



**British Columbia
Library Association**

Chair: Anne Olsen (In person) Daphne Wood (On telephone)

Present: Annette DeFaveri, Tim McMillan, Dana Horrocks, Lin Brander, Thom Knudson, Cara Pryor, Daphne Wood, Caroline Daniels, Adam Farrell, Chris Middlemass.

Regrets: Krissy Bublitz, Dawn Ibey, Sarah Sutherland

Recorder: Lilian Pintos

1. Call to Order (Anne Olsen)

Anne first acknowledged that we are gathered on the unceded territory of the Musqueam, Squamish and Tsleil-Waututh First Nations. The meeting was called to order at 9:33 a.m.

2. Adoption of Regular Agenda

Annette added two new items (3.5, 8.5) to the regular agenda. Moved by Chris Middlemass, seconded by Lin Brander, that the agenda be adopted as amended.

3. Welcoming Remarks (Daphne Wood)

Daphne thanked Lin for stepping in and presenting the budget information.

3.5 Credit Card (Daphne Wood)

Daphne explained that our financial institution/Desjardins Business requires the BCLA Board to pass a motion (a resolution) acknowledging and identifying the person responsible for the management of our credit card account. Annette DeFaveri, as the Association's Executive Director, will be the primary cardholder.

MOVED by Lin Brander, seconded by Caroline Daniels, that Annette DeFaveri assumes the role of the delegate responsible for BCLA's credit card account, according to the outlined stipulations. Be it resolved:

1. that the corporation delegate, to the persons hereinafter identified, the authority to enter into an agreement in order to request the issuance of Visa Desjardins Card(s) (the "Cards"), including renewal thereof upon expiry and replacement thereof as needed, and this with the credit limit(s) granted by the Fédération des caisses Desjardins du Québec (the "Federation");
2. that the corporation be indebted to the Federation for amounts advanced and for any other debts related to use of the Cards and any product related thereto, including for amounts that may exceed the applicable credit limit(s), as well as for the applicable fees and interest;
3. that the corporation undertakes to ensure that the Cards are used in accordance with the terms and conditions of the Federation's variable credit agreement that accompanies them and to assume liability for all debts and obligations that may result from failure to comply with such terms;
4. that the persons identified below be authorized to sign any document that is useful or necessary to give full effect to this resolution, to request any change to the issued Cards, including any increase of the credit limit(s), and that they have all of the rights and powers regarding the management and use of the account related to the said Cards;
5. that the persons identified below may indicate to the Federation the persons responsible for managing the account related to the Cards, notably including the designation and withdrawal of the company's representatives who are authorized to obtain a Card, the distribution and amendment of the authorized credit limits of the Cards, and the addition and withdrawal of options related to the Card, if any;

Name of delegated persons:

Annette Defaveri, BCLA Executive Director.

Motion CARRIED



4. 2016 Budget Reconciliation (Lin Brander)

Lin reviewed the 2016 finances and explained any differences between actual and projected figures. This review was for information only and reflects unaudited figures. The fiscal year ends December 31 of each year.

Lin reported that overall, the finances and projections for 2017 appear healthy and reasonable. Lin and Annette emphasized that revenues and expenses are projections based on actual figures from September, so these financial reports are considered to be draft only until auditing.

5. Draft 2017 budget (Lin Brander)

The proposed budget was prepared by Annette, Lin, and Dawn with support and guidance from BCLA's long-time book keeper Rita Avigdor. When budget items reflected projections different from those reflected for 2016, Annette and Lin provided background information for the 2017 projections. Differences include an anticipated increase in the Conference's expenditures due to the downtown Vancouver location.

Annette explained that unallocated fund balances reflect revenue from 2015, noting that we maintain a significant unallocated balance in order to cover contractual expenditures a required by law (Societies Act and Not For Profit status) should the Association dissolve.

Lin completed the review and commended Annette and the BCLA office staff for their thorough work on the budget.

(In Camera Discussion about wage increases)

Moved by Lin, seconded by Adam, that the BCLA Board will adopt the 2017 Budget, including in the changes passed in camera.

Motion CARRIED

6. New Initiatives Application (Daphne Wood)

Daphne turned the floor over to Annette, who proposed to set up an additional line in the 2017 budget (for expenditures and revenue) for New Initiatives. The purpose of this fund would be to support initiatives or projects put forward by other organizations or committees that are aligned with BCLA's mandate and Strategic Plan. We would ideally seek to spend these funds in the fall of each year to avoid conflicts with the BC Library Conference. Annette proposed to start by moving \$4,000 from our unallocated funds to this new section. Adam suggested that each initiative is followed by an evaluation survey in order to assess the initiative's success. Annette indicated that an assessment piece would also take place. She also emphasized that a significant part of this initiative is to develop new revenue streams for the Association. The money is not for grants, but to work collaboratively in the interest of supporting the values of the Association and earning revenue for the Association.

MOVED by Lin, seconded by Adam, that we move \$4,000 from the unallocated funds to the General reserve funds, then to move the \$4000 into operating budget for 2017 for New Initiatives.

Motion CARRIED.



Coffee

7. Reimagining BCLA's Awards (Daphne Wood)

Daphne provided some background information on the awards managed by BCLA, as presented in the Board package. Daphne noted that many awards have been in place for a long period of time and their criteria will be revisited, as with the possibility of adding new awards. Chris volunteered to help Daphne with the awards review; it is expected that an additional volunteer will come forward from the membership. Annette pointed out that some awards are given by Sections, Committees and Interest Groups and they are responsible for their own awards.

8 - MOU (Daphne Wood)

MOVED by Caroline, seconded by Adam, that the BCLA Board approve a proposed initiative between BCLA and the British Columbia Museum Association and the Archives Association of BC, with the purpose of increasing collaborative work and achieving goals based on shared values.

Daphne noted two amendments to the document, including the provision of member rates for individual conferences, and changing the renewal time frame from one to three years. In addition, Daphne proposed to change the phrasing on page one, bullet four, to reflect a recommendation by BCMA.

Motion CARRIED.

8.5 CFLA Separate Update (Annette DeFaveri)

Annette provided that the CFLA's interim board has asked for an official notification from the BCLA Board identifying the BCLA representative to the CFLA Board. Daphne, as the BCLA President, will take on this two year position representing BC on the CFLA-FCAB Board. CFLA elections are in February 2017.

9. Verbal Reports

a) President's Report (Daphne Wood)

Daphne recognized the exemplary staff at the BCLA office for their work on the budget, as well as with the changes involved in the Society's Act. We were advised that once the Act takes effect, we would be required to make a few changes to put this initiative in motion. More details to follow in subsequent meetings.

Daphne also provided information on the Publication of the Ministry of Education, Libraries Branch Strategic Plan and noted that there is a link available on the Ministry's website. Daphne indicated that any initiatives set to be carried out would require consultation and collaborative relationship with other organizations. In January Annette and Daphne will meet with Mari Martin, Director of the Libraries Branch to determine which initiatives the Branch plans to carry forward.



b) Truth and Reconciliation (Thom Knudson)

Thom provided that the CFLA's Truth and Reconciliation Committee have created four teams to carry out various activities: the first team will undertake an environmental scan and create toolkits related to libraries, as well as develop a one-stop, web-based resource page. The second team will be working with Aboriginal working groups and writing a report that will include their recommendations. The third team will conduct a gap analysis and report it with their recommendations. The fourth team will focus on subject headings and copyright. The project coordinator, Camille Callison, will bring these outcomes to the CFLA board for consideration in mid-January.

c) Provincial Digital Library (Caroline Daniels)

Caroline indicated that a communiqué is being outlined that will include governance details. There will be a presentation at the BCLA conference.

d) Executive Director's Report (Annette DeFaveri)

Annette reported that the CFLA Copyright Committee was pleased to be working with Don Taylor, as his copyright expertise will be invaluable. He will be asked to report to the Board on the committee's work as a guest in January. Annette also mentioned that the newly-created BCLA TRC committee will wait to hear about the CFLA's TRC committee to increase and leverage their respective reach and impact.

Annette also reported that the BCLA office is busy preparing for the upcoming conference. Registration is set to open late January or early February. More details to come in January.

Toolshed responsibility will move from ABCPLD to BCLA in January under the guidance of former BCLA Board Member Sarah Felkar.

10. Consent Agenda

Annette proposed two amendments to the September Board Minutes.

MOVED by Lin, seconded by Adam that the Board approve the amended minutes.
Motion CARRIED

MOVED by Adam, seconded by Cara, that the remaining items in the consent agenda (items 11, 12, 14) are received.
Motion CARRIED.

11. Closing Remarks

Daphne thanked the Board members and Annette indicated that the next meeting will take place January 23, 2017. Members were thanked for their work on various initiatives.

12. Adjournment

MOVED by Lin, seconded by Adam, that the meeting be adjourned.

There being no further business, the meeting was adjourned at 12:06 p.m.