



BCLA Board Meeting  
Thursday, April 28<sup>th</sup>, 2016  
Boardroom, 900 Howe Street, 9:30 am to 11:30am

## **MINUTES**

Chair: Caroline Daniels

Present: Heather Buzzell, Annette DeFaveri, Sarah Felkar, Erin Fields, Amanda Geofroy, Dawn Ibey, Roën Janyk, Arthur Krumins, Timothy McMillan, Cara Pryor, Sarah Sutherland, Ashley Edwards, Myles Wolfe, Daphne Wood

Regrets: Margot Schiller, Jon Scop

Minutes: Stephanie Kripps

1. Call to Order (Caroline Daniels)

Caroline called the meeting to order at 9:28 a.m.

2. Adoption of the Regular Agenda (Caroline Daniels)

MOVED by Sarah Felkar, seconded by Dawn Ibey, that the Agenda be adopted:  
CARRIED.

3. Welcoming Remarks (Caroline Daniels)

Caroline announced the incoming Board for 2016 – 2017:

- Treasurer - Dawn Ibey (second of two-year term)
- Incoming President (3-year term) - Anne Olsen
- Assistant Treasurer / Treasurer - Lin Brander.
- Director at Large (Professional Development) - Chris Middlemass
- Director at Large (Communications) - Thom Knutson
- YAACS Chair - Dana Horrocks
- LTAS Chair - Krissy Bublitz
- Other new SCIGs delegates - TBA after their own AGMs at Conference

Brief summaries of members' professional experience are posted on BCLA Connect:  
<https://bclaconnect.ca/about/nominations-and-elections/>



Caroline also extended thanks to Leanna Jantzi for her transformative work as Editor of *Perspectives* (formerly *Reporter*), and to Stephanie Kripps, Recording Secretary.

#### 4. New Business

##### a. Financial Report (Dawn Ibey)

Dawn reported that the auditor's review is complete and confirms that the Association's finances and records are in order – thanks in considerable part to the care and diligence of Rita and the BCLA office staff.

The Auditor advised that small steps can be taken toward further streamlining and improvement. Recommendations include eliminating lines in the accounting software that the Association does not use; and meeting with a financial advisor to explore potential short-term plans for funds received but not immediately drawn upon.

A financial overview will be presented at the AGM. Full financial statements are always available on request.

##### b. Societies Act (Caroline Daniels)

Caroline explained that the Act had not been overhauled since 1977 and many changes will come into effect November 28, 2016. BCLA will need to look closely at its structure and bylaws in order to become compliant with the new Act by that date; several changes will affect BCLA. An Executive working group will meet during this summer to identify affected bylaws and necessary changes (Lin, Dawn, Caroline, Annette, Daphne). Annette will attend legal training sessions next week. Caroline will send out a link to the draft of new Act (or include it here).

##### c. "New Initiative" Application (Annette DeFaveri)

Annette apologized that Board members participating by telephone did not have a visual to follow; she then provided in-person members a handout from OLA: a template members use to propose new projects. Filling out this type of form increases awareness of costs, strategic goals, and other considerations that may not occur to people in initial stages of a project idea. The template can also assist with articulating the difference between a BCLA bylaw and a policy, and can ensure that BCLA policies are clearly stated for the membership.

The sample OLA form can be adapted for BCLA purposes; Annette hopes to prepare a draft in time for the July Board meeting.



d. Fundraising Opportunity (Annette DeFaveri)

During the past year, Annette had learned that BCLA owned rights to 25 years of Summer Reading Club artwork. A small committee then generated the fundraising idea of a notebook based on SRC art. The timing works well, as 2016 is also the 25-year anniversary of SRC.

Annette presented photos of the notebook currently in production, and explained various decisions regarding its design, cover, size, price and other factors.

Board members enthusiastically admired the concept and design, and Annette encouraged everyone to promote the notebook. It can be an appropriate gift for an organization's outgoing Board Members, community partners or guest speakers, children's birthday parties.

BCLA has ordered 2000 notebooks, with the intent to sell 250 of them at Conference. Discussion followed regarding bulk pricing, shipping costs, and other ideas.

Many thanks to ILK and BC Libraries Coop for kindly agreeing to store 50 boxes of notebooks, as storage is impossible in BCLA's office space.

Annette will later send the Board a link to the visuals she used for this presentation.

e. AGM and Conference related support/duties (Annette DeFaveri)

Annette will be in touch when she has prepared a schedule or sign-up roster.

5. Verbal Reports

a. President's Report (Caroline Daniels)

Caroline noted that BC's Provincial Digital Library discussions occupied a great deal of her term as BCLA President. Next meeting on this initiative is May 10: the meeting includes the Ministry, teacher librarians, representatives from archives, museums, post-secondary and public libraries and cooperatives with almost 100 people registered. Lauren Fenton (Our Digital World) will be sharing her insights from being part of a similar digitization process in Ontario (Our Ontario). At the end of the full-day meeting, the group hopes to have a vision everyone can agree on; a 12-month plan; and a governance structure. BCLA's role to date has been important in coordinating discussions; Annette added that Caroline's advocacy and initiative were fundamental to bringing stakeholders together.



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Caroline extended a huge Thank You to Chris Middlemass and Kevin **Strannach** (**spelling**) for all their work Conference planning.

Caroline also acknowledged and thanked the major Conference Sponsors:

Gold: BC Libraries Cooperative; CUPE BC; United Library Services.

Silver: White Hots; CVS Midwest Tapes; Library Bound.

Caroline encouraged Board members to visit Sponsor tables at the Conference and thank them. She further noted that the Conference is BCLA's showcase event and a significant source of revenue; as Board Members, be visible and approachable.

Caroline drew attention to the thank you letter in the Board Agenda package for the grant received from BC Library Services (\$20,000).

Another letter (not in the current Board package due to time constraints) was circulated. The letter is from BCLA in response to news of closures of many libraries in Newfoundland and Labrador. The letter will be posted on the BCLA webpage and the listserv will include suggestions for how to respond as individuals.

**b. Executive Director's Report (Annette DeFaveri)**

Annette mentioned the importance of attention given over the past six months to the Provincial Digital library, and to the Professional Development Institute. Two PDI sessions will be offered at 2016 Conference; both are set to generate a small profit.

Canadian Federation of Library Associations: the working group has now become the interim / acting Board; a regular Board will be determined at the next OLA conference in January 2017. BCLA has acquired considerable useful knowledge as a result of its active role in the planning.

Provincial Strategic Planning: The Libraries Branch of the Ministry of Education has a strategic plan, "Libraries Without Walls," which is 14 years old; the Ministry believes it is time to refresh it. This is to be completed by September. A strategic planning day is set for May 11 and if BCLA is invited as a stakeholder, Annette will make every effort to attend.

The Provincial Government has provided a grant of \$14,000 to the BC Libraries Coop, InterLINK and BCLA to conduct an accessibility workshop in fall. More information forthcoming.

The AGM will include no resolutions this year. However there will be several resolutions in 2017 due to changes to Societies Act (as noted in item 4a).



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Some of the BCLA annual awards will be presented at the AGM. Others will be presented at Keynote Speaker and Hot Topics events. Heather will present an award personally to someone who will not be at the AGM or Conference, but whom Heather will be seeing at a different Directors meeting. Heather will recap the presentation at the AGM.

Trade show: 2016 is sold out and even attracted new participants. This important source of income has elsewhere seen falling participation of vendors; even for BCLA, participation dropped in 2015. Please remember to visit and thank vendors for coming.

More good news for 2016 Conference: BCLA sold out the discounted hotel block, and registration has exceeded the goal of 400 (at least 425 so far). Cory Doctorow's session is sold out and many other conference sessions are filled.

The Professional Development survey closed about a month ago and the 350 responses are now being analyzed. Annette noted that a previous survey yielded fewer than 100 responses. This indicates that BCLA members have a strong interest in the topic.

Canadian Library Month has been discontinued (because no CLA) and the provincial government is considering October for a BC Library Month. This could become a vehicle for advocacy but the idea will need new, interesting and relevant promotion.

Annette extended her thanks to everyone on the Board for their work of the past year, on behalf of BCLA staff and Executive.

6. Consent Agenda
  - a) Minutes from the January 21<sup>st</sup>, 2016 Board Meeting (Draft)
  - b) Thank you letter to Minister of Education

Caroline called for a motion to approve consent agenda:  
MOVED by Lin, seconded by Dawn, that the consent agenda be approved:  
CARRIED.

7. Closing Remarks (Caroline Daniels)

Caroline offered her thanks to outgoing Board members:

Heather Buzzell, who has filled the various 3-year roles of president;  
Margo Schiller ending her two-year of term as Assistant Treasurer and Treasurer;  
Erin Fields as Director at Large;



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Sarah Felkar as Director, especially her work on the Professional Development Institute;

Lin Brander as Director, though starting a new role as Assistant/Incoming Treasurer;  
Student representatives Arthur Krumins, Miles Wolfe, Amanda Geofroy;  
Chairs - for YAACS Jon Scop, for LTAS Ashley Edwards, and for ALS Roën Janyk.

A final reminder of new time slot for the AGM – registration begins 3:30 p..m  
Wednesday May 11<sup>th</sup>. Remember to wear a Board ribbon and watch for signup sheet.

8. Adjournment

MOVED by Sarah Felkar, seconded by Dawn.

Meeting adjourned at 11:15 a.m.