, the other a focus group.

The committee currently has ethics approval from one of their institutions (Memorial), the other is still in the works (Concordia), and would like to know the process for ethics approval from CFLA-FCAB.

DISCUSSION:

B. Waytuck: One ethics approval doesn't translate to another institution.

A. Smith: If there's any prospect of publishing then we would need some kind of ethics approval, but if there is no intent in publishing, a review board would be sufficient.

L. MacLeod: One potential path forward is to obtain one approval from an institution, and if anyone would like to give feedback on the process, methodology, or questions from the survey / focus group, they would need new approval from that institution. This feedback might need to be anonymized.

C. Carr: For clarification, only those creating the questions in the survey or focus group would be the ones in need of an ethics review. Those participating in the studies and those administering the study would not need it. Although there is no intent on publishing, the BIBFrame does need to be approved, and they already have approval from one institution.

L. MacLeod: We should be mindful of the Assembly of First Nations, and their ethics guide.

NEXT STEP: So long as one institution has approved the ethics review, it should be fine to continue the study.

6.3. Holiday News Letter

BACKGROUND: Last year, and years in the past, CFLA-FCAB has put out a holiday greeting card. This would be a great opportunity to put out a quick holiday newsletter to continue our open communication with our members and provide an update. We are looking for a few people to help with this.

DISCUSSION:

L. MacLeod and A. Cecchetto volunteered to help craft the newsletter.

6.4: Strategic Plan

BACKGROUND:

We are currently planning and working on a new strategic plan, and thought we should work through a SWOT Environmental Scan to allow for a much better and flushed out Strat Plan.

6.5: Climate Action Committee Formation

BACKGROUND:

Our members OLA and BCLA have approached us with a formal request to form our own Climate Action Committee to work in tandem with their Climate Action Committees, but will focus on a national scope and work.

A. Cecchetto motions to accept this request and begin work on a Terms of Reference and Mandate for CFLA's Climate Action Committee. T. Mundle seconded.

NEXT STEPS: T. Mundle and A. Cecchetto will work with M. Rogowski to begin drafting these documents.

7. Items for Information - Points d'information

7.1 Web Banner Sheet: Reminder to put in those items in the spreadsheet, and if any questions come up, please e-mail M. Rogowski

M. Rogowski to put in a Call for Members for IMC?

7.2: Board renewals and replacements

Background: With the AGM fast approaching, a new board will be sworn in, and we need to know who's staying and who's leaving after their two year terms are up. We are requesting for those board members who are returning to fill out the Specialization spreadsheet they filled out when they first came on to the board, and those who are not returning, to let M. Rogowski know so they can make that evident to member organizations.

ACTION:

M. Rogowski to send out an email to everyone, with those wishing to return after their two year term, and those still completing their two year term, will need to fill out the Specialization spreadsheet.

7.3: Audit Review

BACKGROUND:

M. Rogowski has been working with our audit organization for the better part of two weeks in making sure the audit goes smoothly. As of right now, there are only a few outstanding items that need to be addressed, but everything else looks good.

7.4: Update from Committees: Cataloguing and Metadata Standards

No Update.

7.5 Update from Committees: Copyright

A. Smith: No update per say, but there's a 'Tavern Agreement' on open access, or a dutch amendment. All Scientific Publications funded with public funding, the rights are retained by the author 'Within a reasonable amount of time'. Very exciting.

7.5: Update from Committees: Intellectual Freedom

K. Borrás: A few updates:

They have updated / resolved the Toolkit.

They also sent out a motion to reach out to CFE and have breached a working group. They proposed creating a group with challenges in Canada. Three members from both organizations that will work on a strategic plan.

CFE responded that it was a bit too late, but they are willing to talk and collaborate. There are still questions about CFE and privacy, and the group is not sure where to go from there.

IFC is doing a survey to see if the CFE's survey is working for them. IFC is not sure where to go from here. There are some concerns about if the board supports IFC and their work. We'll get all of this written out and sent to the board.

A huge thanks to K. Borrás for being an amazing Liaison.

7.6: Update from Committees: Indigenous Matters Committee

L. MacLeod: We have sent out a call for members and please let your member organization know of this call out. We are looking for a diverse membership, so please spread the word.

8. Other Business - Autres affaires

8.1: CFLA-FCAB at OLA's Super Conference.

We were accepted to OLA's Super Conference for a Conversation with the First First Nations Chair, and we are planning to host a meeting and greet for breakfast in the hotel on Friday Morning.

9. In-Camera - Huis Clos

J. Knock motions to go into Camera. A. Cecchetto seconds.

H. Carrier motions to go out of Camera. A. Smith Seconds.

10: Establish next Meeting / Prochaine réunion

January 12th, 2023

12: Adjournment / Clôture de la séance

Meeting adjourned: 1:58 p.m. EST