



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

Board of Directors Meeting
Réunion du Conseil d'administration
Thursday June 13, 2024 – jeudi 13 juin 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, Laura Winton

Guests: Sara Clark, Laurie Davidson

Regrets: Nora Hehemann, Tracey Therrien

A. Cecchetto 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: M. Machacek

Seconded by: C. Carlyle

Carried

2. Approval of [May 2nd, 2024 Minutes](#) - Approbation du procès-verbal du [2 mai 2024](#)

Motion to approve the Minutes for May 2, 2024

Moved by: L. Winton

Seconded by: C. Carlyle

Carried

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

No conflicts of interest were noted.

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

4.1 Executive decision made via email

Executive Committee Motion THAT the CFLA-FCAB apply for 2.5 years of funding in the amount of \$800,000 annually through the Equitable Access to Reading Program to support the development of accessible content. Carried June 9, 2024.

4.2 Approval of the Executive Minutes - No meeting held.

Discussion of items 6.3 and 6.1 were moved ahead by consensus and discussed. L. Davison left after discussion of point 6.3 and S. Clark and E. Jaeger-McEnroe left after discussion of point 6.1

Motion to receive the consent agenda.

Moved by: M. Machacek

Seconded by: L. MacLeod

Motion Carried

5. Decision Items - Points de décision

5.1. Executive Committee Terms of Reference

L. Winton

Background: At the May 2nd Board meeting, it was discussed that the Executive Committee would draft Terms of Reference that would 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. It was also decided that these Terms of Reference would be brought to the full Board for approval.

Motion: THAT the Terms of Reference - Executive Committee be adopted.

Moved by: M. Machacek

Seconded by: M. Raymond

Motion Carried.

5.2. Revised Committee Policy

A. Cecchetto

Background: A task force was created at the May 2nd Board meeting to review the Communication Policy and Committee Policy to address two issues that had arisen, specifically a desire to formally recognize member participation on CFLA-FCAB committees as well as the need for Board approval prior to publishing of revised documents that had previously been approved by the Board in their original form. The task force reviewed the Committee Policy and proposed two amendments to address these issues.

Motion: THAT the revised Committee Policy be adopted.

Moved by: C. Carlyle

Seconded by: L. Winton

Discussion: Procedural information will need to be drafted in order to address the Record of Service / Certificate of Thanks, but these procedures are not required for the policy's approval.

Motion Carried.

Next Steps: Procedures related to Record of Service / Certificate of Thanks will be drafted.

5.3 Revised Communication Policy

A. Cecchetto

Background: The same task force that revised the Committee Policy (above) revised the Communication Policy to include mention of the Record of Service / Certificate of Thanks as an option for Board members as well, and not just Committee members. They recommend the addition of one section to the Communication Policy to address this.

Motion: THAT the revised Communication Policy be adopted.

Moved by: L. Winton

Seconded by: M. Raymond

Motion Carried.

6. Discussion Items - Points de discussion

6.1. Advocacy Plan Recommendations

A. Cecchetto / S. Clark

Background: Impact Public Affairs was asked to draft an Advocacy plan in response to the recent stakeholder meetings and the changing federal political landscape. S. Clark presented the resulting Advocacy plan to the Board, specifically outlining a 3-pronged approach which focuses on: a) building and sustaining relationships with key officials, b) encouraging grassroots advocacy, and c) encouraging CFLA's participation within the political landscape. The key message would be that inadequate availability of diverse funding streams inhibits libraries'

ability to fulfil their role as core components of the social infrastructure in Canadian communities.

Discussion: There was broad support for the advocacy strategy amongst Board members. The tie-in with public libraries is obvious, but the goal is to elevate the intrinsic value and need of all libraries, and so the plan will apply to all types of libraries. Grassroots advocacy aspects were of particular interest to the Board, most notably the development of meeting request templates, best practices, proposed speaking notes, and a CFLA one-pager. Impact Affairs will continue to be available to CFLA and its members for advice, support, and training as this plan moves forward.

Next Steps: S. Clark will share the Advocacy Plan presentation slide deck with Board members and Impact Public Affairs will start developing the resources identified within it. An Advocacy Town Hall meeting will be investigated and planned.

6.2. IFLA and Dutch Charitable Status

A. Cecchetto

Background: Andrea will be attending the IFLA General Assembly on behalf of CFLA. One of the motions at IFLA involves their pursuing charitable status in the Netherlands. Doing so will not change IFLA's function and Andrea's intent was to vote in favour, but wanted to seek input, if any, from the Board prior to doing so.

Discussion: No concerns were expressed with regards to IFLA pursuing charitable status in the Netherlands. It was suggested that if the continuation of virtual or hybrid options for IFLA meetings was called into question, that CFLA-FCAB should advocate or vote in favour of retaining the hybrid & virtual option.

6.3. Details of Partnership with CELA

A. Cecchetto/L. Davidson

Background: CELA provides accessible reading services to people with print disabilities across Canada through public libraries. Since 2019, CELA has received direct federal funding in the amount of \$3 million a year. This year, their potential funding has been moved to a new funding program called the Equitable Access to Reading Program (EARP), which is a competitive call out for proposals. EARP was announced on May 9 and it limits an organisation's ask to 2 million/year (1 million/yr less than what CELA has been receiving for the past number of years). CELA is applying for the full \$2 million/year, but are also exploring different ways to get the additional \$1 million, so that CELA can continue with its services without any cuts. The CFLA-FCAB Executive, due to time constraints with the grant proposal deadline, has agreed to also submit for funding under the same program in order to produce content in accessible formations, specifically for underserved communities. We would then sub contract to CELA for this work.

Discussion: CELA has spoken with CULC, who agree this is a fit for CFLA (rather than themselves). The federal government's reasoning for the reduction in funding to CELA was due to a desire for funding to be fair & competitive rather than a direct funding of two organisations (CELA & NNELS). There is no guarantee that our funding requests will be approved as the funding is open to any organisation to apply at various funding levels. NNELS, CELA, and CFLA-FCAB would hope to be fully funded to ensure equitable service, and the intent is for the three organisations to pursue the work collaboratively. If funded, this may be an opportunity for CFLA-FCAB to take on accessibility advocacy via a committee, task force, or interest group. A request for funding for accessibility & accessible services is in line with CFLA-FCAB's previous federal budget requests.

Next Steps: Andrea & Laurie to work on the Equitable Access to Reading Program funding request, which is due June 19th.

7. Information Items - Points d'information

7.1 Communications Strategy Update

L. Winton

Background: The CFLA-FCAB Board had previously approved up to \$20,000 in funding to hire a consultant to assist us in developing a communications plan. An informal RFP was released in April and we received 4 submissions in response. Three Board members (Laura, Lorisia, and Mélanie) volunteered to evaluate and score the submissions. This group met on May 31st to finalise their scoring and they agreed that the proposal from [Anne Bailey Communications and Strategy](#) was the best. Laura has regretted the consultants who were not selected and has contacted Anne Bailey. A meeting is scheduled for June 18 to initiate the project and develop a plan.

Next Steps: Laura will be the lead on this project and may recruit a team to assist as needed, based on project planning discussions with the selected consultant. Updates will be provided to the Board at each meeting.

7.2 Governance Review Steering Committee Update

A. Cecchetto

Background: In response to the recent stakeholder meetings, a group was formed to review issues raised in relation to CFLA-FCAB Governance. This steering committee is comprised of five Board members, committee representatives, as well as representatives for three member organisations (BCLA, OLA, and OCULA)

Next Steps: The steering committee has two meetings scheduled to discuss how governance applies to two key issues: committees and Board composition. They will submit recommendations to the Board, and the Board will subsequently be asked to create a recommendation implementation team.

8. Updates from Committees - Mises à jours des comités

8.1 Cataloguing and Metadata

N. Heheman

No update.

8.2 Copyright

A. Cecchetto

Amanda Wakaruk (a Copyright Committee member) attended the WIPO Standing Committee on Copyright & Related Rights. The Preservation Toolkit was approved. The Crown Copyright Code of Best Practices is complete and the translation is underway. Its contents will be presented at the ABC Copyright Conference. A Generative AI FAQ, with particular attention to Copyright, is being developed.

8.3 Intellectual Freedom

E. Jaeger-McEnroe

The Intellectual Freedom Committee has drafted two documents that should be coming to the Board for a vote soon: a Statement on the Intellectual Freedom of Children as well as a document on the Prison Library Network and the Right to Read.

8.4 Indigenous Matters

L. MacLeod

The Indigenous Matters Committee is currently discussing their next project workplan, which should be ready to be brought forward to the Executive and Board for consideration soon.

8.5 Climate Action Committee

M. Machacek

No update.

9. Other Business - Autres affaires

9.1 CFLA-FCAB Board Members at Upcoming events

Cate Carlyle attended the APLA Conference (Newfoundland & Labrador/Virtual) from June 4-7 2024

10. Next Meeting - Prochaine réunion

The next CFLA-FCAB Board Meeting will be held on July 25th, 2024.

11. Adjournment - Clôture de la séance

MOTION to adjourn the meeting.

Moved by: M. Machacek

The meeting adjourned at 1:35 PM EST