

2018 Annual General Meeting Minutes – September 11, 2018

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Attendance

Present

Peter Bailey, Library Director, St. Albert Public Library
Catherine Biss, Board Chair, CEO Markham Public Libraries
Grace Dawson, Branch & Community Services Librarian, Prince Edward
Island Public Library Service
Jefferson Gilbert, Executive Director, CULC/CBUC
Rina Hadziev, Collections and Technical Services Coordinator, Greater
Victoria Public Library
Teresa Johnson, Director of Research & Planning, New Brunswick Public
Library Service
Gwen Schmidt, Manager, J.S. Wood Branch, Saskatoon Public Library

Regrets

Pilar Martinez, Chief Executive Officer, Edmonton Public Library
Kitty Pope, Chief Executive Officer, Windsor Public Library

Also Present

Michael Ciccone, Executive Director, CELA
Lindsay Tyler, Senior Manager, Operations, CELA

Call to Order

Catherine Biss, occupied the Chair and Jefferson Gilbert, acted as Secretary of the meeting.

Establishment of Quorum

A quorum of directors being present, the Chairperson declared the meeting to have been regularly called and properly constituted for the transaction of business.

Approval of 2018 Annual General Meeting Agenda

MOTION

Moved by Rina Hadziev
Seconded by Grace Dawson

THAT the Agenda for the 2018 Annual General Meeting be approved.
CARRIED

Approval of 2017 Annual General Meeting Minutes

MOTION

Moved by Peter Bailey

Seconded by Teresa Johnson

THAT the minutes from the 2017 Annual General Meeting on September 12, 2017 be approved.

CARRIED

Chairperson's Report (appendix 1)

MOTION

Moved by Catherine Biss

Seconded by Jefferson Gilbert

THAT the Chairperson's report be received.

CARRIED

Treasurer's Report

- Establishing a reserve is a good stretch goal, but CELA is young, and there isn't much extra cash with which to establish one at this time.

MOTION

Moved by Jefferson Gilbert

Seconded by Rina Hadziev

THAT the Treasurer's report be received.

CARRIED

Executive Director's Report (appendix 2)

MOTION

Moved by Teresa Johnson

Seconded by Gwen Schmidt

THAT the Executive Director's report be received.

CARRIED

Financial Statements

MOTION

Moved by Rina Hadziev

Seconded by Jefferson Gilbert

THAT the financial statements and the report of the public accountant for the Corporation for the fiscal period ending March 31, 2018 be received.

CARRIED

Appointment of Public Accountant

Motion

Moved by Jefferson Gilbert

Seconded by Grace Dawson

THAT Guyatt + Moffatt are appointed the public accountants of the Corporation, to hold office until the close of the next annual meeting of the members or until their successors are appointed, subject to the provisions of the *Canada Not-for-profit Corporations Act*, and the directors are authorized to fix their remuneration.

CARRIED

Director Appointments.

MOTION

Moved by Teresa Johnson

Seconded by Gwen Schmidt

THAT the following individuals be elected to become directors in accordance with the General Operating By-Law No. 1.

Name	Term	Term Expiry
Peter Bailey	3 years	September 26, 2021
Grace Dawson	3 years	September 26, 2021
Rina Hadziev	3 years	September 26, 2021

CARRIED

Board of Directors Term Expirations

MOTION

Moved by Teresa Johnson

Seconded by Gwen Schmidt

THAT the Board of Directors of the Corporation be confirmed together with expiry dates for each directors' term of office as follows:

Name	Term	Term Expiry
Kitty Pope	3 years	September 26, 2019
Pilar Martinez	3 years	September 26, 2019
Teresa Ann Johnson	3 years	September 26, 2019
Jefferson Gilbert	3 years	September 26, 2020
Catherine Biss	3 years	September 26, 2020
Gwen Schmidt	3 years	September 26, 2020
Peter Bailey	3 years	September 26, 2021
Grace Dawson	3 years	September 26, 2021
Rina Hadziev	3 years	September 26, 2021

CARRIED

Confirmation of Acts

Motion

Moved: Rina Hadziev

Seconded: Gwen Schmidt

THAT all acts and proceedings of the directors, officers, and members since the date of incorporation of the corporation be approved and confirmed.

CARRIED

Transaction of Business

Motion

Moved: Teresa Johnson

Seconded: Gwen Schmidt

TO transact such other business as may properly be brought before the meeting or any adjournments thereof;

CARRIED

Adjournment

There being no further business, on motion the meeting then terminated.

Moved: Rina Hadziev

Approved unanimously

Chairperson

Secretary

Appendix 1 – Chairperson’s Report

I would like to start by thanking our Board members for their ongoing commitment to CELA: Jefferson Gilbert, Peter Bailey, Teresa Johnson, Gwen Schmidt, Grace Dawson, Rina Hadziev, Kitty Pope and Pilar Martinez.

Integral to our success is a strong staff team: Michael Ciccone, Lindsay Tyler, Rachel Brau and Karen McKay.

Once again, thanks to these hardworking individuals CELA has accomplished a great deal:

- A new accessible platform with optimized mobile options that will launch in early 2019.
- Continuing outreach to build awareness of CELA services across the country.
- An online CELA Outreach Service Toolkit that assists public libraries in reaching out to residents with disabilities and brings together relevant resources in a single place.
- A collaboration meeting between NNELS-CELA this past July in Edmonton.
- A new Patron Advisory Group to ensure we are meeting our user needs.
- In the area of funding, we expanded into three provinces and territories and seven individual libraries in British Columbia and Manitoba.
- A strong Services and Operations Committee that continues to implement service improvements for our customers.

Our actions exemplify our commitment to CELA’s Vision – “Equitable public library services for Canadians with print disabilities” and to our Mission – “To support public libraries in the provision of accessible collections for Canadians with print disabilities and to champion the fundamental right of Canadians with print disabilities to access media and reading materials in the format of their choice.”

Sincerely



Catherine Biss, Board Chair, CELA

Appendix 2 – Executive Director’s Report

Date: September 11, 2018
To: Chair and Members of the Board
From: Michael Ciccone, Executive Director
Subject: Executive Director’s Report

This AGM is the fifth for CELA. Our attention continues to shift from that of a start-up service focusing on introductory exposure of our services to both public library staff and potential users, to that of a self-sustaining prominent voice in the provision of accessible services to Canadians with print disabilities. Here are some of the highlights from the year that began April 1, 2017 and ended March 31, 2018.

Conference Attendance and Training

Given the geographical expanse of the libraries providing CELA services, conference attendance and participation continues to be an important marketing, promotional and information gathering tool. While most opportunities are available in Ontario, we also attended events in British Columbia, Alberta, Saskatchewan, Quebec and Prince Edward Island. We attended 8 library association conferences, 5 conferences for educators serving students with print disabilities and 8 conferences organized by consumer groups representing persons with print disabilities.

Webinars and Training Opportunities

CELA continues to provide regular monthly webinars and occasional specialty webinars and they continue to attract staff from member libraries and educators in the community with 590 attending in the past year. The table below provides the breakdown of our standard webinars provided monthly:

Webinar	Attendance
CELA Educator Access Webinar	83
CELA Educator Access Webinar (FRENCH)	11
CELA Frontline Staff Webinar	185
CELA Frontline Staff Webinar (FRENCH)	1
CELA Orientation Webinar	154

In addition, we had 5 training session requested by libraries or provincial offices – with 95 library staff attending. We also offered a special webinar on promoting CELA services (12 attended) and braille (49 attended). The table below provided a breakdown by province:

Province/Territory	Attendance
Alberta	93
British Columbia	70
Manitoba	10
New Brunswick	62
Nova Scotia	75
Northwest Territories	7
Ontario	207
Prince Edward Island	2
Saskatchewan	30
Quebec	11
Newfoundland & Labrador	22
Yukon	1

New Platform

As of March 31, the development of the new CELA platform was well under way. CELA is reinventing its user interfaces with an open source solution and migrating its catalogue to a platform developed in partnership with Benetech, Inc. Benetech is a US-based non-profit with a focus on developing software for social good and the producer of Bookshare. Bookshare offers the largest collection of accessible materials in the world and is offered to patrons for free through public libraries. Benefits of the new system are highlighted below:

Accessibility

- The interface is accessible to patrons, librarians, and CELA staff
- Optimized mobile experience
- Specifically optimized for screen-readers and magnifiers

Discovery

- Integration of CELA and Bookshare Collections into one catalogue
- New uncluttered home page focused on search & discovery
- Improved adaptation to user need
- Auto-complete on search results
- Better navigation of filters
- Consolidation of formats into one record
- Better tools for collections promotion
- Eventually, search available within apps and players such as Dolphin's Easy Reader
- Integration with CELA Newsletters (Open Book)

Functionality

- All patron and transaction data are kept on servers located in Canada
- Simpler automatic registration process
- Combines functionality that currently resides in several separate databases
- Administration
- Because CELA will own the interface, we control the presentation of data and the flow
- The new system will allow for better, more granular and more timely reporting
- Management of library deposit collections will be improved
- Single system login for both library staff and patrons

Choice

- They will be an Increase in braille available through LibLouis, an open-source braille translator that automatically translates DAISY text files into braille on the fly. These files can be downloaded to braille displays or sent for printing through CELA's one-way braille service
- Synth Audio from Bookshare, created from DAISY Text files on the fly available in multiple formats, including Direct to Player and DAISY CD

Currently, the expected launch date is January of 2019.

Autonomy

The development of the new CELA platform will allow for a greater level of autonomy from CNIB by extracting most of the technology infrastructure from CNIB servers. It is expected that by April 1, 2019, most functions that CELA has been depending on CNIB to provide – accounting, human resources, technology infrastructure and support, office space – will be CELA's responsibility.

Patron Advisory Group and GTT

The CELA Patron Advisory Group, launched in March of 2017, continues to provide CELA staff with invaluable input on current and future services. The group met 3 times in the past year – Jun 20, 2017, Sep 19, 2017 and Jan 16, 2018 and provided the following:

- Input for the continued development of the Dolphin EasyReader app;
- Guidance on support for new patrons;
- A survey of apps and devices used;
- Continued input on our new platform;
- Input on the use of online newspapers and magazines;
- Suggestions for content offered in our *Open Book* patron newsletter;
- Input on the transition to single-use braille;

- Suggestions for promotional opportunities, and
- A great session on what they wished public library staff knew. Some of the highlights:
 - We want librarians to know limitations of accessible tech;
 - To dispel the myths and misconceptions about who can benefit from accessible resources;
 - To be aware of limits of physical limitations;
 - To make more library patrons aware of direct to player service;
 - To promote to CNIB offices so they are aware of CELA services and library connections, and
 - To make library historical collections accessible

In addition to our work with the advisory group, we have also been looking to the GTT for input and guidance. Started by the Canadian Council of the Blind (CCB) the Getting Together with Technology (GTT) Groups “helps blind and partially sighted residents to explore and integrate assistive devices in their home and work lives. The groups meet monthly to discuss new and updated devices, and participants teach each other how to include assistive technology in their daily lives. GTT groups meet at a variety of locations throughout Canada from Victoria to Halifax to support each other and to discuss different topics pertaining to the use of assistive technology.”

On October 4-5, 2017, CELA staff were invited to participate in an interactive GTTSupport online event called “Ask CELA”. GTTSupport is a listserv run by blind and partially sighted members of the GTT who are proficient in using accessible technology, and seek to pass their knowledge to others. We estimate that at least 60 questions were asked – many of them of a technical nature. We now monitor the listserv regularly, seeking out any discussions about CELA services and respond accordingly.

AMI

CELA staff will be joining the Accessible Media, Inc. (AMI) Live from Studio 5 broadcasts every other Friday for 10 minutes to discuss CELA services and share with listeners new or notable book selections. The show is hosted by Mike Ross, the Toronto Maple Leaf’s PA announcer and Joeita Gupta. Karen McKay, CELA Communications Manager, does most of the interviews, but other staff members contribute as well.

Funding

We had a great year attracting funders, adding 3 new provinces and territories and 7 individual libraries in British Columbia and Manitoba. As of March 31, 2018, the following have committed to funding CELA:

Library	Funder Type
Alberta	
Calgary Public Library	CULC
Edmonton Public Library	CULC
Wood Buffalo Regional Library	CULC
Province of Alberta	Province/Territory
British Columbia	
Burnaby Public Library	CULC
Coquitlam Public Library	CULC
Fraser Valley Regional Library (NEW)	CULC
Greater Victoria Public Library	CULC
Okanagan Regional Library	CULC
Richmond Public Library	CULC
Surrey Libraries	CULC
Vancouver Island Regional Library	CULC
Vancouver Public Library	CULC
Burns Lake Public Library	Individual
Castlegar & District Public Library	Individual
Gibsons & District Public Library	Individual
New Westminster Public Library (NEW)	Individual
North Vancouver City Library	Individual
Powell River Public Library	Individual
Rossland Public Library	Individual
Sechelt Public Library	Individual
Thomson Nicola Regional Library (NEW)	Individual
West Vancouver Memorial Library (NEW)	Individual
Manitoba	
Winnipeg Public Library	CULC
Brokenhead River Regional Library (NEW)	Individual
Portage la Prairie Regional Library (NEW)	Individual
South Central Regional Library (NEW)	Individual
Western Manitoba Regional Library	Individual
Province of New Brunswick	Province/Territory
Province of Newfoundland & Labrador (NEW)	Province/Territory

Northwest Territories	Province/Territory
Province of Nova Scotia (NEW)	Province/Territory
Province of Ontario	Province/Territory
Province of Prince Edward Island	Province/Territory
Province of Quebec: BAnQ	Province/Territory
Saskatchewan	
Regina Public Library	CULC
Saskatoon Public Library	CULC
Province of Saskatchewan	Province/Territory
Yukon Territory (NEW)	Province/Territory

Finally, it is once again my pleasure to recognize the contributions put forth by the CELA staff, who are the most dedicated I've ever worked with, the CELA Board of Directors, who continue to support our efforts and offer invaluable guidance and to CNIB staff, particularly in accessible publishing and technology. Their expertise in accessibility is unmatched.