

**Minutes**  
**Executive Council Meeting**

March 6, 2015 from 12:00 pm – 1:55 pm Eastern Time  
Teleconference  
*Approved April 10, 2015*

**Present:** Marie DeYoung, President and Chair  
Sandra Singh, Vice-President  
Michael Ridley, Treasurer  
Jim Bennett, Councillor-at-Large  
Peggy D’Orsay, Councillor-at-Large  
Jane Schmidt, Councillor-at-Large  
Valoree McKay, Executive Director

**Regrets:** Pilar Martinez, Past President

**Recording Secretary:** Agnieszka Arkuszewski, Administrative Assistant

**1. Call to Order**

The business meeting was called to order at 12:00 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 15-03-001)**

There were no additions to the agenda.

***MOTION 20-15: THAT the agenda be approved as distributed.***  
***Moved: Sandra Singh      Seconded: Michael Ridley      CARRIED***  
***Unanimous***

**4. Approval of Consent Agenda (Doc # EC 15-03-002, -003, -004, -005, -006)**

Item 4(a), Approval of the minutes of January 31, 2015 was removed from the consent agenda for discussion.

***MOTION 21-15: THAT the consent agenda be approved with the exception of item 4(a), Approval of the minutes of January 31, 2015.***

- 4b. YCW Program Report***
- 4c. Membership Trends Report***
- 4d. Appointments to Information Policy Advisory Committee***
- 4e. CLA 2015 Charity of Choice (Twice Upon a Time)***

***Moved: Sandra Singh      Seconded: Michael Ridley      CARRIED***  
***Unanimous***

The following individuals were appointed to the Information Policy Advisory Policy Committee via Motion 21-15.

Chair: Brent Roe (2 year term)

Member: Craig Shufelt (2 year term)

Member: Lauren Bourdages (3 year term)

**4a. Approval of minutes of January 31, 2015 (Doc # EC 15-03-002)**

Vice President Sandra Singh verbally shared with Executive Council some amendments that she wished to make to the minutes of the January 3, 2015 Executive Council meeting. She agreed to send them amendments to the Executive Director, who would then share them with Executive Council for review and approval at the next meeting.

**ACTION:** Sandra Singh to send her proposed amendments to the minutes of the January 31, 2105 Executive Council meeting.

**ACTION:** Executive Director to incorporate suggested revisions from the Vice President into the January 31, 2015 Executive Council minutes and then share the minutes with Executive Council for review and approval at the April 10, 2105 Executive Council meeting.

**5. Review of Action List (Doc # EC 15-03-007)**

Executive Council reviewed the action list. There were no comments.

**6. Process for Vacant Councillor Positions Effective June 2015**

**7. Elections 2016**

These two items were discussed together.

The President reported that she had consulted two parliamentarians regarding the process for filling the two vacant Councilor-at-Large positions. Both expressed that CLA would need to hold a special election that followed, as closely as possible, the election process identified in the Bylaws and that this should be done as soon as possible in order to have the elected candidates take office at the Annual General Meeting in June 2015.

The Nominations Committee will have to be reconstituted, which was to be done via recommendation from the Participation Committee to Executive Council for approval.

**ACTION:** Past-President Pilar Martinez to confirm the participation of the Nomination Committee members.

**ACTION:** Participation Committee to make a recommendation to Executive Council regarding the Nomination Committee for approval..

**8. E-Books Task Force Recommendations**

Past President and Chair of the e-Book Task Force, Pilar Martinez, had been unexpectedly unable to participate in the meeting. It was agreed that Executive Council would defer discussion of this item

until Ms. Martinez could participate and that they would undertake it via email or at the next meeting depending on how Ms. Martinez wished to pursue the discussion.

## 9. Conferences

### (a) Halifax 2016 Conference

Executive Council discussed whether the 2016 CLA conference should be cancelled outright or replaced by another type of event that better aligned with the proposed vision for a future CLA. Strong feedback had been received from a portion of the community that CLA should not go forth with conference in its current format. Executive Council again discussed the concept of a policy convention or meeting that would be held in Ottawa in conjunction with an Annual General Meeting, which is still required. Another option would be to hold the Annual General Meeting in conjunction with the Provincial Association meetings. The potential reaction of members and the vendor community were considered.

It was acknowledged that conference currently provides a large percentage of CLA's operational revenue and although this is not reason enough to continue with a conference it is certainly a factor that requires consideration. The Executive Director recommended that Executive Council look at the potential financial impact of eliminating conference altogether as well as the still unknown financial implications of cancelling the contract with the hotel in Halifax: there is no penalty with the Halifax Convention Centre due to the delay in construction however there is a penalty in the range of \$100,000 with hotel that was still being investigated.

The decision on 2016 conference has been withheld until further notice however it was agreed in principle that the preferred approach would be to cancel Halifax and hold something, yet to be determined, in Ottawa. The Executive Director will bring forward further financial information and options for consideration at the next meeting for decision.

**ACTION:** Executive Director to bring forward further financial information and options for a 2016 conference/convention for consideration at the April 10, 2015 Executive Council meeting for decision.

### (b) 2017 Conference

Executive Council agreed that a decision regarding a conference in 2017 was premature given the discussions around the potential structural changes to the organization. It was agreed that all space currently on hold for a potential 2017 conference be released.

**ACTION:** Executive Director to communicate to the properties in questions, the decision regarding the release of all space currently on hold for a 2017 national conference.

## 10. Update on a New National Library Association

Executive Council reviewed the draft Future of CLA Working Group terms of reference, timeline, and FAQ document that had been shared by the Vice-President prior to the meeting.

They then discussed representation on the Future of CLA Working Group. It was agreed that President DeYoung would be CLA's official representative; Vice President Singh would participate to

speak to process and framework and she would act as the Project Coordinator, at the will of the Working Group, until one was hired; Treasurer Ridley would participate to provide the financial perspective; and the Executive Director would participate as the chief staff officer. Executive Council agreed that they would schedule a separate conference call to discuss its vision of the future CLA.

**ACTION: Executive Director/President to schedule an Executive Council conference call to discuss its vision of the future CLA.**

**ACTION: Vice-President to add and update the Future CLA Working Group project timeline and Terms of Reference and email the document to EC for review.**

**ACTION: Future CLA Working Group to select a project manager to be employed to coordinate working group's development.**

**11. Non-Member Survey (Doc # EC 15-03-008)**

Due to a lack of time it was agreed that this item would be deferred to the next meeting.

**12. Code of Conduct Task Force Update**

Mike Ridley, Treasurer and Chair of the Code of Conduct Task Force, stated that Task Force had met and were currently drafting codes and procedures; this document was anticipated to be complete in 3-4 weeks.

**13. Conference 2015 (Doc # EC 15-03-009, -010, -011)**

Written status reports had been provided. Planning is on track and going well. The registration will launch mid-March; we were waiting for the technical set up to be complete.

**14. Awards 2015: Update**

A couple of members of Executive Council had expressed concern regarding the process followed in identifying and sharing potential nominees with the appropriate Juries for consideration in comparison to past years, which had been extremely confidential to the point that even Executive Council was not privy to the list of nominees. Discussion ensued. It was noted that the intent was neither to endorse potential nominees nor to pressure Juries but rather to ensure nominations for consideration by the Juries given the decline in nominees in recent years. Executive Council stressed the importance of the awards and their value; these aspects should not be undermined.

Executive Council then discussed whether the lack of nominees over the past few years should be of concern and whether the trend is a reflection on the life span of the awards, award fatigue, or community disengagement. It was decided that Executive Council would not share potential nominees with the Juries in the future, if a member of Executive Council felt that someone was deserving of nomination then they would work with their colleagues to nominate that individual. There was unanimous agreement on empowering the committees to be more involved in the awards process.

#### 15. Update from President

The President provided an update on her foci for the month of February. Highlights included the 2015 National Conference and Tradeshow and elections for the two vacant Councillor-at-Large roles. She noted that CLA could consider amending the Bylaws to outline the process by which CLA can or will deal with mid-term vacancies. Executive Council reviewed the discussion that took place on Facebook regarding the process that was followed in filling the two vacancies.

Executive Council thanked the Executive Director for drafting and coordinating the responses to the queries on Facebook and they committed to communicate more frequently to the members on the status of these elections and the process.

#### 16. Update from Executive Director

The Executive Director provided an overview of her activity in February. She reported that the audit that was scheduled for March was underway and would be completed by the end of the week. Thus far no issues had been reported. In addition, her focus had been on the hiring of an Executive Assistant, the 2015 conference, activity related to the Future of CLA, and CLA finances.

She noted that she would continue to provide further information on all the activities in her regular email reports.

#### 17. Notice(s) of Motion

None were received.

#### 18. Other Business

Suggestion was made to publish the membership online for future groups to be able to view. EC also proposed to schedule a meeting in April to discuss further matters.

#### 19. Items Held/Proposed for Next EC Meeting

Item 11 was deferred to the next meeting.

#### 20. Adjournment

*MOTION 22-15: That the meeting be adjourned*

*Moved: Jane Schmidt*

*Seconded: Sandra Singh*

*CARRIED  
Unanimous*

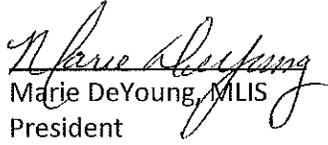
The meeting adjourned at 1:55 pm

Recorded by:

  
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Agnieszka Arkuszewski  
Executive Assistant

Date June 17, 2015

Approved:

  
Marie DeYoung, MLIS  
President

Date June, 2015

  
Valoree McKay, CAE  
Executive Director

Date 1 June 2015