

Minutes

Executive Council Meeting

January 31, 2015 from 1:55 pm – 4:40 pm Eastern Time

Intercontinental Hotel, Toronto, Ontario

Approved April 10, 2015

Present: Marie DeYoung, President and Chair
Sandra Singh, Vice-President
Michael Ridley, Treasurer
Pilar Martinez, Past-President
Jane Schmidt, Councillor-at-Large
Valoree McKay, Executive Director

Recording Secretary: Valoree McKay, Executive Director

Observers: Jim Bennett, CLA Member (2:45 pm onwards)
Maggie Weaver, CLA Member (2:04 pm onwards)
Cabot Yu, CLA Member (2:04 pm onwards)

1. Call to Order

The business meeting was called to order at 1:55 pm Eastern time. President DeYoung welcomed everyone to the meeting.

2. Declaration(s) of conflict of interest

None were declared.

3. Approval of the Agenda (Doc # EC 15-01-008)

There were no additions to the agenda.

MOTION 09-15: THAT the agenda as distributed be adopted.

***Moved: Jane Schmidt Seconded: Pilar Martinez CARRIED
Unanimous***

4. Discussion Regarding CLA Summit on Future Vision – CLOSED DISCUSSION

This item was not addressed as part of the agenda; Executive Council held this debrief over the course of lunch between 1:00 pm and 1:45 pm Eastern time.

5. Approval of Consent Agenda (EC 15-01-009a, -009b, -010, -011, -012, -021, -023, -024)

Consent agenda Item 5g, CLA Observer Confidential Report for the University of Montreal's MIS Program Accreditation Review, was removed for discussion on next steps, if any, and the role of the observer.

MOTION 10-15: THAT the consent agenda be approved with the exception of Item 5g, CLA Observer Confidential Report for the University of Montreal's MIS Program Accreditation Review.

- a. Approval of minutes of November, 2014**
- b. Approval of the minutes of December, 2014**
- c. Approval of the minutes of January 9, 2015**
- d. Ratification of Electronic Votes from January 2015**
- e. Network Report: Revised Guidelines on Library and Information Services for People with Disabilities**
- f. Networks Annual Reports**

**Moved: Pilar Martinez Seconded: Jane Schmidt CARRIED
Unanimous**

The motions ratified were as follows:

**MOTION 07:15: THAT the Canadian Library Association consolidate its investments with the Sentry Income Portfolio in the manner proposed by CIBC Wood Gundy on November 19, 2014 via email.
Move: Michael Ridley Second: Pilar Martine CARRIED
Unanimous**

Proposal appended (Appendix A)

**MOTION 08:15: THAT the Canadian Library Association (CLA) approve funds up to \$6,000 plus HST for the Portage Group to undertake the preparatory work, facilitation and reporting of the January 31, 2015 summit on the future of the CLA.
Move: Michael Ridley Second: Pilar Martinez CARRIED
Unanimous**

Portage Group proposal is appended (Appendix B)

Item 5g was added to the agenda for discussion as item 24.1

6. Review of the Action List (Doc # EC 15-01-013)

Executive Council reviewed and updated the action list.

Councillor Schmidt reported that she had met with a representative from LAC to discuss the possibility of legislated non-print legal deposit in Canada. Effectively, this would mean a national program of web-harvesting. This is a new advocacy initiative for CLA to pursue and is welcomed by LAC. LAC's commitment to digitization and preservation of their collections was also discussed, with reference to a network of institutions (mainly academic libraries) that could contribute to such an undertaking. Councillor Schmidt expressed concern about this approach due to jeopardizing universal access to national heritage if locked behind institutional control. Executive Council acknowledged that this process would be a challenge for libraries and agreed that the President would ask to have this added to the agenda of the next Stakeholder Forum meeting.

ACTION: President to request that the concept of a national approach to digitization be added to the agenda of the next LAC Stakeholder Forum meeting.

Maggie Weaver and Cabot Yu joined the meeting at this point in time. It was 2:04 pm.

Executive Council discussed the status of translation of Canadiana.org and Ancestry.com

7. Financial & IT Update (Doc # EC 15-01-014, -015)

(a) 2014 Draft Financial Statement (Acceptance)

Treasurer Ridley provided an overview of the draft December 31, 2014 financial statement.

(b) Budget (Approval)

Treasurer Ridley reported that he and the staff had met to review the specifics of CLA's base capital budget, expenses, liabilities and future expectations. He noted that this work was not yet complete and that what was presented to Executive Council was in fact a budget in progress and that he was uncomfortable presenting it for approval. The two options presented were reflective of the worst and best case scenario for the CLA 2015 conference. In addition, the discussion at the Stakeholder Summit earlier that day had brought forward additional potential amendments to what was presented. Any approved transition costs had not been reflected in the draft budget.

Treasurer Ridley requested more time to work through the details further and committed to bring forward ongoing budgets and updates to Executive Council.

ACTION: Executive Director to adjust the membership revenue line in the budget to reflect historical trends.

ACTION: Executive Director to adjust the conference budget to reflect historical data regarding conference registration.

Executive Council asked about the sublease and the lease liability. The Executive Director reported that she had received a sublease offer and was working through the specifics with the lawyer and the realtor. Executive Council discussed several items for consideration with regards to the future move of the CLA office as well as contemplated some options for staff work space.

Executive Council discussed the budget within the context of the work to restructure the association that is being undertaken in parallel to regular ongoing CLA work. There was some discussion of how this work might impact membership fees. No decisions were made.

Executive Council also agreed that the CLA annual operating budget should not run on a deficit: costs should be reduced so that expenses do not exceed revenues. The Executive Director and Treasurer were asked to bring back a balanced budget for discussion to the next meeting.

8. IFLA Nominations (Doc # EC 15-01-016, -016a through -016h, EC 14-12-006a)

Executive Council reviewed and discussed the expressions of interest received from the CLA membership for the IFLA Standing Committees and its Governing Board. It was acknowledged that CLA would be required to lobby for the nominee for Governing Board.

Executive Council agreed that Victoria Owen was an exemplary nominee for the Governing Board position: she has long-standing experience with IFLA and has been successful in advancing the copyright issue both with Canada and internationally. She has represented Canada well at the international copyright table.

MOTION 11-15: THAT the Canadian Library Association nominates Victoria Owen for the IFLA Governing Board.

***Move: Sandra Singh Second: Michael Ridley CARRIED
Unanimous***

President DeYoung confirmed that a Canadian nomination to a Section would not affect the position or term of a Canadian member already serving within an IFLA Section.

CLA can switch any Section for another; however, if it were to add a Section it would be required to pay an additional fee. Executive Council agreed that CLA would not add any registered Sections however it was willing to switch one for another should there be a Section for which CLA is currently registered but for which there is no Canadian participation.

An expression of interest had been received for a Section that CLA was not registered for.

There was no Canadian participation in two of the Sections that CLA is registered with: Libraries Serving People with Print Disabilities Section and the Government Libraries Section. In order to accommodate the expression of interest in the Knowledge Management Section, Executive Council agreed to change registration in Government Libraries to registration in Knowledge Management.

MOTION 12-15: THAT the Canadian Library Association remove Government Libraries from and add Knowledge Management to its list of registered IFLA Sections.

***Move: Michael Ridley Second: Jane Schmidt CARRIED
Unanimous***

MOTION 13-15: THAT the Canadian Library Association nominates the following CLA members to the listed IFLA Sections:

- *Ms. Joanne Plante, Children and Families Librarian Calgary Public Library to the School Libraries Section*
- *Mr. Gerald Beasley, Vice-Provost and Chief Librarian, University of Alberta to the Academic and Research Libraries Section*
- *Ms. Vera Keown, Associate University Librarian, University of Manitoba to the Management and Marketing Section*
- *Ms. Julie McKenna, Deputy Library Director, Regina Public Library to the Library Buildings & Equipment Section*
- *Ms. Susan Haigh, Executive Director, Canadian Association of Research Libraries to the Management of Library Associations Section*
- *Ms. K. Jane Burpee, Associate Librarian, University of Guelph to the Knowledge Management Section*

*Move: Pilar Martinez Second: Jane Schmidt CARRIED
Unanimous*

ACTION: Executive Director to communicate the decision to the nominees, collect the forms and submit the nominations to IFLA by February 11

9. Councillor Appointments (Doc # EC 15-01-018)

There were four members who expressed an interest in serving as Councillor-at-Large until the June 2015 Annual General Meeting. It was acknowledged and agreed that the 2014 Bylaws allow Executive Council the ability to appoint members to these two vacancies temporarily. Two temporary appointments were made.

MOTION 14-15: THAT Jim Bennett and Peggy D'Orsay, CLA Members, be appointed as interim Councillors-at-Large for terms that end at the CLA Annual General Meeting in June 2015.

*Move: Pilar Martinez Second: Sandra Singh CARRIED
Unanimous*

ACTION: Executive Director to communicate with Mr. Bennett, Ms. D'Orsay, and the other two individuals regarding Executive Council's decision for appointments to the role of interim Councillor-at-Large.

ACTION: Executive Director to communicate to the membership regarding Executive Council's decision for appointments to the role of interim Councillor-at-Large.

10. Conference Expenses (Speaker and Executive Council) (EC 15-01-019)

Executive Council reviewed the CLA's Paid and Unpaid Speaker Policies. The Executive Director (ED) had provided benchmarking against the speaker policies from the OLA, LAA, and APLA. The ED had been unable to secure BCLA's policies for inclusion in that process.

During the benchmarking process the Executive Director identified a conflict between the CLA's Travel Policy the Speaker Policy as it relates to Executive Council expenses at conference. The

Executive Director and the President recommended that that the policies be clarified to reflect the current practice.

Current CLA practice:

- For face-to-face meetings of the Executive Council CLA covers expenses for travel, ground travel, accommodation and associated meals not provided.
- With respect to the CLA Conference, CLA currently covers expenses for travel, ground travel, accommodation and associated meals not provided for the entire week given there is an EC meeting in advance of and again following the conference. CLA does not cover conference registration as participation in conference and conference sessions are not a requirement for EC members.

The CLA Travel Policy, Section on Policy Application Guidelines, currently states:

Within the framework of the foregoing policy, Executive Council approves that, in general, CLA will not support travel, accommodation and registration fees by members of Executive Council for the annual conference.

The CLA Policy for Unpaid Speakers, Section on Policy for Executive Council Members Expenses at Conference, currently states:

CLA covers

- *The cost of travel according to the CLA Travel Policy*
- *Accommodation from the night prior to the EC meeting prior to conference through to night following the last EC meeting if needed (generally Tuesday through Saturday inclusive, all depends on timing of meetings and reasonable travel availability).*
- *Meals that are not already provided for the duration*

CLA does not cover conference registration as participation in conference is not a function of your role as a member of Executive Council.

We have in the past encourage members of EC to use funds from their institutions to cover some of the expenses associated with their attendance at conference and the EC meetings either side of it.

It was acknowledged and agreed that in order to leverage time and costs, Executive Council attempts to schedule one of its meetings in conjunction with the National Conference. This meeting has traditionally been split with one part being held immediately before and another immediately after the Conference. Executive Council first discussed if there was a need to continue this practice.

It was agreed that the Executive Council meeting held in conjunction with conference would be held in advance of conference effective 2015 and beyond rather than splitting it in two and bookending it to conference.

Executive Council then discussed the conflicting policies. It was decided that the Policy for Unpaid Speakers, as it relates to Executive Council expenses, would be adjusted to reflect the CLA Travel Policy regarding Executive Council Expenses.

12. Participation Committee (EC 15-01—022)
a. CLA 2015 Local Planning Committee

MOTION 18-15: THAT the following CLA members be appointed to the CLA 2015 National Conference and Trade Show Local Planning Committee and that the Ottawa Public Library be asked to appoint someone to the LPC:

*Allison Harrison
Allison Kelley
Ingrid Moisil
Arvind K. Shrivastava
Kelly Sirett*

*Move: Pilar Martinez Second: Jane Schimdt CARRIED
Unanimous*

ACTION: Executive Director to communicate to the individuals appointed to the CLA 2105 Local Planning Committee

ACTION: Executive Director to ask the Ottawa Public Library to appoint someone to the CLA 2015 Local Planning Committee

b. Information Policy Advisory Committee

President DeYoung, Chair of the Participation Committee shared that they continue to work to identify a full complement of names to fill the vacant roles and they anticipate having a recommendation to Executive Council for decision at the March 6 meeting.

13. OLA Superconference Key Outcomes and Follow Up Required

Councillor Schmidt provided an overview of her discussion with Paul Wagner of Library and Archives Canada regarding the potential to advocate on the expansion of non-print digital preservation. Mr. Wagner had suggested that this would have to be a Private Members Bill.

Councillor Jane Schmidt agreed to reach out to the Government Information Network to see if they would be willing to create a background paper.

14. Call to Order (February 1, 2015)

15. Declaration of Conflict of Interest (February 1, 2015)

The meeting ended on January 31 and therefore these two items were not relevant.

16. There was no Item 16 due to mis-numbering of the agenda

17. Update Royal Society of Canada Report Response

President DeYoung reported that a response was being worked on by the Royal Society Task Force. The group had agreed to focus on the areas in the report that would not be focused on by other bodies: they would be providing comment specific to the CLA, rural and small urban libraries, school libraries, federal government libraries, and advocacy. The intent is for the response to keep the

discussion alive as opposed to reinventing the report. She did not think that they would meet the February 2 deadline.

It was noted that there was no specific audience to respond to which created a challenge for many organizations wishing to respond. Executive Council agreed to keep it on the table as part of a watching brief and for future activity and tracking. In addition, it was agreed that there were pieces within the report that can be used in CLA's advocacy efforts.

18. E-Books Task Force Update

Past President Martinez reported that the Task Force was wrapping up and that they anticipated having recommendations for consideration by Executive Council for approval at the March 6 meeting.

19. Conference 2015

A status report on program development was provided. The Executive Director reported that as per the September 2014 meeting there would be no sessions on Saturday had been cancelled and that there was a possibility that the cancellation costs could be recovered should the property resell the space.

Executive Council then discussed the CLA Awards and nominations for 2015. The deadline for submission of nominees was February 28. Executive Council was asked to think about potential candidates for the awards, recognizing that the Awards Committees act independently of Executive Council. It was agreed that an extension on the deadline was not necessary.

ACTION: Executive Director to provide Executive Council with a list of past winners and an update on which awards still require nominations.

20. Canadian Library Month 2015: A New Approach?

The Executive Director asked Executive Council to consider a new approach to Canadian Library Month that included a broader advocacy campaign and public awareness campaign beyond posters and bookmarks. Executive Council discussed whether or not a dedicated month with a poster campaign was an effective way to highlight and celebrate the value of libraries. It was also noted that there has been considerable questioning over the years about the efficacy and use of CLM materials produced by CLA. It was agreed that poster campaigns were no longer the most effective way of promoting libraries and that the funding and time could be spent on more effective advocacy activities spread throughout the year. It was agreed that CLA would no longer produce Canadian Library Month materials.

It was agreed that the Canadian Library Association would no longer undertake Canadian Library Month effective immediately.

ACTION: Executive Director to (a) communicate the decision to cease producing Canadian Library Month with the CLM partners; (b) then communicate this decision to the membership.

21. Update from the President

The President reported that her focus since the last meeting had been on the January 31 summit. She noted that she had reviewed the non-member survey results recently shared and that she would like for Executive Council to review it in more detail at the March 6 meeting.

22. Update from the Executive Director

The Executive Director that she had also been focussed on the January 31 summit. In addition her efforts had been directed to the CLA 2015 conference, ongoing staff support during the transition, drafting of the Executive Assistant role, finance and budget, the school library standards. She had also begun sending weekly reports to Executive Council via email on the status of CLA priorities and her other activities.

The Executive Director expressed a concern with the lack of consistent financial reporting. Executive Council agreed. She stated that firmer timelines and accountability will be instituted to ensure monthly reporting to both her and the Treasurer and quarterly reporting to Executive Council.

It was agreed that a quarterly member trends report was sufficient.

23. Notices of Motion

There were none received

24. Other Business

24.1 CLA Observer Confidential Report for the University of Montreal’s MIS Program Accreditation Review

Executive Council discussed the process and next steps with the report. It was noted that typically CLA does nothing with this report as there is nothing to do given CLA is invited as an observer, and ultimately witness should one be needed, and has no real power over or in the ALA accreditation process.

Executive Council accepted the report.

25. Items Held/Proposed for Next EC Meeting

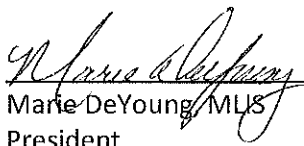
There were none

26. Adjournment

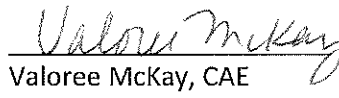
MOTION 19-15: That the meeting be adjourned
Moved: Sandra Singh Seconded: Jane Schmidt CARRIED
Unanimous

The meeting adjourned at 4:41 pm

Approved:


Marie DeYoung, MLIS
President

Date June 1, 2015


Valoree McKay, CAE
Executive Director

Date 1 June 2015

Proposal for Change to CLA Investment Portfolio

Canadian Library Association			
As of November 17th, 2014			
			Annual
Current Portfolio			Fee
410-32907	\$ 464,686	67.28%	n/a
530-40438 MFC Global - Fixed Income	\$ 107,868	15.62%	1.25%
530-58826 Guardian Cdn Diversified Income	\$ 118,172	17.11%	2.50%
Total	\$ 690,726	100.00%	
	Current		
	Asset Allocation		
Cash	\$ 8,838	1.28%	
High Interest Savings @ 1.25%	\$ -	0.00%	
GIC due July 21, 2015 @ 1.95%	\$ 50,000	7.24%	
Fixed Income - Bonds	\$ 103,719	15.02%	
Mutual Funds - Manulife Strategic Income	\$ 172,935	25.04%	
Income			48.57%
Canadian Equities	\$ 113,482	16.43%	
Mutual Funds - Sentry Canadian Income	\$ 121,817	17.64%	
Mutual Funds - Sentry Sentry Small/Mid Income	\$ 59,849	8.66%	
Mutual Funds - Sentry US Growth & Income	\$ 60,086	8.70%	
Growth			51.43%
TOTAL	\$ 690,726	100.00%	
This material comes from the personal calculations of Louise Lang. In the event of a discrepancy between the data used in this report and the data generated by CIBC Wood Gundy, reliance must be placed on the data generated through the facilities of CIBC Wood Gundy			

Canadian Library Association *** Proposal ***				EC 15-03-00X
As of November 17th, 2014				March 6, 2015
			Annual	
Current Portfolio			Fee	Comments
410-32907	\$ 690,726	100.00%	n/a	Consolidating will simplify reporting
530-40438 MFC Global - Fixed Income	\$ -	0.00%	1.250%	no transaction cost to close account
530-58826 Guardian Cdn Diversified Income	\$ -	0.00%	2.500%	no transaction cost to close account
Total	\$ 690,726	100.00%		Ideas
			1	Convert the WG 410 a/c to fee based @ 1%
			2	"F" rather than "A" versions to separate fees
			3	Use Pool version of "F" to further reduce fees
Cash	\$ 726	0.11%		
High Interest Savings @ 1.25%	\$ 40,000	5.79%		Valoree to advise on amount
GIC due July 21, 2015 @ 1.95%	\$ 50,000	7.24%		
Fixed Income - Bonds	\$ -	0.00%		
Mutual Funds - Manulife Strategic Income	\$ -	0.00%		no transaction cost to sell
Mutual Funds - Sentry Income Portfolio (35% fixed income)	\$ 210,000	30.40%	1.865%	Buy Pool F Version
			44%	
Income				
Canadian Equities	\$ -	0.00%		
Mutual Funds - Sentry Income Portfolio (65% equity)	\$ 390,000	56.46%	1.865%	Buy Pool F Version
Mutual Funds - Sentry Canadian Income	\$ -	0.00%		Switch to Income Portfolio Pool F version
Mutual Funds - Sentry Sentry Small/Mid Income	\$ -	0.00%		Switch to Income Portfolio Pool F version
Mutual Funds - Sentry US Growth & Income	\$ -	0.00%		Switch to Income Portfolio Pool F version
			56%	
Growth				
TOTAL	\$ 690,726	100.00%		

<i>Sentry Income Portfolio</i>				
<i>* Currently 65% equities - the range is 40% - 80%</i>				
<i>* Global asset allocation of individual stocks & bonds</i>				
<i>* Gives exposure to non-traditional asset classes such as real estate and infrastructure</i>				
<i>* Lower Sentry management fees from 1% to 0.865% - 0.875%</i>				
<i>* WG - F version reduces servicing/trailer fees by up to 0.25%</i>				
This material comes from the personal calculations of Louise Lang. In the event of a discrepancy between the data used in this report and the data generated by CIBC Wood Gundy, reliance must be placed on the data generated through the facilities of CIBC Wood Gundy				

Appendix B

From: Jack Shand
Sent: January-15-15 4:46 PM
To: Valoree McKay
Subject: CLA January 31

Hi Val,

I was able to discuss with Geoff the proposed pricing of \$5000 all-inclusive (fees, taxes, expenses) for the stakeholder session on January 31. We do feel the original proposal, and cost, is competitive and fair for the work. We are prepared to do the session with one facilitator (myself) only. TPG's revised price is \$6,000 + HST.

Thank you.

Jack

Jack Shand, CMC, CAE
Executive Partner - Leadership Consulting & Executive Search

The Portage Group



January 8, 2015.

Re: Costs to Facilitate CLA's January 31, 2015 Session in Toronto

Attn: Valoree McKay, Executive Director
Canadian Library Association
1150 Morrison Drive, Suite 400
Ottawa, ON K2H 8S9

Dear Valoree,

Per your discussion with Jack Shand, The Portage Group (TPG) is pleased to submit this quote to the Canadian Library Association (CLA) to facilitate your session on January 31, 2015 in Toronto. Based on our understanding, there will be up to 50 people in attendance for a morning session ending at noon on January 31, 2015. In addition to basic facilitation, it is expected that there will be four breakout groups. The full details of the session will be worked out between now and the session.

Given the number of people in attendance and the potential for conflict, we are recommending a minimum of two TPG facilitators in attendance. Jack Shand will serve as the lead facilitator and Carol-Anne Moutinho, who developed much of the background material, will serve as the assisting facilitator.

As an option, Geoffrey Thacker can also attend the session to present, discuss the non-member research that is currently being done and provide additional facilitation support.

The all-in cost (including preparation, facilitation, travel and other expenses) for the recommended minimum two facilitators is \$7,500 plus HST. The cost for the optional third facilitator is \$2,500 plus HST (for a total of \$10,000 plus HST).

Should CLA prefer to only have two facilitators and prefer to have Geoffrey attend instead of Carol-Anne, the cost will be \$8,500 plus HST.

If you have any questions, please don't hesitate to contact myself or Jack Shand (905-842-3845). Thank you again for this opportunity. We look forward to working with you.

Sincerely,



Geoffrey A. Thacker, Executive Partner, Research and Strategy
The Portage Group
(t:) 613.825.8480 (e:) gsa@associationconsultants.com

