



Canadian Library Association
Association canadienne
des bibliothèques

**Canadian Library Association
67th Annual General Meeting**
Ottawa Convention Centre
Ottawa, Ontario
1 June 2012

Draft Minutes

Agenda I: Call to Order and Welcome

President Karen Adams welcomed attendees and called the meeting to order at 4:35 pm. Attendees were welcomed to the 67th Annual General Meeting of the Canadian Library Association.

The President noted that supporting materials were posted on the CLA website and were also available at the back of the room, that delegates have received their voting cards and that only CLA members may vote.

Agenda II: Quorum

According to CLA bylaw 8.1 , the quorum for a CLA Annual General Meeting is 100 members. The President asked the Convenor of the Monitoring Committee Sarah Harvey whether there was quorum. The President indicated that there was quorum and that the 67th Annual General Meeting was duly and properly constituted and in session.

Agenda III: Rules of Order

The President indicated that the rules of order are *The Standard Code of Parliamentary Procedures*, Alice Sturgis *et al* editors, 4th edition. It was also noted that, as per Bylaw 8.5, voting will be by a show of voting cards unless a vote by ballot is demanded by a majority of members in attendance.

James Lochrie, Parliamentarian, was asked to address the meeting. Mr. Lochrie emphasized his role to assist the President with the rules of order. He emphasized that members have the right to attend this meeting, to speak to the issues and to vote. Members also have the right to information, and he reiterated that if members require clarification, they can go to the microphone and ask for information.

Agenda IV: Adoption of Agenda

The agenda was declared approved as presented.

Agenda V: Introduction of Executive Council/Past Presidents

President Adams introduced the head table: James Lochrie, Parliamentarian; Kelly Moore, Executive Director; Pilar Martinez, Vice-President/President-Elect; Mary-Jo Romaniuk, Treasurer; Karen Hildebrandt, Councillor-at-Large; John Tooth, Councillor-at-Large.

It was noted that Jennifer Evans, Councillor-at-Large was unable to be present for the meeting.

The President asked that Past-Presidents stand and be recognized.

The President also acknowledged the long service of CLA staff member Beverly Bard, who has been with the association for 25 years. Beverly was presented with flowers by the President.

The President presented a list of individuals who have more than fifty years of membership. Myra Clowes, who was present at the meeting, was recognized.

Agenda VI: In Memoriam

A moment of silence was led by the President to recognize and honour those members of the Canadian library community who died over the last year.

Agenda VII: Approval of the Minutes of the 66th Annual General Meeting

Copies of the draft minutes from the 2011 Annual General Meeting in Halifax were available and had been pre-circulated. The President asked for questions; there being none, the minutes were declared and approved as presented.

Agenda VIII: Treasurer's Reports

A. Financial Report / 2010 Audited Financial Statements

Treasurer Mary-Jo Romaniuk was called upon by President Adams to present her report.

The Treasurer reported that the December 31 Financial Statements and other documents had been made available prior to the meeting and copies were in the room. She noted 2011 was a year of transition for CLA, and the budget had been prepared in anticipation of the changes that were approved at the 2011 AGM. Executive Council had committed to presenting a balanced budget for 2011, and that was achieved. The 2011 year end results showed a surplus of \$56,000. This has been achieved through extra administrative funds from the Young Canada Works program and profits from sales of ALA publications, and by delaying hiring of a member services manager, saving six months of salary. In addition, there was an infusion of revenue due to the Institutional Pilot Project. She emphasized that the surplus will be managed as deferred revenue which will be applied to the technology infrastructure renewal.

With regard to the 2012 budget, The Treasurer noted that Executive Council again approved a balanced budget, but it would require some changes for CLA. One of the measures is to move *Feliciter* to an electronic format in the second half of the year. The second year of the pilot project will continue to ensure some stability in membership revenues. The Treasurer indicated that CLA will remain in a stable position financially as long as Institutional members continue to support the association.

Motion: Moved that the audited financial statements for the year 2011 be received as presented.
Moved: Kathryn Arbuckle
Seconded: Deb DeBruijn
CARRIED

B. Appointment of Auditors for 2012

Motion: Moved that the firm Parker Prins Seel Lebano be appointed as auditors for the year 2012.
Moved: Stephen Abram
Seconded: Ingrid Moisil
CARRIED

Agenda IX: Elections Committee Report

The President called on Cabot Yu, Chair of the Elections Committee, to present results of the CLA vote. Voting took place in September/October 2011 for Executive Council terms starting in January 2012. It was reported that the Committee was satisfied that the elections were conducted as per the corresponding Bylaws. Seven percent (7%) of eligible voters cast ballots.

The results:

Election for CLA Vice-President/President-Elect

Pilar Martinez	149 votes
Martha Whitehead	148 votes

Election for CLA Treasurer

Lita Barrie	50 votes
Deb DeBruijn	110 votes
Laura Lemmens	19 votes
Mary-Jo Romaniuk	118 votes

Election for CLA Councillor-at-Large

Donna Brockmeyer	109 votes
Donna Campbell	73 votes
Jennifer Evans	170 votes
Rob Foster	98 votes
Karen Hildebrandt	138 votes

Deb Thomas 87 votes
John Tooth 109 votes

The three with the highest number of votes were accepted for the three positions. The two with the highest vote count were appointed for two-year terms. There was a tie for third position; John Tooth was selected by lot for a one-year term.

Motion: That the ballots from the 2011 election be destroyed.

Moved: Cabot Yu

Seconded: Maggie Weaver

CARRIED

Agenda X: Report from the President and Executive Director

A joint report from President Karen Adams and Executive Director Kelly Moore was presented. The President expressed her appreciation and a debt of gratitude to the transitional Executive Council and to the present Executive Council, to Kelly Moore and her staff. She thanked CLA members, for their loyalty to the CLA in this transitional year. The Executive Director noted that this had been a pivotal year for CLA. It had not been without its challenges, but the organization was moving forward in a positive direction. She expressed her thanks to both the Transitional Executive Council, and current Executive Council. She thanked President Karen for her support, and all of the CLA staff for their hard work.

Agenda XI: Ratification of the Actions of Executive Council

Motion: to confirm the acts of Executive Council over the past year

Moved: Robyn Stockand

Seconded: Keith Walker

CARRIED

The President offered thanks to all organizers and sponsors who have contributed to the success of the 2012 Conference and Trade Show.

Agenda XII: Resolutions

President Adams, as Chair of the Resolutions Committee, presented six Resolutions to the members:

Resolution 2012-1:

Whereas the revisions to the Constitution and Bylaws approved at the last AGM (May 2011) included the following provision:

Bylaw 4.3.2

No later than 1 September the Executive Director shall mail or otherwise cause to be distributed to those members of the Association in good standing as of that date a copy of or access to the Official Ballot.

and

Whereas in practice, opening the election prior to 1 September proved to be impractical, due to the end of summer holidays and the start of school terms for many members, resulting in messaging around elections to be lost in this transition period;

Be it resolved that Bylaw 4.3.2 be amended as follows:

Bylaw 4.3.2

No later than ~~1 September~~ 15 September the Executive Director shall mail or otherwise cause to be distributed to those members of the Association in good standing as of that date a copy of or access to the Official Ballot.

Submitted by the Resolutions Committee

CARRIED

Resolution 2012-2:

Whereas CLA requires an upgrade to all of its existing information technology infrastructure; and

Whereas investment is required to ensure the on-going operations of the CLA office, and to provide CLA units with the technology necessary for efficient communications and collaboration; and

Whereas fundraising efforts to date for the investment have resulted in a fund of approximately \$53,000; and

Whereas that sum is approximately half the amount required for the project;

Be it resolved that a one-time levy of \$20 be applied to each Institutional and Corporate membership renewal, in all categories, in 2012 to off-set the costs of the IT renewal project.

Submitted by the Resolutions Committee

Questions and Comments from the Membership:

Ingrid Moasil noted that approximately \$50,000 would be needed for this technology infrastructure renewal in addition to what has already been collected, and that raising another \$10,000 from 450 Institutional members was not sufficient. Discussion on an amendment ensued.

The following amendment to the motion was proposed:

Motion: To apply the one-time levy of \$20 to each category of membership, excluding the Personal membership levels for student, discount and unwaged members.

Moved: Todd Kyle
Seconded: Linda Cook

CARRIED

The amended resolution was put to the floor.

CARRIED as amended

Robin Thiessen Hepher asked about the Technology Plan and details of same. President gave a short summary of what was required in terms of technology infrastructure: moving the member database and website to an integrated platform, including donations, elections, listservs etc. Executive Council has seen the response to the RFP and a vendor has been selected and the servers will be hosted in Canada.

Resolution 2012-3:

Whereas CLA continues to encourage support from its corporate community; and

Whereas establishing a separate category for Corporate Members will allow CLA more flexibility to tailor appropriate benefits packages for those members and solidify the relationship between the association and its vendor community through the bylaws; and

Whereas establishing a separate category for Associate Members will meet an identified need for organizations which are not libraries but which support CLA's objectives to join as members;

Be it resolved that the CLA bylaws be amended as follows:

Bylaw 2.1.4

Members shall be classified as follows:

- a. Personal Members*
- b. Institutional Members (~~libraries, corporations, associations and other interested organizations~~)*
- c. Corporate Members*
- d. Associate Members (associations and other interested organizations)*
- ~~*e. Honorary Members (including recipients of the CLA Award for Outstanding Service to Librarianship).*~~

Bylaw 2.2.3

The votes of Institutional, Corporate and Associate Members shall be cast by the Chief Executives or duly designated representatives of the respective bodies.

~~Bylaw 2.3~~

~~Personal members may enrol for life upon payment of the required fees. Life members shall be entitled to the same privileges as personal members.~~

CARRIED

Resolution 2012-4:

Whereas CLA has a new structure and a new focus; and

Whereas advocacy activities tend to provide direct benefit to libraries and indirect benefits to library staff; and

Whereas the CLA's capacity to undertake essential advocacy work relies on Canadian libraries as both partners and sponsors; and

Whereas members have made clear their expectations of CLA through feedback on the Future Plan, and Executive Council, volunteer leaders, and staff are working hard to implement changes; and

Whereas CLA has not had the financial resources necessary to successfully maintain focused advocacy efforts, and this work is often long term and initiatives may take years to show results; and

Whereas more revenue will also give CLA the capacity to expand direct services to all categories of members, including better communications, professional development opportunities through online platforms, tools for Networks to explore and develop specific areas of librarianship, and campaigns to raise public awareness of the fantastic and essential services that libraries provide to their communities;

Be it resolved that CLA adopt the following structure and attendant fees and benefits for its membership:

Class:	Personal	Institutional	Corporate	Associate
Category	Basic	Budget (operating expenses) less than \$1m	Supporter	Basic
Pricing	\$200	\$400	\$500	\$250
Category	salary under \$40,000	Budget (operating expenses) between \$1m-\$5m	Promoter	
Pricing	\$100	\$2000	\$750	
Category	Unwaged	Budget (operating expenses) \$5m +	Champion	

Pricing	\$50	\$5,000	\$1500	
Category	Students	Government Libraries (federal and provincial)		
Pricing	\$25	\$400		

Personal

There are no changes from the current fee and benefit structure for Personal Members. All Personal Members are eligible to vote on all matters, receive electronic copies of *Feliciter*, *CLA Digest*, and other Association subscriptions, and access a member rate for conference registration and purchase of CLA-affiliated publications. The Unwaged fees apply to any individuals who indicate that they are currently unemployed, as well as those who are retired. Student fees are applicable to individuals enrolled in full- or part-time post-secondary education, and extend through the first year after graduation.

Institutional

Institutional fees are in 3 bands, based on the annual operating expenses of the institution. Each institutional member can appoint one representative as a voting member. The voting member is eligible to stand for nomination to Committees. The institution will have electronic access to *Feliciter*, *CLA Digest*, and other Association subscriptions, as well as a discount on CLA affiliated publications. All staff members of member institutions, including the voting member, are eligible to register for conference at the CLA member rate.

There is no distinction in benefits between Institutional members who pay the different fee levels, since the fee is assessed on ability to pay, and is no longer based on voluntary levels of payment. All institutional members will be treated equally.

Government libraries are eligible for a rate of \$400, regardless of their operating budget, recognizing that those institutions are not able to fully participate in or benefit from all association activities.

Corporate

This new category allows CLA to tailor benefits to meet the needs of Corporate Members. Supporter, Promoter and Champion corporate categories have the same basic member benefits as the institutional members, including the rights accorded to the voting member. All sponsorship opportunities will be discussed either at the corporate member's request to or from direct solicitation by the Marketing & Communications Manager.

Supporter: Members in this category receive a 10% discount for ads in *Feliciter* or other Association subscription publications in addition to the “frequency rate”; a discount on job ads;

member rate on booth space at the trade show; and (1) complimentary conference registration for staff members (non-transferable).

Promoter: Members in this category receive a 15% discount for ads in *Feliciter* or other Association subscription publications in addition to the “frequency rate”; a discount on job ads; a member rate on booth space at the trade show; and two (2) complimentary conference registrations for staff members (non-transferable).

Champion: Members in this category receive a 20% discount for ads in *Feliciter* or other Association subscription publications in addition to the “frequency rate”; one free job posting; a member rate on booth space at the trade show; and four (4) complimentary conference registrations for staff members (non-transferable), a linked logo on the CLA website (as long as the membership is maintained) and one session sponsorship.

Associate

The Associate member category targets organizations which align with and support libraries but are not library institutions themselves (e.g. library boards, school boards, friends groups, other associations, etc.). Benefits include electronic access to *Feliciter* and *CLA Digest*; eligibility for one member rate conference registration (transferable); one named voting member; and eligibility to participate on Networks. Members in this category are not eligible to stand for election.

Comments and Questions from the Membership:

There was a great deal of discussion about the proposal by members, and a number of requests for clarification of the provisions for the various categories. Executive Council would insert the clarifications as appropriate into the resolution document. The President noted that there were no changes to the fees for Personal Membership categories. In response to questions about voting rights for the Corporate Member category, the President indicated that Corporate members have been included as Institutional Members for some time, with voting rights, but that now they are being recognized as a distinct category to provide benefits that are more relevant to them.

Members asked about revenue forecasts, and the anticipated impact of the additional revenue from Institutional Members. The President emphasized that at a minimum we must replace the revenues that had been generated from the pilot project. She noted that the proposed structure was not perfect, and indicated that this is a start to address the fee structure; if changes are needed, they will be brought back to the members for approval in future years. The Treasurer indicated that the proposed fees would only come into effect in January 2013.

There was further discussion of the benefits of CLA membership. Some members indicated that they were in support of the structure to provide increased financial support to CLA, and expressed frustrations that others were unwilling to contribute the financial support that is needed to make CLA sustainable. There was a question about the benefits of CLA's advocacy work and what it means to the wider community. The President cited the CLA's success in its advocacy efforts to retain the Library Book Rate and its recent successes in influencing the final text of the Copyright Act. The challenge has been to quantify these benefits and recognize the fact that they accrue to both members and non-members.

There was an attempt to propose an amendment to the bands for the institutional fees, to lower the middle and upper band amounts (to \$1000 and \$2500 respectively); as there was no seconder, the proposed amendment failed. After more discussion, the resolution was then put to the vote.

CARRIED

Resolution 2012-5:

WHEREAS in 2003 the Canadian Library Association recommended, through joint funding by federal, provincial and territorial governments, the establishment of a public and private sector partnership to ensure that Canada provide for Canadians unable to read print, a library service which is equitable and comparable to the services available to all Canadians through public funding; and

WHEREAS since 2005 the Canadian Library Association has supported the need for a national network as described by a CLA Working Group in *Opening the Book: a Strategy for a National Network for Equitable Library Service for Canadians with Print Disabilities (NNELS)*; and

WHEREAS CLA created and supported a Working Group for the *Initiative for Equitable Library Access (IELA)*, launched in 2007 to create the conditions for sustainable and equitable library access by building nationwide partnerships and supporting activities and services to successfully meet the long-term library and information access needs of Canadians with print disabilities; and

WHEREAS the approach taken in *Reading Re-imagined: a National Digital HUB to Support Service Delivery to Canadians with Print Disabilities – Conceptual Model and Business Plan* (March 2012) is consistent with previous models and plans;

BE IT RESOLVED that CLA continue to support the development of a National Network for Equitable Library Service for Canadians with print disabilities (NNELS) by:

1. being a public voice on behalf of equitable access to library services for Canadians with print disabilities and by making support for equitable library access a priority issue in CLA's advocacy efforts with governments; and
2. supporting the library system in taking the primary responsibility for a national network, with support from a variety of public and private sector partners; and
3. facilitating the gathering of feedback from the library community on the development of a national network; and
4. working with all stakeholders to create options for appropriate governance models for a national network.

Proposer: Ralph W. Manning

Secunder: Todd Kyle

Comments and Questions from the Membership:

Ralph Manning spoke to the motion and urged support from members.

CARRIED

Resolution 2012-6

Canadian Library Association / Association canadienne des bibliothèques Position Statement on Access to Information and Communication Technology (ICT)

Preamble

CLA views the Internet and other publicly available ICT networks as public goods essential to participation in a democratic and information-driven society. Therefore, CLA recognizes that access to ICT is an essential part of the universal access to information that Canadian libraries provide and support.

CLA and its members will co-operate with governments, agencies, industry and other organizations to ensure that these fundamental rights are represented in all policies and laws governing access to and dissemination of information via ICT.

All Canadians have the right to:

1. Universal, Equitable, and Affordable Access to Robust ICT networks

1.1. Access to high-speed ICT networks should be available and affordable to all regardless of factors such as age, religion, ability, gender, sexual orientation, social and political views, national origin, economic status, location and level of information literacy.

1.2. Special efforts should be made to ensure equity of access in rural and remote areas and access to inclusive technologies for people with disabilities.

1.3. A public policy framework should support the development of ICT infrastructure that meets high standards of speed, reliability and universality.

2. Access to Information Literacy

2.1. Everyone should have the opportunity to acquire the necessary skills to find and use information using ICT.

3. Open Access to Information

3.1. Open access to information should be encouraged at all levels of government and in all publicly-funded institutions. This information should be available free of charge with as little restriction on re-use and modification as possible.

3.2. Government and public institutions should take responsibility for archiving information in order to preserve collective memory.

4. Freedom of Expression

4.1. Individuals have the right to create, share, exchange, access and receive the widest range of ideas, information and images.

4.2. Public policy should encourage neutrality of traffic flow on ICT networks, neither privileging nor restricting information based on content or type. Libraries and other knowledge organizations should encourage the development and use of neutral search and retrieval mechanisms.

5. Privacy

5.1. Privacy of personal information on ICT networks should be carefully protected by legislation.

5.2. In all situations, there should be a written statement outlining the purpose for which personal data is collected. The collection of personal information should be limited to that which is necessary for the purposes identified by the organization. Consent should be required for the collection of personal information and the subsequent use or disclosure of this information.

5.3. This data should not be traded or sold without the express written permission of the individual affected. Information about privacy policies and mechanisms should be easily accessible and all changes to these should be made on an “opt-in” basis.

5.4. Individuals should have the right to examine their own personal information collected by government, public bodies and corporations and to have mistakes corrected, both without charge.

Submitted by the CLA Information Policy Advisory Committee

Approved by CLA Executive Council 29 May 2012

Comments and Questions from the Membership:

Todd Kyle, Chair of the Information Policy Advisory Committee spoke to the resolution. He noted that the previous position statement was approved from 1994 and required updating. The resolution has already been approved by Executive Council, and affirmation from the membership was being sought at this meeting.

CARRIED

Agenda XIII: President's Address

President Adams indicated that her term will end in December 2012. She summarized her efforts to date on behalf of CLA, including fundraising for the technology infrastructure renewal, working to restore financial stability to the organization. She reported on the progress of Networks and their potential for further development and she spoke of the renewal of the CLA mission, and the move to an electronic *Feliciter*. She announced that Alvin Schrader has been contracted to produce a statistical report on Canadian libraries to support advocacy initiatives. While issues such as Copyright, Library Book Rate are in hand, there is work to be done with respect to the cuts to CAP, federal government libraries and Library and Archives Canada. She expressed her pride in initiatives at this Annual Conference: the fact that 60 people met with 64 MPs on Wednesday, and that as a result of these meetings some of our concerns were raised during Question Period in the House of Commons on Friday. The President concluded that she is enjoying her role, and looks forward to January 2013 when Pilar Martinez will take CLA to new heights.

Members responded to the President's message with applause and a standing ovation.

Agenda XIV: Announcement of candidates for 2013 CLA Executive Council

The President invited Keith Walker, Past-President and Chair of the Nominations Standing Committee, to present the candidates for 2013 Executive Council.

Keith Walker reported that two positions on the Executive Council will be up for election, and all positions will be contested. He thanked the Nominations Standing Committee for their efforts.

Two candidates have come forward for the positions of Vice-President/President-Elect; and five for Councillor-at-Large. Biographical information on all candidates will be distributed in the next few weeks, with the elections taking place in the fall. Those elected will assume their positions in January 2013.

Candidates for President: Jeff Barber and Marie DeYoung

Candidates for Councillor-at-Large: Nancy Mackenzie, Carol Rigby, Jane Schmidt, Deb Thomas, Cindy Weir

President Adams thanked all the candidates for putting their names forward, and thanked the Nominations Committee for their work.

Agenda XV: Other Business

No other business was brought to the meeting.

Agenda XVI: Adjournment

There being no other business, President Adams declared the meeting adjourned at 6:15 pm.