

2016 Annual General Meeting Minutes – September 30, 2016

Contents

| | |
|--|---|
| Attendance..... | 2 |
| Approval of 2016 Annual General Meeting Agenda..... | 2 |
| Approval of 2015 Annual General Meeting Minutes..... | 2 |
| Treasurer’s Report..... | 3 |
| Executive Director’s Report (appendix 1)..... | 3 |
| Chair Person’s Report..... | 3 |
| Financial Statements | 4 |
| Appointment of Public Accountant | 4 |
| Director Appointments. | 4 |
| Board of Directors Term Expirations..... | 5 |
| Confirmation of Acts..... | 5 |
| Transaction of Business..... | 5 |
| Adjournment | 5 |
| Appendix 1 – Executive Director’s Report..... | 6 |

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
Teresa Johnson, Research & Planning Librarian, New Brunswick Public
Library Service
Gwen Schmidt, Outreach & Access Services Coordinator, Saskatoon Public
Library

Regrets

Rina Hadziev, Collections & Technical Services Co-ordinator, Greater Victoria
Public Library
Pilar Martinez, Chief Executive Officer, Edmonton Public Library
Kitty Pope, Chief Executive Officer, Windsor Public Library

Also Present

Michael Ciccone, Executive Director, CELA

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

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 2016 Annual General Meeting Agenda

MOTION

Moved by Gwen Schmidt
Seconded by Teresa Johnson
THAT the Agenda for the 2016 Annual General Meeting be approved.
CARRIED

Approval of 2015 Annual General Meeting Minutes

MOTION

Moved by Teresa Johnson
Seconded by Peter Bailey
THAT the minutes from the 2015 Annual General Meeting on September 15, 2015 be approved.
CARRIED

Treasurer's Report

- The Treasurer, Jefferson Gilbert, reported that CELA moved auditors late in the season to Guyatt & Moffatt.
- Subscription fees are now applied based on months/years that they cover.
- There has been a change in the way contributions from CULC/CBUC and CNIB are presented.

MOTION

Moved by Jefferson Gilbert
Seconded by Grace Dawson

THAT the Treasurer's report be received.

CARRIED

Executive Director's Report (appendix 1)

MOTION

Moved by Gwen Schmidt
Seconded by Teresa Johnson

THAT the Executive Director's report be received.

CARRIED

Chair Person's Report

- Thanks to the Staff: Margaret Williams, Lindsay Tyler, Rachel Brau, Karen McKay, and especially Michael Ciccone.
- Many significant steps forward this year.
- Moving forward with the CNIB Partnership has been slow, but progress is being made.
- BAnQ agreement was successful. Thanks to Joanne Richter, Teresa, and Michael.
- New agreements with audio publishers were put in place.
- Thank you to the board members for all of your work, especially those who left the board this year: Edel, Vickery, Hélène.
- Welcome to our new board members: Kitty, Grace, Rina, and Pilar.
- The Chair is very proud to have been a part of the organization since the beginning and has great hopes for the future.

MOTION

Moved by Catherine Biss
Seconded by Grace Dawson

THAT the Chair Person's report be received.

CARRIED

Financial Statements

MOTION

Moved by Jefferson Gilbert
 Seconded by Gwen Schmidt

THAT the financial statements and the report of the public accountant for the Corporation for the fiscal period ending March 31, 2016 be received.

CARRIED

Appointment of Public Accountant

Motion

Moved by Jefferson Gilbert
 Seconded by Teresa Johnson

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 Peter Bailey
 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 |
|--------------------|-------------|--------------------|
| Kitty Pope | 3 years | September 26, 2019 |
| Pilar Martinez | 3 years | September 26, 2019 |
| Teresa Ann Johnson | 3 years | September 26, 2019 |

CARRIED

Board of Directors Term Expirations

MOTION

Moved by Gwen Schmidt

Seconded by Teresa Johnson

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 |
|--------------------|-------------|--------------------|
| Jefferson Gilbert | 3 years | September 26, 2017 |
| Catherine Biss | 3 years | September 26, 2017 |
| Gwen Schmidt | 3 years | September 26, 2017 |
| Peter Bailey | 3 years | September 26, 2018 |
| Grace Dawson | 3 years | September 26, 2018 |
| Rina Hadziev | 3 years | September 26, 2018 |
| Kitty Pope | 3 years | September 26, 2019 |
| Pilar Martinez | 3 years | September 26, 2019 |
| Teresa Ann Johnson | 3 years | September 26, 2019 |

CARRIED

Confirmation of Acts

Motion

Moved: Teresa Johnson

Seconded: Grace Dawson

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: Peter Bailey

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: Teresa Johnson

Approved unanimously

Chairperson

Secretary

Appendix 1 – Executive Director’s Report

CELA staff spent its first year negotiating the growing pains of a new organization. The second year entailed identifying potentials and limitations, recognizing internal and external influences, and solidifying partnerships – all within the framework of implementing the strategic priorities identified at the beginning of 2015.

- **Staffing:** In January of 2016, all former CNIB Library member services and collections staff moved to a new office on the second floor of the CNIB building. Margaret Williams, Director of Collections & Access and Lindsay Tyler, Manager of Member Services, were informally seconded by CELA and began reporting directly to the CELA Executive Director. Margaret supervises 1 FTE and Lindsay 3 FTE. In addition to the office, we were provided a meeting room close by, which I use as an office when at the CNIB. The CNIB Library Cataloguing and Acquisitions staff were moved under CNIB production.
- **CNIB Client Transfer:** In October 2015, we were disappointed to learn that CNIB had decided to delay the transfer of CNIB clients for one year because it disrupted a CNIB national re-branding exercise. They did agree to stop the CNIB Library Twitter and Facebook accounts and the *Digital Times* newsletter and all were discontinued by the end of March 2016. The latter was replaced by CELA’s newsletter *Open Book*. *Open Book* is published in four editions: one for users and one for member libraries in both French and English.
- **Communications Manager:** The lack of communications expertise was identified as a glaring strategic deficit and addressing it a priority. An ad seeking a part-time Communications Manager was posted on the website Charity Village and we received a tremendous response. We enlisted the help of Antonella Giancarlo, a communications officer at Hamilton Public Library, to provide expertise during the interview process. She and I interviewed several candidates. Eventually, we hired Karen McKay and she began work on March 7, 2016. Her expertise is welcome and we hope to address a number of lingering communications issues in FY17.
- **CNIB Agreement:** We signed a one-year Memorandum of Understanding with CNIB on January 22, 2016. This MOU was essentially a continuation of the initial agreement with some minor alterations.
- **BAnQ Agreement:** On February 4, 2016, Margaret Williams, Board Member Teresa Johnson, CNIB Director of production Joanne Richter, and I met with staff from the Bibliothèque et Archives nationales du Québec (BAnQ) at their office in Montreal to discuss the parameters for an agreement to share content and expertise. In the end, it was decided that in exchange for uninterrupted service of CELA users in Quebec, BAnQ would provide to CELA their digital assets and catalogue records so that they would be available for borrowing from the CELA catalogue. They will also provide

selection expertise and assist us with content for the French versions of *Open Book*. Although the agreement was not signed in time for this report, the language was in place and discussions have already begun.

- **Funding:** All libraries, provinces, and territories renewed their subscriptions to CELA and as of the end of FY16 another province was seriously considering our proposal. The second of three years of funding from Ontario ended on March 31, 2016. CNIB will continue to administer the fund until it expires in March of next year. The request for the continuation of funding beyond March of 2017 will be CELA's responsibility and one of the highest priorities in FY17.
- **Educator Access:** Educator Access was launched in mid-October 2015 and has slowly built interest since. We are actively seeking promotional opportunities through education resource centres and educator conferences with a focus on accessibility. An edition of *Open Book* and a separate twitter account for educators is being discussed.
- **Audio Publishers:** In addition to our ongoing partnership with Recorded Books, we reached an agreement with Blackstone Audio and we're close to an agreement with Dreamscape Audio.
- **Platform Change:** During the year, it became increasingly clear that many of our technology concerns centred on the V-smart system on which we currently rely. It is a standard ILS system, but is designed for the complexities of the service provided. Extensive format categorizations, separate methods of lending for physical and digital items, the need to keep CNIB clients separate from CELA clients – all of these add to the issue. Data is difficult to extract and not to be underestimated is the reliance we have on CNIB to oversee all this. A change in platforms that will simplify the processes and provide CELA with more control over its system is one of the highest priorities for FY17.

Finally, it is once again my pleasure to recognize the contributions put forth by our board of directors and the CELA staff. Directors continue to lend support and advice to CELA staff. The CELA staff continue to dedicate themselves despite the changes that took place this year and the uncertainty that sometimes surrounds them. I look forward to working with both groups in the coming year and evolving the services we provide.