



**Minutes of the British Columbia Library Association Board Meeting  
Tuesday, December 3rd, 2013. 9:00am  
BCLA Boardroom: 900 Howe Street.**

**Present:** Gwen Bird, Annette DeFaveri, Carla Graebner, Jessica Tivy, Myron Groover, June Stockdale, Danielle Wing, Daphne Wood, Caroline Daniels, Sarah Stang, Tamarck Hockin, Stephanie Kripps, Allie Douglas, Saara Itkonen, Leanna Jantzi.

**Regrets:** Chris Middlemass, Ursula Brigl, Heidi Schiller.

1. Call to Order (Gwen Bird)

Gwen called the meeting to order at 9:04 a.m.

2. Adoption of Regular Agenda (Gwen Bird)

Gwen pointed out that adoption of Consent Agenda, which typically occupies this spot, is of less strategic importance and has therefore been moved lower on the agenda.

**MOVED BY** Carla, **SECONDED BY** Caroline: *that the Regular Agenda be adopted.*

**CARRIED**

3. Verbal Reports

a) President's Report (Gwen Bird)

Preparation for Conference 2014 has recently occupied much of Gwen's time. The review and selection process for presentations has just concluded. The Planning Committee is enthusiastic and all is proceeding well.

Gwen enjoyed representing BCLA at the University of the Fraser Valley's Library and Information Technology Program alumni evening. Although it was not a targeted membership promotion, Gwen did have the opportunity to mention the benefits and advantages of BCLA membership.

A working group on BCLA's Mission and Vision statements, consisting of Gwen, Daphne, Sarah and Annette, consolidated input from many sources and hosted an Open House for discussion. This topic will be addressed under Agenda item 4c.

Gwen convened a Personnel Committee to coordinate a performance review of the Executive Director. The members of this group were June, Gwen and Daphne. This topic will be addressed under Agenda item 4a.



b) Executive Director's Report (Annette DeFaveri)

Regarding Conference planning, Annette stressed the importance of follow up with people who submitted proposals that were not accepted and who wanted feedback. This feedback and mentorship on how to submit a better proposal has already paid off, as the time spent in this way last year has resulted in a higher number of good proposals this year.

Feedback on the new Conference format (Monday, Tuesday, and Wednesday) has been positive so far.

Negotiations and discussions continue with potential keynote speakers and curated presenters (i.e. those whom BCLA has specifically invited). Some of these high-interests, high-profile speakers who were not able to attend this year have expressed sincere interest in coming next year.

Annette will devote time early in 2014 to consider ways to revise the membership form. For example, the sliding scale based on salary ranges may be outdated and inappropriate. This will be part of a larger review of membership to be discussed under Agenda item 4d.

4. New Business

a) Treasurer's Report and Budget (Carla Graebner)

Carla distributed a draft 2013-2014 budget report and provided a line-by-line tour and explanation. The format of the report was much simplified from previous years. Board members noted and appreciated the improvements, which include: Ghost lines long out of use have been eliminated; closely related lines have been consolidated into one (eg incidental Office Expenses); some lines are re-named to more accurately reflect what they really are, such as Audit (formerly Professional Fees) or Biblio-tique (formerly Fund Allocation Committee). Funds which are not available to the Board, such as those held in reserve for scholarship, do not appear on this simplified report although they will be listed on the Audited Statement.

Overall, Carla reports that our budget is "in the black," -- in good shape.

A brief *in camera* session followed in which the Board discussed staffing budget, including the performance review of the Executive Director presented by the Personnel Committee. During this time it was:

**MOVED BY** June, **SECONDED BY** Caroline: *that the Board approve the compensation recommendation prepared for the Board by the Personnel Committee.*

**CARRIED**



The full meeting then resumed and it was:

**MOVED BY** June, **SECONDED BY** Caroline: *that the Board approve the 2014 budget as presented.*

**CARRIED**

b) Board Roles and Portfolios (Gwen Bird)

The composition of the Board is written into the by-laws and therefore will not change (at least not at this time) but it would be helpful to clarify roles and portfolios of various Board positions. Some are already clear (such as President, Treasurer, Recording Secretary) but others less so (Second Vice President, elected Directors-at-Large).

Further, Gwen noted that there are some fairly significant, broad priority areas that do not have a particular Board members designated to them, such as Communications or (better term) Outreach.

Gwen envisions a short document of maximum 2 pages, which outlines the generic expectations and responsibilities of all Board members followed by a list of specific positions and their associated duties or portfolios. This would help in recruiting new members for Board positions as they become vacant.

In addition, the Board could determine immediate strategic priorities or projects for each upcoming year, so that positions might be more in line with the work that needs to be accomplished during that period. Outlining these priorities in advance of the elections would help attract members with specific expertise or interests.

A draft document on Board member roles can be prepared and then vetted by Board volunteers. Carla, Stephanie and Tamarack each volunteered to assist.

c) Mission and Vision Statements (Gwen Bird)

A summary of short-listed and preferred statements was included with the Board package.

**MOVED BY** Daphne, **SECONDED BY** Tamarack: *that the Board approve and adopt the preferred Mission and Vision statements.*

Following questions and discussion, it appeared that the wording of the Vision statement was not satisfactory to some, being perhaps too similar to the Mission statement and written in a grammatical tense not suitable for a Vision. Gwen therefore proposed a ***Friendly Amendment to the above motion:***

*that the Board adopt the Mission Statement “Advancing BC Libraries Together” and defer discussion of Vision and Values statements to a future meeting.*



**CARRIED**

d) Membership Drive (Annette DeFaveri)

Annette thinks that targeted membership drives to address the interests and needs of specific sub-groups will be more effective than a generic, blanket membership drive. A first and fairly straight-forward group to target would be academic librarians. Other groups targeted later could include new graduates, lapsed members, or any other self-identified group.

Anyone interested in working on a membership drive targeting academic librarians, please email Annette. This would likely begin by early January. Two or three people would be needed.

e) BCLA Website (Caroline Daniels)

Caroline discussed content migration using the tool *Gather Content*, and generally cleaning up the website. She reminds us that “we’ll have a website before we have a great website” and explained that it is not simply a matter of moving all the content wholesale from the old site to the new. Decisions need to be made regarding what content is still valuable and relevant to serving membership at large.

Ideally the new site will be launched at the Conference.

f) Browser: Next Steps (Leanna Jantzi)

Leanna reports that since last Board meeting she has secured the help of an Assistant Editor, Andrea Cameron of SFU Library. She and Andrea are working on altering the format to HTML, and will no longer be producing the PDF version of Browser. The publication schedule for 2014 is 4 issues: February (Conference Promotion), May (Conference Issue), August and November.

Guidelines and criteria for *Browser* opinion pieces will soon be posted on the website. Leanna suggests that the first set of columnists (one per issue) would be by advance invitation, in order to ensure good examples of the quality expected for the opinion columns, as well as to stimulate discussion and inspire others to contribute. Later, the number of contributors per issue can increase, depending on response.

5. Adoption of Consent Agenda (Gwen Bird)

- a) Select Standing Committee on Finance and Government Services ✓
- b) OpenMedia News Release ✓
- c) Letter to Translink ✓
- d) Letter to General Tom Lawson ✓



**British Columbia  
Library Association**

**MOVED BY** Myron, **SECONDED BY** Stephanie: *that the Board approve the Consent Agenda.*

**CARRIED**

6. Next Meeting Date and Closing Remarks (Gwen Bird)

Gwen stated this was a very productive meeting.

Next meeting: Thurs February 13, 2014, 9:00 a.m. in the BCLA Boardroom.

7. Adjournment

**MOVED BY** Caroline, **SECONDED BY** Tamarack: *that the meeting be adjourned.*

**CARRIED**

Gwen adjourned the meeting at 11:45 a.m.