



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

ANNUAL GENERAL MEETING

12:00 PM – 1:00 PM EST
Thursday, February 9, 2023
Virtual Zoom Link

ASSEMBLÉE GÉNÉRALE ANNUELLE

12 h à 13 h HNE
jeudi 9 février 2023
Lien de zoom virtuel

Online – En ligne

Please sign in at 11:45AM EST -- Veuillez vous connecter à 11h45 HNE

Minutes of the Annual General Meeting held Friday, February 9, 2023, via Zoom Virtual Conferencing.

Present in person:

Board members: LORISIA MACLEOD (CHAIR), MICHAEL ROGOWSKI (OFFICE COORDINATOR - MINUTES), JESSICA KNOCH (SECRETARY), HÉLÈNE CARRIER (VICE-CHAIR), ANDREA CECCHETTO (TREASURER), GRAEME TENNANT, TODD MUNDLE, ANN SMITH, SHARON RANKIN, HÉLÈNE CARRIER, KATYA BORRÁS, BRETT WAYTUCK, BRAD DOERKSEN,

Voting Members: Eve Lagacé (ABPQ – 1 vote), Carol Cooley (CULC – 3 votes), Dina Stevens (FOPL – 2 votes), Vivian Luise (CARL – 3 votes), Anita Brooks-Kirkland (Canadian School Libraries – 1 vote), Dr. Sabrina Saunders (OLA – 3 votes), Rina Hadziev (BCLA - 2 votes), Deb Thomas (Ex Libris - 1 vote), Jerrilyn Kirk (BCTLA - 1 vote), Leigh Anne Palmer (ABCPLD- 1 Vote), Treaver Pross (AMPLO - 1 Vote), Tina Kleisinger (SLA - 1 Vote), Naz Torabi (CHLA/ABSC - 1 Vote), Krystal Dionne (APLA - 1 Vote), Haley Amendt (LAA - 1 Vote).

Guest: Jason Robinson (Parliamentarian)

1. Welcome and Introductions (Lorisia MacLeod, Chair)

LM (Chair): Called the meeting to order at 12:00 p.m. EST. Read the land acknowledgement and provided an overview of the meeting procedures. LM welcomed Parliamentarian and introduced the head table.

2. Verification of Quorum (Michael Rogowski, Office Coordinator)

A quorum at any meeting of the Members (unless a greater number of members are required to be present by the Act) shall be twenty five percent (25%) of the Members entitled to vote at the meeting. If a quorum is present at the opening of a Meeting of Members, the continued presence of a quorum is presumed unless the chair or a Member notices that a quorum is no longer present.

There are 15 delegates online and 25 votes. Quorum shall be twenty five percent (25%) of the Members which is 7 and quorum has been achieved.

3. **Standing Rules of Order**

The Standing Rules for Members' Meetings were distributed with the meeting package. These Standing Rules for Members' Meetings were adopted by the Membership at the 2019 AGM.

A selection of the rules were read by L. MacLeod for the benefit of those online.

No questions recorded.

4. **Approval of Agenda**

The agenda has been distributed with the meeting package. Any proposed changes?

Remove Kirk as Secretary, carry over from last year's agenda..

Motion to approve the agenda by the Chair.

Motion carried. Unanimous.

5. **Approval of the minutes of the 2022 Annual General Meeting**

Document N° 1

Motion to approve the minutes. Corrections to the meeting : none.

Minutes are approved as distributed.

6. **Report from the Chair**

L. MacLeod provided the Chair's Report.

I won't take the time here to rehash the continuing challenges that have faced us all this year ranging from continued financial changes to continuing COVID-19 factors. Many of us have seen them in our own day-to-day life so instead what I'd like to focus on is the good. To set the stage I'd like to share an excerpt from [Jocko Wilson](#):

"When things are going bad: Don't get all bummed out, don't get started, don't get frustrated. No. Just look at the issue and say: "Good."

Now, I don't mean to say something trite; I'm not trying to sound like Mr. Smiley Positive Guy.

That guy ignores the hard truth.

That guy thinks a positive attitude will solve problems.

It won't. But neither will dwelling on the problem. No. Accept reality, but focus on the solution. Take that issue, take that setback, take that problem, and turn it into something good. Go forward. And, if you are part of a team, that attitude will spread throughout."

This is the spirit that I felt the board of CFLA-FCAB embodied this year, we didn't ignore the hard truth that COVID was still a factor or that the status quo was still shook up- instead we said good and looked at what we could do. The pandemic had delayed the planned Biannual forum but this board began looking at how to best host the next one aiming for a 2023 or 2024 Forum. We saw the division in librarians' voices on

topics and said good, it's time we came together again to discuss and set about planning that. In 2022 we also had the first Indigenous person elected as chair which was a fantastic honour to be a part of and I hope will encourage other Indigenous library workers to see themselves in leadership roles.

This board has also taken on some of the important but often thankless work of revising policy and procedure. Over the course of 2022, we reviewed every single CFLA-FCAB policy to ensure they reflected the current reality and worked cohesively with each other. Our Treasurer and Office Coordinator also worked tirelessly to improve our financial reporting software to be more cost effective and useful. This isn't the flashy work that most people dream of when joining a board but it means a clean, clear, and strong administrative foundation not only for us but also for our Strategic Committees.

Speaking of our Strategic Committees, I also want to acknowledge that same invigorating attitude has been seen in their work too over this year. In our Strategic Committees we saw work being done that lead to Copyright committee members speaking before the Standing Committee on Industry and Technology in Parliament for example. Or the work of our Cataloging and Metadata committee in creating a task force to review ethics. And also key work being done on revising the Terms of Reference for our Intellectual Freedom Committee and well as revising all foundation documents for our Indigenous Matters Committee. Again, these are not glamorous tasks but they speak to the commitment of these colleagues to ensuring the work is well supported by governing documents both now and into the future.

Like previous years, CFLA-FCAB has still been able to fulfill its core mission to influence public policy, advance library excellence, and raise the visibility of libraries in Canada. We were involved with the budget consultations, engagement on legislation that pertained to our scope both nationally (Canadian legislation) and internationally were applicable (Ethics for Cataloging for example). This work also included approval of updated [Guidelines for the Education of Library Technicians](#) with thanks to our colleagues Norene Erickson and Lisa Shamchuk who took the lead on drafting the updates. Statements were also released on topics within CFLA-FCAB's scope such as a call for the release of withheld Residential School records to a memo on handling notices of personal liability.

So now I look forward to 2023 and what's to come. Do we know what that year will bring for sure? No. But to that I say 'good'. Like Jocko Wilson I'm not saying that because I think a positive attitude will solve everything- I say it because I have seen this board of excellent colleagues come together to create policy, statements, and support our committees work. I say good because working together in this ever evolving field of librarianship is challenging but it is work best done together where ideas can be polished and refined by the perspectives of others. I say good because while we may not be able to see what's coming with perfect clarity, we have seen that there are dedicated collaborative colleagues who are coming together to work on important matters to librarianship whether that be on our board, our committees, or our focus groups. I say good because I see that same attitude continuing into the 2023 board and hopefully well beyond.

In Spring 2023, the CFLA-FCAB Board will be releasing a new strategic plan for 2023-2026. This Strategic Plan will be a continuation of many of the goals identified in the expiring plan, with a renewed commitment to stakeholder relations and member engagement. To date the board has completed an environmental scan of library sector priorities as well as a review of the strategic priorities of our member associations and organizations to understand how CFLA-FCAB can enrich the national library landscape over the next three years. Following the appointment of our new 2023 Board of Directors, when incoming Board members will be able to contribute input from their respective organizations, we hope to release our new strategic plan to guide the growth and continued excellence of the Federation for the years to come.

I know some of our colleagues have completed their time on the board and I would like to thank them profusely for their energy, time, and attitude during their service.

7. Treasurer's Report (Paul Takala, Treasurer)

A. Cecchetto provided the Treasurer's Report.

One of the major priorities for the budget year 2021-2022 was to implement financial monitoring and reporting efficiencies, including the implementation of a new accounting software, Quickbooks. This migration project went beyond its anticipated schedule but was implemented in December 2022. The major member benefit of this system will be streamlining invoicing to improve the usability of this process. Invoicing is currently underway, as are efforts to follow up on deferred revenue, which currently includes in excess of \$38,000 of historic membership dues.

The 2021-22 budget, approved by the CFLA-FCAB board in September 2022, is reflective of the Federations continued recovery efforts. This budget includes updated revenue targets, and while we anticipate increased revenue over 2020-21, revenue capacity remains reduced due to ongoing recovery conditions amongst our member associations. Additionally, as CFLA-FCAB is planning the return of the National Forum, we set an ambitious revenue target for the conference; due to circumstances related to the planning of the conference, this target is unlikely to be reached. Nonetheless, CFLA-FCAB remains in a good position to pursue its mandate through its strategic committee, and to pursue its strategic priorities, including the formation of a new strategic plan in 2023.

For the fiscal year ending August 31, 2022, total CFLA-FCAB reported income of \$84,426. This was a significant increase from \$34,451 generated in 2021 due to evolving pandemic recovery. The 2022 finances also reflected the impact of reduced staffing expenses, as this was the first full fiscal year without an executive director for the federation. A public Accountant Review Engagement was completed by Ousley, Harvey, Clipsham, and Deep, LLP. The review found the books were in good order and that we ended the year with a positive balance, and no irregularities or anomalies.

7.1 Presentation of Public Accountant Review Engagement

Document N° 2

Resolution 2023-01: The membership acknowledges receipt of the Public Accountant Review Engagement dated August 31, 2022.

Motion: The membership acknowledges receipt of the Public Accountant Review Engagement dated August 31, 2022.

No questions regarding the Review Engagement document.

Mover: T. Pross (AMPLO). Seconder: Dr. S. Saunders (OLA). No discussion.

Motion carried. Unanimous.

7.2 Appointment of Public Accountant

Resolution 2023-02: The membership accepts the Board recommendation to select Ousley, Harvey, Clipsham, Deep, as Public Accountants for the 2022-2023 fiscal year.

Motion carried. Unanimous.

8. **Secretary's Report (Jessica Knoch, Secretary)**

As of today, CFLA has 25 members.

The CFLA Board of Directors met approximately every six weeks during 2022, for a total of 7 board meetings and 7 Executive Meetings. All meetings were held virtually using Zoom.

9. **Presentation of Slate of Candidates and Call for Nominations from the Floor** **Document N° 3**

Resolution 2023-03: The membership accepts the slate of candidates nominated in accordance with Bylaw No. 1 to serve on the Board of Directors.

Résolution 2023-03: Les membres acceptent la liste des nominations proposées conformément au Règlement No. 1 pour siéger au conseil d'administration.

T. Kyle presented the slate of candidates to be elected to the Board at the February 11, 2022 AGM to serve on the Board of Directors for a two-year term commencing today.

Denis Chouinard – Québec

Tracy Therrien – BCLA

A call for nominations for the two vacant positions of Northern Representative and Francophone Representative was made to the floor.

None came forward, the positions will remain vacant until filled in the future.

Further nominations from the members were called. None.

Nominations declared closed. Elected by Acclamation.

10. **Adjournment**

The meeting adjourned at 12:38 p.m. est.