

**British Columbia Library Association  
Board Meeting  
Friday, November 27, 2009  
10:30 am**

**Boardroom, Vancouver Public Library  
350 West Georgia Street, Vancouver, BC**

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**In Attendance:**

Heather Compeau  
Ken Cooley  
Christina de Castell  
Vicki Donoghue (for Susan Redmond)  
Allie Douglas  
Nancy Hannum, First Nations Interest Group  
Roen Janyk  
Lynne Jordon (via teleconference)  
David Karppinen  
Mari Martin  
Chris Middlemass  
Katherine Miller  
Diane Nelles  
Anne Olsen  
Alane Wilson  
Sandra Wong

**Regrets:**

Mary Afonso  
Marjorie Mitchell  
Adrienne Wass

**1. Call to Order**

Ken Cooley, BCLA President, called the meeting to order at 10:37 am. He announced that a document outlining Board member responsibilities will be drafted and discussed at the next meeting.

## 2. Adoption of Consent Agenda

The consent agenda contained the following items:

- a. Minutes of September 11, 2009
- b. Executive Director's Report
- c. Editor's Report
- d. YAACS Report
- e. Special Needs Interest Group Report
- f. 2010 BC Library Conference Report
- g. Advocacy Report
- h. Appointment of IPC Committee Chairs
- i. Correspondence
- j. ALPS Report (added at meeting)

***Moved by Anne Olsen, Seconded by Christina de Castell:***

THAT the consent agenda be approved and adopted as presented and amended.

**CARRIED**

## 3. Adoption of Regular Agenda

***Moved by Mari Martin, Seconded by Christina de Castell:***

THAT the regular agenda be approved as presented.

**CARRIED**

## 4. Business Arising

### *a. Treasurer's Reports*

#### *i. 2010 Draft Budget*

Christina de Castell reviewed the draft 2010 budget and 2009 projected budget in detail. She reported that the financial situation for the Association had deteriorated more than expected this year. Membership levels have declined and are expected to decline further in 2010, revenue projection from the provincial grant and database administration are pessimistic, and interest revenue is expected to remain low.

On a positive note, the revenue from database administration was higher than expected in 2009, and interest on funds managed by the Vancouver Foundation has been received, contrary to expectations earlier in the year.

The proposed 2010 budget included the following recommendations:

- That the efforts of the fund development committee be focused on active fundraising
- That active fundraising for awards and bursaries begin
- That expenses be cut, including fewer in-person Board meetings
- That staffing costs be reduced as follows:
  - Executive Director's position will be reduced to 4 days a week
  - Accountant's time will be reduced to \$8,500 in 2010
  - Office Manager's hours will be maintained, but re-examined later if necessary
  - The budget for the office manager's overtime during conference will be retained at \$1,500
  - staffing reductions will be re-examined in 6 months
  - A committee will be established to review staffing needs in last half of 2010.
- That costs for directors' liability insurance be reduced using an alternate provider.

After all revenue and expense adjustments are implemented, the remaining deficit will be covered by using money from unallocated funds.

Communication to BCLA members regarding financial challenges began with a letter in September from the President, Vice-President, Treasurer, Assistant Treasurer and Executive Director, and will be followed by more direct e-mail communication once the budget is approved. It will also be posted to the BCLA website.

***Moved by Lynne Jordon, Seconded by Anne Olsen:***

THAT the draft 2010 BCLA budget be accepted as presented.

**CARRIED**

Christina also proposed that eight \$1,000 awards be granted to BCLA members to attend the conference in Penticton in 2010. Funds would be taken from restricted funds, specifically \$5,000 from the Alice Bacon Continuing Education Scholarship Fund and \$3,000 from the Harry Newsom Memorial Prize. Balances remaining in the funds after disbursement of the awards would be \$27,700 and \$3,200 respectively.

***Moved by Christina de Castell, seconded by Mari Martin:***

THAT eight \$1,000 awards be granted to current BCLA members to attend the 2010 conference, with five of the awards being funded from the Alice Bacon Continuing Education Scholarship Fund and three from the Harry Newsom Memorial Prize.

**CARRIED**

*ii. 2010 BC Library Conference Draft Budget*

Chris Middlemass reviewed the 2010 conference budget, and referenced comparative numbers for the 2009 conference. A suggestion was made that the conference registration fees be increased 2-3% annually, which is in line with the general rate of inflation.

***Moved by Chris Middlemass, Seconded by Christina de Castell:***

THAT the BCLA Board direct the conference planning committee to review conference fees annually, to include cost of living increases and other site specific expenses that will impact conference revenue.

**CARRIED**

Money savings have been achieved this year by reducing catering expenses as well as reducing the number of receptions and paid speakers.

***Moved by Chris Middlemass, Seconded by Mari Martin:***

THAT the draft conference budget be adopted as presented and amended.

**CARRIED**

***Moved by Christina de Castell, Seconded by Mari Martin:***

THAT, going forward, the conference revenue budget include a provision for partnership revenue.

**CARRIED**

There was further discussion about the balance between conference revenues and expenditures with a view toward increasing profit.

*b. Retreat Action Items*

This item relates to action items arising out of the BCLA Board Retreat held in late April as well as areas of focus identified for the next 6-12 months.

*i. Board Representation*

The Board has initiated discussions with ALPS and YAACS regarding Board seats reserved for representatives of those sections. Any changes that might be suggested will come out of the committee tasked with reviewing the bylaws, and anyone interested in sitting on the bylaw review committee was asked to contact Ken Cooley.

*ii. BCLA Advocacy Policy Committee*

The draft communications policy included in the agenda package was originally created by the communications committee, which is not currently active. It is intended as an example of how a policy around communication issues may be written. Such a policy would guide Board members as well as Committee Chairs and Interest Convenors in matters where communication beyond the Association is necessary. Board members with further questions or suggestions were asked to contact the Association's president. In the meantime, the draft policy will be reviewed by the advocacy committee before returning to the Board for approval. There was also discussion about improving the process around adoption of resolutions, whether at board meetings or the AGM, and what the status is of resolutions, over time.

**5. New Business**

*a. Nominating Committee*

As Chair of the Nominating Committee, Lynne Jordon is tasked with soliciting nominations for the next round of Board elections. Lynne will work with two other members and has sent out a call for nominations.

***Moved by Lynne Jordon, Seconded by Christina de Castell:***

THAT Diane Nelles and Diana Guinn be appointed to the Nominating Committee, which is chaired by Lynne Jordon.

**CARRIED**

The three positions up for election include the Vice-President/President Elect, Assistant Treasurer, and one director. There was further discussion about the roles, functions, make up and responsibilities of committees.

*b. PNLA*

This item relates to the ability of BCLA to participate in other organizations at the governance level. In light of the current state of the budget, the Board was asked to determine the role of BCLA in the Pacific Northwest Library Association (PNLA). In discussion it was agreed that BCLA would maintain its membership in PNLA but that the Association would not send a representative to meetings or

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conferences. The PNLA conference will be in Victoria in 2011 and BCLA will consider sending someone to the conference at that time.

*c. Donations and Fund Raising*

Christina de Castell raised the issue of improving annual conference sponsorship opportunities through tiered sponsorship levels that would provide for increased recognition of higher sponsorship amounts.

On a related matter, the mandate of the Fund Development Committee will be broadened and membership will be broadened to increase fundraising events and opportunities. It was decided to post a list of awards and donation information on the BCLA website and the newly-constituted Fund Development Committee will decide on specific mechanisms for promotion.

Subsequent to the meeting it was decided to conduct an electronic vote on two motions regarding funds for which BCLA accepts donations.

***Moved by Christina de Castell, seconded by Heather Compeau:***

THAT BCLA close the Audiobook Program Donations fund and pay the remaining amount of \$1210.61 to InterLINK for use in the e-book program, as intended by the original donations.

**CARRIED**

***Moved by Christina de Castell, seconded by Heather Compeau:***

THAT BCLA rename the BC Libraries Endowment to the BCLA Endowment, to better reflect the purpose of the fund.

**CARRIED**

*d. Olympics & BCLA Office*

Alane and Allie will work at home for the duration of the Olympics and the BCLA office will be closed. Arrangements will be made for the physical transportation of cheques and contact information for Alane and Allie will be made available.

**6. Next meeting**

The next meeting will be held on Friday, March 19, either in person or via teleconference.

**7. Adjournment**

*Upon motion duly made and seconded:*

THAT the meeting be adjourned.

**CARRIED**

The meeting was adjourned at 2:20 pm.