

Minutes
Executive Council Meeting
July 17, 2015 from 12:00 am – 1:30 pm Eastern Time
Teleconference
Approved August 7, 2015

Present: Sandra Singh, President & Chair
Michael Ridley, Treasurer
Colleen Murphy, Councillor-at-Large
Marie DeYoung, Past-President
Valoree McKay, Executive Director

Regrets: Rosemary Bonanno, Vice President & President Elect
Virginia Clevette, Councillor-at-Large
Christina Hwang, Councillor-at-Large

Recording Secretary: Agnieszka Arkuszewski, Executive Assistant

1. Call to Order

The business meeting was called to order at 12:03 pm Eastern time. President Singh welcomed everyone to the meeting.

2. Declaration(s) of conflict of interest

None were declared.

3. Approval of the Agenda (Doc # EC 15-07-001)

The President declared she would like add to the agenda under *Other Business* a discussion regarding CLA's international engagement and how best to respond quickly to the need for position statements.

MOTION 48-15: THAT the agenda be approved as amended.

Moved: Michael Ridley Seconded: Marie DeYoung

CARRIED

Unanimous

4. Approval of Consent Agenda (Doc # EC 15-07-002, -003, -004)

Item 4b, Approval of the Closed Minutes of June 2 & 3, 2015 was removed from the agenda and would be approved via email following the meeting.

MOTION 49-15: THAT the consent agenda be approved as amended; with the removal of item 4b Approval of the CLOSED minutes of June 2 & 3, 2015.

4a. Approval of the minutes of June 2 & 3, 2015

4c. Approval of Recommendations of Participation Committee to Scholarship Jury

Moved: Michael Ridley Seconded: Marie DeYoung

CARRIED

Unanimous

5. Review of Action List (Doc # EC 15-07-005)

The President asked the Executive Director to speak to the review of the action list. The Executive Director stated that all completed items were moved to the archived section of the document as requested and all other outstanding actions remained in the current 2015 list. There were no additional updates to the action list from Executive Council.

6. Finance

a. Review of Second Quarter Financials (Doc # EC 15-07-006)

Treasurer Ridley provided key points of the CLA financial statements. He addressed the investments, the status of the financials from conference 2015 and declining membership revenue. The financials from the conference are not yet finalized however it is anticipated that CLA will break even on this event. The Treasurer stated that CLA could anticipate a deficit this year due to declining membership revenue and the lack of profit from the national conference. He noted that it would be critical to review and develop next year's conference budget carefully while keeping in mind the financial situation CLA is in at the moment.

The Executive Director provided further remarks on the future conference confirming the Treasurer's comment that the 2015 conference budget was planned based on history and known costs for the 2015 event. She indicated that the budget for the 2016 would be developed differently taking into consideration history but also new knowledge unknown to the new planners at the time, any changes to the 2016 conference structure, a review of numbers in attendance and participating and the proposed new model of the organization.

The Executive Director stated that Patricia Pearson, Canplan Inc. was working on the negotiations with the Delta Ottawa and that she and Ms. Pearson had completed a site of the property recently. She recognized the importance for discussion around conference and its budget quickly however suggested that Executive Council wait until after the Conference Committee had completed its debrief and CanPlan Inc. had had time to make some recommendation following that discussion regarding structure and budget. The President asked the Executive Director for a timeline for the conference planning. The Executive Director stated that she anticipated that planning and preparations would ideally start at the end of August however Canplan Inc. will confirm and set this timeline and bring it to Executive Council.

Executive Council further discussed conference and potential models for 2016 that would cut costs and achieve of the goals of the CLA and its members while keeping the potential future organizational structure in mind. The President did report on a strong need for a social gathering of the CLA community and that this would be kept in mind when reviewing conference in 2016.

The Executive Director stated that the conference committee needed new chairs as their terms have expired. The Executive Council briefly discussed what skill set this new conference committee will need going forward with the restructuring of CLA and in anticipation of changing the format for the conference. Executive Council agreed that because of the anticipated change there was a need for them to take on a stronger role with the planning of conference. It was agreed that Executive Council would have a special meeting to further discuss the conference following the debrief meeting of the conference committee: it was tentatively set for August 19. It was also agreed that CanPlan Inc would be invited to participate in the meeting.

The President then asked Executive Council if they felt that the September face to face should be held via teleconference in order to save on costs given the anticipated deficit. Executive Council discussed this and agreed that given the newness of the Council and importance and effectiveness of face to face meetings the meeting in September should remain as is provided there is enough business to justify a face to face meeting. The Treasurer, Executive Director and Finance Officer would be looking at the finances in the near future to do some forecasting and would look for other ways to trim expenditures or increase revenues for the 2015 fiscal year.

The meeting with vendors planned in conjunction with the September Executive Council meeting was then discussed. The President stated that the draft proposal prepared by the Future National Library Association Working Group would be ready for the Stakeholders to review by September and that she anticipated release to the broader community by mid-end of that month. It was suggested and agreed that a representative of one of the Stakeholder organizations also participate in this meeting. The Treasurer shared that the Finance Task Force was looking at developing principles or a guideline for sponsorship regarding competition for sponsorship dollars between the new organization and its members: stakeholder representative would show transparency and allow for the stakeholder to share their concerns with the vendors and/or to share vendor positions back with the other stakeholders.

The President inquired about the projected deficit and its impact on the CLA reserves? Executive Council discussed further.

7. Ex Libris Request (Doc # EC 15-07-007; -008)

a. ELAN Presidents Report August 2014 (Doc # EC 15-07-008)

Executive Council discussed the request made by Ex Libris to have CLA promote membership in their association. Executive Council agreed that it would be inappropriate to promote membership in Ex-Libris to CLA members: the primary concern being around the use of the CLA membership list for the purposes of directly promoting something that is not CLA business and the secondary concern being that it directly competes with the CLA retired members category. There is no known historical precedence to do so either. It was felt that

CLA should continue to support the good work of Ex-Libris through the provision of a complimentary booth at conference and the partnership on the W.K. Lamb Award for Service to Seniors, as well as giving consideration to any other future potential partnerships that may arise and benefit both.

MOTION 50-15: TO decline the request from Ex Libris to promote membership in Ex Libris to CLA members.

**Moved: Colleen Murphy Seconded: Marie DeYoung
CARRIED
Unanimous**

- 8. Approval Intellectual Freedom Statement for further external review (Doc # EC 15-06-009)**
Executive Council reviewed the second draft of the Intellectual Freedom Position Statement. The second revision was completed following review of the feedback received from the community. Appreciation to the Intellectual Freedom Advisory Committee was expressed for their thoughtful and thorough approach.

Overall, Executive Council agreed that the document was comprehensive and it provided libraries with the ability to make the statement their own. It was suggested that making the statement more concise and removing some of the repetition would make the position stronger and allow for it to be more easily quoted, referenced, and built into local library policy. There was also some discussion about anonymity vs the protection of privacy. Given that not all the Executive Council members were present at this meeting and that they might like to comment, the President recommended that Executive Council should revisit this statement after all of the Council had a chance to review and discuss its content. It was agreed that this discussion would take place on August 7, 2015 during the Executive Council meeting.

ACTION: Executive Director to provide Executive Council members who were not present at the meeting with a summary of what was discussed in the July 17 meeting for review.

ACTION: Executive Council to provide feedback to the IFS Committee on the review of the document by Executive Council following the discussion on August 7, 2015.

ACTION: Executive Council and IFAC Committee to have the Intellectual Freedom Statement ready for September for approval.

The President asked the Executive Director for clarification on the phrase *for further external review noted in the documentation for this discussion item*. The Executive Director stated that this phrase was included initially because it had been understood by the Intellectual Freedom Advisory Committee that the document would be shared with other association such as CARL and CULC prior to final approval and so this was noted when they submitted the second draft. She asked Executive Council if this was the intent and if it was necessary given they have already had a chance to review the document as members of CLA and some have provided comment during the consultation period. Executive Council agreed that due process had been followed on the first consultation and further review was not necessary.

The President thanked all the Intellectual Freedom Advisory Committee Members for all their hard work on this position statement.

9. Future of CLA Working Group Update

The President reported that the Working Group was to meet for the first time since the June meeting immediately following the Executive Council meeting. She reported that Library and Archives Canada had reached out to discuss how they can best support the new National Library Association and that a conference call to discuss this was being planned.

ACTION: President will provide a detailed update on Future Working Group progress via email.

a. Finance Task Group Update

Treasurer Ridley provided an overview of the process and work done to date by the Finance Task Force. He reported that the meetings with the Task Group had gone well however consensus on recommendations for the new financial model had not yet been reached. The group continues to work to achieve for the end of July.

The President thanked Treasurer Michael Ridley and the Finance Task Force for all their work thus far.

10. Canada 2017 (Doc # EC 15-06-010)

At 1:09pm Kalene DeBaermaecker from IMPACT joined the meeting to join the conversation as she has been assisting in the research and discussions up to this point on potential Canada 2017/Canada 150 initiatives. The Executive Director provided an overview of the research completed and opportunities identified to date.

- Conversations with Canadians was investigated: the conversations across the country had already taken place however there was a toolkit online that encouraged further conversation that grew from communities across the country along with recommendations on where these conversations could take place. Libraries were not included in that list, Ms. DeBaermaecker had made outreach to see if libraries could be added to that list. In addition, she reported that the concept of conversations and celebrations for 2017 started with the group *2017 Starts Now*. They have evolved into the *150 Alliance* and CLA is now listed on their website as one of the participating organizations. An option for CLA could be to connect regional groups with their local libraries to facilitate a dialogue / events.
- The Executive Director reported that she had received an email from a group called Legacies Inc. after Shelagh Paterson, Ontario Library Association, suggested that they reach out to the CLA. They are undertaking a project called *Canada 150: Canada's Untold Stories* whereby Canadians will be encouraged to record their stories as their gift to Canada on its 150th anniversary. These stories would later be made available to all Canadians so that they may find the stories of ancestors. They are calling it Canada's largest history gathering project ever. The OLA had shared this with other provincial library associations.
- Discussions had taken place with Library and Archives regarding potential joint projects. LAC has indicated that their mandate for 2017 celebrations is the digitization of the WWII collection. The only project in addition to that they would consider is exhibiting their collections. Representatives from CLA and CULC had met with them to discuss how they

might have some of these exhibits within libraries across the country and LAC was going to consider that information.

- Funding opportunities were investigated from Heritage Canada. A project is required. It was reported that there was no specific deadline for application however there was a set amount of money available and so applying early was of benefit.

Given that these initiatives are likely to take place in 2016 and 2017, the Executive Director asked Executive Council if they wished to hold any further discussion or activity for the board of the new National Library Association. Alternatively, they could consider approaching the provincial and territorial library associations to see if there was an initiative amongst those mentioned or otherwise that they wished to pursue together.

Executive Council felt that something should be done to highlight the importance of libraries and their role in the history of Canada. It was felt that a partnership with the provincial and territorial library associations would be a wonderful opportunity. Concern by some was expressed with the concept of committing CLA to an initiative that is two years in the future when Executive Council is in the process of recommending to the membership a wholly different structure and approach for a national association for two years from now. Executive Council members present felt that the conversation should be brought back for discussion with the full Council at the next meeting.

The President asked to defer the rest of the meeting to August 7 as there was limited time available for further discussion. Executive Council agreed to defer.

11. eBook – Fair Pricing Campaign Update and National Key Messages (Doc # EC 15-07-011)

This section was deferred to discussion over email before the next meeting in August.

12. Update from President

Deferred to the next meeting.

13. Update from Executive Director

A written report had been distributed the day prior to the meeting. Questions were deferred to the next meeting.

a. Member Trends Report – 2nd Quarter (June 2015) (Doc # EC 15-06-012)

A written quarterly report had been distributed in advance of the meeting.

14. Other Business

14.1 International Engagements

Deferred to the next meeting.

15. Adjournment

***MOTION 51-15: That the meeting be adjourned.
Moved: Sandra Singh Seconded: Marie DeYoung CARRIED
Unanimous***

The meeting adjourned at 1:29pm Eastern Time.

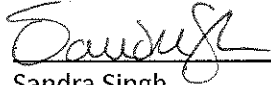
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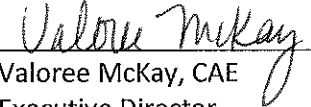
Agnieszka Arkuszewski
Executive Assistant

Date Nov 13, 2015

Approved:



Sandra Singh
President

Date Nov 12, 2015 

Valoree McKay, CAE
Executive Director

Date 12 Nov 2015