



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

Board of Directors Meeting
Réunion du Conseil d'administration
Thursday May 2, 2024 – jeudi 2 mai 2024
12:00pm – 2:00pm ET – 12 h à 14 h HE
Zoom Meeting
Minutes

Attending: Cate Carlyle, Andrea Cecchetto, Emily Jaeger-McEnroe, Monika Machacek, Lorisia MacLeod, Mélanie Raymond, Michael Rogowski, Mary-Jo Romaniuk, Tracey Therrien, Laura Winton

Guests: Anita Brooks-Kirkland, Christine Neilson, Amanda Ross-White

Regrets: Nora Hehemann

Laura Winton called the meeting to order at 12:02 p.m. (EST)

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

Motion to approve the Agenda

Moved by: Monika Machacek

Seconded by: Lorisia MacLeod

Motion Carried

2. Approval of [March 21st, 2024 Minutes](#) - Approbation du procès-verbal du [mars 21 2024](#)

Motion to approve the Minutes for March 21, 2024

Moved by: Monika Machacek

Seconded by: Laura Winton

Motion Carried

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

No conflicts of interest were noted.

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

4.1 Email Motions:

Motion that the CFLA-FCAB Board approve the revised CFLA & CFE Joint Database Memorandum of Understanding.

Moved by: L. Winton

Seconded by: Tracey Therrien

Motion Carried

4.2 The board received the Executive Minutes.

Motion to receive the consent agenda.

Moved by: Lorisia MacLeod

Seconded by: Laura Winton

Motion Carried

5. Decision Items - Points de décision

5.1. CFLA-FCAB/CHLA Position Paper on Health Libraries

Neilson/Ross-White

Background: Recent cuts to library services and library staff, notably at the Canadian Agency for Drugs and Technology in Health (CADTH) and at the College of Physicians and Surgeons of British Columbia (CPSBC), compromise the access of numerous health practitioners to impartial research, information sources, and professional librarians. Physicians and those working in rural and remote areas are most affected by these cuts and closures, which appear to be part of a trend in library reductions as part of “efficiency” seeking. The CHLA-ABSC represents individuals working in the health sciences library and information field. The CHLA is working to draw attention to the aforementioned cuts through a petition, letter writing campaign, and media interviews.

Motion: THAT the CFLA-FCAB draft a position statement in partnership with CHLA on the importance of Canadian health libraries and that Impact Public Affairs be consulted for additional advocacy support.

Moved by: Monika Machacek

Seconded by: Lorisia MacLeod

Discussion: The importance of reaching out to key organisations (CARL, BCLA, and associations representing smaller provinces & rural areas) as well as end users (physicians and clinicians) was highlighted by various Board members. CHLA received this advice with interest and indicated that they would appreciate support & guidance on the best ways to approach advocacy efforts. Board members representing BCLA and APLA committed to raise the issue with their respective associations. Background information or statistics on the use of the libraries/positions that were cut would help develop stronger arguments, however these agencies are corporate/private and CHLA does not have access to their usage statistics.

Motion Carried

Next Steps: Andrea to reach out to CHLA for collaboration on a draft position statement. Andrea to contact Impact Public Affairs for advice on additional advocacy. CFLA should consider the possibility of providing future guidance on how to approach advocacy-related issues for member organisations who may not have capacity or experience with such matters.

Christine Neilson & Amanda Ross-White left the meeting.

5.2 CFLA-FCAB Position Paper on School Libraries

A. Cechetto/A. Brooks-Kirkland

Background: At its March 21, 2024 meeting, the CFLA-FCAB Board approved a motion that the CFLA and Canadian School Libraries (CSL) draft a position statement in support of Canadian School Libraries. In response, a statement was developed by a variety of school library stakeholders and CFLA representatives.

Motion: THAT CFLA approves the *CFLA Position Statement on the Status of School Libraries in Canada*.

Moved by: Mélanie Raymond

Seconded by: Monika Machacek

Discussion: As education is mostly a provincial/territorial responsibility, there was discussion about whether the provincial associations should be consulted prior to issuing the position paper, particularly as it relates to advocacy. It was noted that many provincial associations do

not have school libraries within their membership whereas other associations could be empowered if the position paper comes from the national organisation. A friendly amendment to the wording about provincial advocacy in one section of the position statement was made.

Motion Carried.

Next Steps: Wording of the position statement to be updated as per the friendly amendment. Position statement to be sent for translation and distribution.

Anita Brooks-Kirkland left the meeting.

5.3 Approval of Motions made without Quorum

L. Winton

Background: The first half of the March 21, 2024 Board meeting proceeded without quorum, which was not noticed until after the meeting was adjourned. The Chair and Vice-Chair consulted with CFLA-FCAB's Parliamentarian, Jason Robinson, who advised that if Motions are carried without quorum and there was no intent to subvert quorum, then the motions may stand. Best practice is to conduct a bulk vote on all motions that were carried without quorum at the next meeting to reaffirm them.

Motion: THAT the CFLA-FCAB Board reaffirm the formal actions taken at the March 21, 2024 Board meeting in relation to Agenda Items 1 (Approval of the agenda) through 5.4 (Copyright Committee New Chair: Donald Taylor).

Moved by: Laura Winton

Seconded by: Lorisia MacLeod

Motion Carried.

5.4 Steps to Reconcili-Action Report from IMC

L. MacLeod

Background: The Indigenous Matters Committee has created a list of key actions taken by some Canadian Libraries as part of their work towards reconciliation. These highlights might serve to inspire and provide opportunities for collaboration for other libraries.

Motion THAT the CFLA-FCAB approve the IMC *Reconcili-Action Report*.

Moved by: Cate Carlyle

Seconded by: Tracey Therrien

Discussion: Some friendly, mostly clerical amendments were made to the draft report. Inclusion of the CARL contact information is pending their approval; the email may need to be removed if approval is not received. With federal budget consultations upcoming, some of the contents of this report could be considered for inclusion in the CFLA-FCAB federal funding requests.

Motion Carried.

Next Steps: Lorisia to bring the friendly amendments and CARL contact information back to the IMC for review. Once approved, the report will be sent for translation and made available via the CFLA-FCAB newsletter, and via Board members at conferences, etc.

5.5 IFC Statement on Labelling

E. Jaeger-McEnroe

Background: Discussions about applying discovery aids (ie. labels and stickers) to library materials by or about marginalised groups have been occurring in various libraries and associations. To help provide useful guidance to Canadian libraries, the IFC drafted a *Statement on Labelling*.

Motion THAT the CFLA-FCAB approve the Intellectual Freedom Committee's *Statement on Labelling*.

Moved by: Lorisia MacLeod

Seconded by: Laura Winton

Motion Carried.

Next Steps: The Statement will be formatted, translated, and distributed.

6 Discussion Items - Points de discussion

6.1 CLA Statements and Position Papers Review

M. Raymond

Background: In 2023, the CFLA-FCAB Board began a review of Canadian Library Association (CLA) position papers and statements that had not yet been reviewed, updated, or endorsed by the CFLA. Some papers were sent to committee for review and recommendation, with the Copyright Committee being asked to review one paper, and the IFC asked to review five. A number of papers were designated as requiring "Board" review. This work stalled during the Board transition and should now be revived. The work is particularly important at this time as the Executive would like to decommission the CLA website by the end of 2024, and doing so would result in the loss of these papers and statements that may still be of interest to Canadian libraries.

Motion THAT a working group of Board members be created to review the list of CLA papers and determine the appropriate course of action for each. That a retention and review schedule also be identified by this working group.

Moved by: Cate Carlyle

Seconded by: Tracey Therrien

Discussion: The option of simply archiving the old CLA statements on the CFLA website was discussed, but potential for confusion and concerns about digital footprints overruled that idea. There is some concern that Board members may not have the required expertise for certain position papers; however, working on these papers in partnership with other national organisations with the required knowledge and expertise might be an opportunity.

Motion Carried.

Next Steps: A working group of Cate, Tracey, and Michael will begin working. A call will be made for other Board members to join the group.

6.2 Executive Decision Making

L. Winton

Background: To improve CFLA-FCAB responsiveness and efficiency, the Executive Committee would like to exercise the decision-making authority granted in *Policy 003: Meeting Policy*. Current practice has been for a vote by email by the full Board to occur when a decision is required between meetings. This process has led to delays in decisions. Going forward, for those issues that require time-sensitive decision-making which cannot wait for a future Board Meeting, the Executive plans to begin exercising its decision-making authority. The Executive Committee does not have a Terms of Reference or other documentation outlining how this power will be exercised and the Committee's obligations to report back to the Board on decisions made. These documents should be drafted.

Discussion: Email votes will continue to be an option. It was noted that timeliness of responses

from Committees and Board members would be improved if timelines and needs were clearly identified. The Terms of Reference should be clear that this Executive authority is only to be used for issues that require quick turnaround or time-sensitive decisions. Decisions taken by the Executive would be included in the consent agenda at the next Board Meeting. Parameters for financial decisions should specifically be identified; it was noted that the Financial Policy identifies \$3000 as the limit for decisions taken by the Executive.

Next Steps: The Executive Committee will draft a Terms of Reference that will include the composition of the Executive (as set forth in Policy), the scope and authority of the Executive (including decision-making authority and process), and the reporting mechanism for the Executive. The Terms of Reference will be brought to the full Board for approval.

6.3 Committee updates to CFLA documents

E. Jaeger-McEnroe

Background: Concerns were raised about changes being made to CFLA-FCAB documents, such as the IF Toolkit, and these revised documents then being posted publicly without Board approval. While minor, grammatical updates can be made without Board approval, more substantive changes should pass by the Board in order to avoid potential conflicts of interest.

Motion THAT the IF Toolkit available online be reverted back to the last approved version (2022);
AND that the Toolkit be referred back to the IFC for review;
AND that the revised/updated Toolkit be submitted to the Board for approval.

Moved by: Emily Jaeger-McEnroe

Seconded by: Lorisia MacLeod

Discussion: Any policy, press release, statement, toolkit or other external communication that a Committee or Task Force would like to release must first be approved by the CFLA-FCAB Board; these are subject to the CFLA-FCAB Communication Policy. There is admittedly a lack of clarity with regards to the process in relation to updates to existing documents. The strength and expertise of committee members is recognized, but the Board should have the opportunity to control messaging.

Motion Carried.

Motion THAT a Board working group be struck to review the Communications Policy in particular relation policy, statement, toolkit, etc. updates.

Moved by: Mélanie Raymond

Seconded by: Laura Winton

Motion Carried.

Next Steps: Michael Michelle to notify IFC of changes to the posted IF Toolkit and to request that the revised Toolkit be submitted to the Board for approval. A working group, composed of Emily, Lorisia, and Mélanie will review the Communications Policy.

7 Information Items - Points d'information

7.1 Update on Communications Strategy Consultant

A. Cechetto

We have received five Expressions of Interest and two RFP responses thus far. We will cease accepting submissions at the end of the day on May 15th, 2024. A working group of Laura, Lorisia, and Mélanie will subsequently review the submissions.

7.2 Update on Stakeholder Consultations

Winton/Cechetto

Consultations have been going well, with 4 of 5 scheduled consultations completed. Robust feedback is being received on Communications, Governance, and Advocacy. Summary reports about the consultations will be submitted to the Board once all sessions are complete.

7.3 Update on 2025 National Forum

Carlyle/Raymond

The Co-Chairs met with Michelle Arbuckle and Emily Burns from OLA to discuss the partnership. The 2025 National Forum will be a 1-day event, held in lieu of the Partnership meeting, during the OLA SuperConference. Various logistics related to technology, registration, and swag were discussed. A survey was sent out to CFLA membership to explore topics of interest. The survey closes on May 10th. Once the general topics are identified, a committee will be formed to proceed with National Forum implementation.

7.4 Email Voting Procedures

L. Winton

Though motions should normally be brought to regular Board meetings, the CFLA-FCAB Board and Executive periodically make decisions between meetings via email motions. A procedure has been created to streamline the email motion process, create clarity, and ensure timely responses.

7.5 Board Meeting Update to Members Template

L. Winton

Stakeholder consultations have consistently yielded feedback that members would like more frequent updates on CFLA-FCAB work. Board members have also mentioned that they are unsure what information they should provide to their association Boards and their members. A template and procedure have been developed to aid in these communications. Within two weeks of a Board meeting, Board members will receive a copy of a one-page CFLA-FCAB Update, which will outline key decisions and items of interest from the meeting. Board members will distribute the update to their association membership and include it as an item for information at their next association Board meeting. Board liaisons will also include the update on the agenda for their Committee meetings.

7.6 Board Training on Roberts Rules

M. Rogowski

To aid in Board member understanding of Roberts Rules, particularly as they relate to Motions, training is being scheduled with the CFLA-FCAB Parliamentarian, Jason, for sometime in September/October. An annual refresher course will subsequently be held as well.

7.7 Media Training with Impact Public Affairs

M. Rogowski

Training on media relations is being held on May 14th for Board members and Committee chairs/members, as well as the executives of membership associations. Board members can share the media training invitation as needed. Those interested in obtaining a copy of Impact Public Affairs book should let Michael Michelle know.

Mary-Jo Romaniuk and Cate Carlyle left the meeting. Quorum was lost at 2:06 pm

8. Updates from Committees - Mises à jours des comités

8.1 Cataloguing and Metadata

N. Heheman

No update.

8.2 Copyright

L. Winton

Draft Recommendations on WIPO Good Practice Toolkit for Collective Management Organizations (CMOs) were presented via IFLA's CLM Advisory Committee. Work is progressing on the Crown Copyright Code of Best Practices and the Guidelines to the Canadian Coalition for Inclusive Publishing.

8.3 Intellectual Freedom

E. Jaeger-McEnroe

No update.

8.4 Indigenous Matters

L. MacLeod

The committee completed its draft of the *Steps to Reconcili-Action Report*, which was brought to the Board for approval at the May meeting. IMC is also drafting material for Board review related to creating a multi-sectoral national community of practice to create space for connection, support, and engagement among Indigenous information workers.

8.5 Climate Action Committee

M. Machacek

No update.

9. Other Business - Autres affaires

9.1 CFLA-FCAB Board Members at Upcoming events

- Andrea Cecchetto at Democracy XChange (Toronto) - 12 April 2024
- Andrea Cecchetto at BC Library Directors' (Virtual) - 22 April 2024
- Andrea Cecchetto at CULC (Virtual/Montreal) - 5 May 2024
- Emily Jaeger-McEnroe at ABQLA (Montréal) - 10 May 2024
- Laura Winton submitting proposal to present CFLA-FCAB Update at AB Stronger Together - Oct 3-4, 2024

10. Next Meeting - Prochaine réunion: June 13th, 2024

11. Adjournment - Clôture de la séance

MOTION to adjourn the meeting.

Moved by: Lorisia MacLeod

The meeting adjourned at 2:08 PM EST