

BCLA AGM
9:00-10:30 am,
Saturday, April 24 2010

Salon C, Penticton Trade and Convention Centre, Penticton BC

Presiding: Ken Cooley, President

Parliamentarian: Todd Mundle

Recording Secretary: Natalie Fouquette for David Karppinen (regrets)

1. Opening (K. Cooley)

The meeting was called to order at 9:03 am.

2. Establishment of Quorum (T. Mundle) Quorum confirmed by A. Wass

3. Consent Agenda:

Motion to approve: C. de Castell. Seconded by L. Jordon. Carried.

4. Regular Agenda

4.1 Financial status of the Association (C. de Castell, Treasurer)

BCLA entered 2009 anticipating a tough year. The association experienced direct cuts to revenue and drops to interest rates, as well as decreased funding, all of which resulted in an unbalanced budget. BCLA took measures early to reduce costs in response to this. The actual loss for 2009 was \$20,000, although a deficit of \$40,000 was projected. BCLA will continue to look for ways to save money and to take a conservative approach in 2010. \$185,982 in reserve funding remains, so BCLA's financial situation is not desperate.

4.1.1 Audited Statements for 2009 and

4.1.2 Treasurer's Report. The report is appended to the minutes.

Motion to accept: M Martin. Seconded by A. Wass. Carried.

4.2 Election Results for VP/President-Elect (L. Jordon, Chair, Nominating Committee). Thanks to R. O'Brennan and C. Kevlahan for running for the position; C. Kevlahan is successful candidate.

Motion to accept nominations as presented: B. Owen. Seconded by C. Graebner. Carried.

4.3 Resolutions Presented The text of the two Resolutions presented today to be submitted as text for attachment to minutes. L. Jordon: Thanks to Resolutions committee for their work on the 2 resolutions to be voted on today.

Personal Membership dues: Dues have not increased in many years, and the resolution proposes to increase dues for those at the higher end of the earning scale, and to institutions. Discussion: S. Singh: Question: do you have a forecast of the revenue for this increase? A. Wass: it would be a \$4500 increase in membership revenue.

Motion to accept resolution: A. Wass. Seconded by C. de Castell. Carried.

Institutional dues: A. Wass read Resolution as included in package. Discussion: R. O'Brennan: This is a modest increase. A \$60.00 increase, in the case of FVRL, is really modest; it should be more. A. Wass: This is a beginning; we could propose further increases at a future AGM, and we do intend to continue to discuss the benefits that will be included for institutions purchasing memberships. V. Donoghue: Can someone explain what the 2-person benefit is? A. Wass: An institution gets an institutional vote with membership but can buy a second voting membership. V. Donoghue: Do some institutions get to send as many people as they want to conference by using their institutional membership? A. Wilson: No, that is a different process. P. Burry: Should the phrase "urge the revision" be revised? A. Wass: The wording is standardized and is modeled after wording used for ALA resolutions. We do not make changes to wording at this stage. P. Burry: Is there any further discussion required after voting on these resolutions? The wording makes it sound that way. K. Cooley: We can discuss and adjust the standard resolution wording next year. K. Anderson: When you do a recommendation you can put an amendment on the floor? K. Cooley: No. L. Hall: the word "resolved" at the bottom clarifies that it will be done.

Motion to accept second resolution: A. Wass. Seconded by C. Middlemass. Carried.

4.4 President's Report (K. Cooley) The President's Report is appended in its entirety at the end of these minutes.

Question: D. Smith: Will the Incoming President visit and address the library technology schools? A. Wilson: I have been to UFV and to Langara. The Executive Director and President share school visit duties.

K. Cooley handed gavel to M. Mitchell, Incoming President.

4.5 Incoming President's Address (M. Mitchell) The Incoming President's address is appended in its entirety at the end of these minutes.

Motion to appoint Collins Barrow as auditors for 2010: C. Middlemass. Seconded by R. Tyner. Carried.

5.0 New Business – none.

6.0 Adjournment

M. Mitchell adjourned meeting at 9:48 am.

2009-2010 Treasurer's Annual Report

By *Christina de Castell*.

We entered 2009 knowing that we had a rough year ahead because of the economy, but it proved even more challenging than we anticipated. We received direct cuts to revenue, and we were affected by the economic situation around the country.

When we created the 2009 budget in November 2008, it was just the beginning of the financial crisis. We conservatively estimated that interest rates would go down, along with membership revenue, but planned for a balanced budget for the year. We intended to apply for a \$20,000 grant from PLSB for strategic planning, and we thought we would have income from our Vancouver Foundation endowment fund. Unfortunately the financial situation rapidly declined, with the news in December 2008 that the Vancouver Foundation would not be distributing funds. In August 2009, we heard the news of library funding cuts around the province, including a reduction in our own operating and administrative grants from \$40,000 to \$20,000.

In January of 2010, we told you that we expected a \$40,000 loss in 2009. This was the result of the reduction in provincial grants, lower interest rates, less advertising and fewer job postings. Membership revenue also declined slightly. At the same time, we saw increased expenses in some areas. With the difficult funding situation continuing, we announced in January that we would be reducing Alane's hours as Executive Director to a 4-day week to introduce

cost savings, and were looking at other measures to reduce expenses.

On the positive side, our conservative approach and early action resulted in higher than expected conference profit and decreased expenses last year. Our actual loss in 2009 is just over \$19,000, rather than the \$40,000 we expected earlier. However, we need to be operating with a balanced budget, since we can't sustain losses year after year.

We will continue to look for ways to save money in 2010, and we have re-established the Fund Development Committee to explore opportunities for active fundraising. I'm pleased to announce that we have four volunteers who have been appointed by the Board to join me and Assistant Treasurer Debbie Schachter on the committee: Ken Haycock, Deb Thomas, Ross Tyner, and Maggie Hodge Kwan.

Our reserve fund balance at the end of 2009 is \$185,982, down from \$205,000 at the end of 2008. While we have a lot of work ahead of us, continuing to take a conservative approach and seeking new opportunities to increase revenue and reduce expenses will help us continue to deliver valuable services to members in the years ahead. I welcome your suggestions for the fund development committee, and look forward to your assistance as we seek new fundraising opportunities in 2010.

Christina de Castell
BCLA Treasurer, 2009-2010.

A Resolution to revise BCLA Personal Membership Dues

WHEREAS, The British Columbia Library Association has not raised dues for several years;

WHEREAS, BCLA's Personal Membership Dues have not kept pace with inflation;

WHEREAS, These dues do not reflect the needs or income levels of current and potential members;

RESOLVED that the British Columbia Library Association urge the revision of Personal Membership Dues;

1. BCLA Personal Membership Dues be increased between five and twenty-five dollars, depending on the category
2. Personal Membership Dues be reduced by \$20 for individuals earning an annual salary less than \$15,001.
3. Add a new category to include individuals earning an annual salary over \$75,000

RESOLVED, That the British Columbia Library Association Members in attendance at the 2010 Annual General Meeting increase the Personal Membership Dues.

RESOLVED, That this increase shall take effect January 2011.

Mover: Adrienne Wass, Second Vice-President, adriennewass@hotmail.com, 250-858-0319

Seconder: Christina de Castell, Treasurer, christina.decastell@vpl.ca, 604-331-3613

A Resolution to revise BCLA Institutional Membership Dues

WHEREAS, The British Columbia Library Association has not raised dues for several years;

WHEREAS, BCLA's Institutional Membership Dues have not kept pace with inflation;

WHEREAS, Compared to other library associations, the BCLA may arguably be under-charging for its unique, Institutional Memberships;

RESOLVED that the BCLA urge the revision of its Institutional Membership Dues

1. BCLA Institutional Membership Dues be increased between fifteen and sixty dollars, depending on the category
2. Two person privileges for any Institutional Membership be increased from seventy-five to ninety dollars

RESOLVED, That the British Columbia Library Association Members in attendance at the 2010 Annual General Meeting increase the Institutional Membership Dues.

RESOLVED, That this increase shall take effect January 2011.

Mover: Adrienne Wass, Second Vice-President, adriennewass@hotmail.com, 250-858-0319

Seconder: Chris Middlemass, cmiddlemass@gmail.com, (604)331-3721

BCLA President's Report – AGM Report 2009/2010

By Ken Cooley.

During 2009/2010 BCLA has contended with a number of difficult issues both externally, as it responded to worsening financial situation and internally, as it sought to rationalize its complex organizational structure while maintaining the standard broad spectrum of services to members.

Governance

At the BCLA Board Retreat in spring 2009, discussion focused on the composition of our membership and the structure of BCLA as an organization and specifically on how to make the BCLA Board as representative of the membership as possible. One of the recommendations arising was that the current Executive initiate discussion with ALPS and YACCS, whose board membership represents groupings of much larger primary sectors, and work out a resolution that would provide for representation of the whole sectors, not portions of them.

I and Vice-president Marjorie Mitchell met with the Chairs of YACCS and ALPS, in person and on conference calls during the year to discuss this proposal. No clear resolution has been negotiated and discussion is ongoing

Over the past year, it has become clear that BCLA's structure needs to be continually reviewed. As we move forward into 2010/11 we will initiate a comprehensive review of all Committees to ensure that their mandates and procedures are current and valid.

Finance

BCLA's financial situation weakened significantly in 2010 as the Association was impacted by cuts to its Provincial Government operating grant and a loss of accounting services revenue resulting from the Provincial Government's decision to end financial support for shared databases in the public library system.

In responding to these developments, the Executive has sought to document and improve our understanding of BCLA's financial operations. Most

specifically on February 1, 2010 when BCLA personnel met with Jacqueline Van Dyk, Director of the Public Library Services Branch to discuss the accounting and contract processing services that BCLA has provide to PLSB for several years. The meeting brought a greater degree of clarity to the details of this relationship and underlined the need for annual Executive orientation that would serve to keep understanding of our relationships with other organizations current.

Throughout, the Executive has kept members apprised of the situation by sending letters on two occasions detailing the nature of our financial position and the steps taken to address it in the short run. As we move into a new fiscal year, it is likely that more stringent measures will be required.

In another response to our financial challenge, the Fund Development Committee will be re-energized under Christina de Castell. The Committee will devote time to developing other options for fund raising with the hope of offsetting this year's losses and setting BCLA on a more independent path in terms of its own budgetary resources.

Advocacy

Throughout late fall 2009 and into winter 2010 BCLA has worked with partner organizations, BCLTA and ABCPLD in organizing and preparing to meet with the Minister of Education in an effort to keep issues of library funding before the Minister's eyes. BCLA Executive Director, Alane Wilson and BCLTA Director Andy Ackerman have devoted a great deal of effort and skill to the preparation of suitable materials and in presenting them to the Minister.

Among the many issues that were examined at the BCLA Board Retreat last May was the need to clarify BCLA's advocacy role, in particular we need to develop guidelines for a fair and consistent process for managing its advocacy issues and ensure that any executive group and Board will be able to follow well identified procedures when they receive a request for assistance. The intent was not to create an advocacy how-to document but rather to produce a very practical statement of how the

Association deals with requests to intervene. The urgency of BCLA's work with the Minister of Education relegated this initiative to the back burner. However, it is an ongoing project that as Past President, I will continue to work on.

Communication

Beginning in 2009, The BCLA Reporter became the BCLA Browser the online electronic newsletter of the Association. The browser continues to cover all aspects of the Association's organizational issues and events. Congratulations to Editor, Sandra Wong, for her conscientious work in filling the Browser with news every quarter.

Vice-President, Marjorie Mitchell, Executive Director Alane Wilson and I participate in a weekly conference call during which we update each other on current issues. It is an opportunity for Alane to brief both Marjorie and myself on the many issues that cross her desk weekly. This has been a very effective way to keep in contact and I recommend it continue.

In many different ways, BCLA makes a concerted effort to maintain contact with organizations whose interests either parallel or overlap with the Association's. Vice-President Marjorie Mitchell attended both the summer and winter meetings of the Partnership in Toronto bringing BCLA's voice to that group meeting. Executive Director Alane Wilson is consistently in touch with a multitude of organizations but has worked particularly effectively with both the British Columbia Library Trustees' Association (BCTLA) and the Association of British Columbia Public Library Directors (ABCPLD) in regards to responding to successive cuts in government support to libraries in the province.

I have had the pleasure on two occasions of addressing library students at the UBC School of Library and Archival Studies. Once at the fall convocation for graduating students and again, on March 18, at the SLAIS Career Fair. These are excellent opportunities to make contact between newly minted librarians and BCLA.

For an Association that finds itself so often called on to make public comment or to respond to issues arising from actions both within the Library community or from external events, the Executive found that BCLA had few resources and limited experience in public relations. Despite willingness and ability in the BCLA Office, it was recognized early in

2009 that developing a well functioning public relations programme within the organization would require some outside expertise. To that end Executive Director, Alane Wilson, has worked with Rebus Creative to develop public relations resources for use within BCLA.

Conference

As the premier service to members, the Conference Planning Committee is challenged to offer excellent sessions and social events that will appeal across the breadth of our membership and again this year, under the banner of Seriously Entertaining: Learning through Fun and Games, the Committee members have succeeded in putting together another outstanding Conference programme. Thanks to:

- Alane Wilson, Conference Manager;
- Heather Compeau, Conference Director;
- Allie Douglas, Conference Registrar;
- Jamie Anderson, Sessions Coordinator;
- Christina de Castell, Sponsorship Coordinator;
- Hazel Fry, Local Arrangements Coordinator;
- Julie Iannacone, Hospitality Coordinator;
- Mari Martin, Policy and Manual;
- Barbara Jo May, Author Talks Coordinator;
- Diane Nelles, Exhibits Coordinator;
- Ross Tyner, Web Site Coordinator;
- Jennifer Wilson, Publicity Coordinator.

Continuing Education

Many of BCLA's Committees and Interest Groups offer continuing education opportunities to members. Sessions this year covered many topics from building better websites, to working with MarcEdit to sources of consumer health information and statistical methods in collection management. Continuing education is a very important and valued service to members and I would like to thank all those who worked to prepare the session offered this year.

BCLA Office

As always, the BCLA Office has continued to provide consistently timely, enthusiastic and skilful support to the Executive, the Board and to members. I would like to thank both our Executive Director, Alane Wilson and our Office manager, Allie Douglas for their outstanding competence [and good humour even during this difficult year.

Ken Cooley is the President, BCLA 2009/2010.

BCLA Annual General Meeting: Speech from the Vice President / President Elect

By Marjorie Mitchell.

Hasn't this been a fantastic conference? Thank you, Heather and your amazing team.

My year as Vice President/President elect with BCLA started with a BCLA Board Retreat. We took an open and honest look at who BCLA serves, how we serve them, and how we are structured.

We came out of the retreat with a clear and unified vision to move forward.

Boards, by their nature, must look at governance and policy and the retreat was a starting point for a governance review. As a Board we are looking at all the Association's components – staffing, finances, structures – and this process will continue in the upcoming year, building on the solid foundation and work of last year's Board. We, as a Board, see the next year as a time to renew, retool, and restructure BCLA to meet the challenges of the Association and the challenges of libraries and library workers in uncertain times.

One of the stated purposes of our Association is promoting the role of libraries and library workers through advocacy. The Board knows our members value the advocacy work that BCLA does, but there is a need to build a common understanding about both the process for advocacy and the objectives of our advocacy. Clarifying BCLA's advocacy role and strategies is identified as a priority. However, as news of the provincial funding cuts became clearer, it was decided to defer discussions on advocacy to next year while the board came up with new strategies to address the current financial situation. BCLA will develop a very practical statement of how the Association deals with requests for advocacy.

The cuts in funding to BCLA unfortunately came at a time when we experienced lower than anticipated revenues from our reserve funds. We were not immune to the effects of the recession. The Board responded to this situation in prudent and fiscally responsible means. By the late fall, some staff were working reduced hours to help alleviate the shortfall between income and expenditures. The Board also

conducted much more of the business of the association by teleconference and e-mail. The board also communicated the changes in our financial situation in two letters to our membership. The Board has taken active steps to renew our sustainability, but this will be a process that takes some time.

Another step was to appoint a committee to focus on the financial sustainability of our association. The Fund Development Committee has been reconstituted and is beginning its work to bolster the resources of the association. We are excited about the opportunities this process provides us to engage and inform our membership and to work with them to strengthen the long-term viability of the Association.

Another step to restoring BCLA is to undertake a comprehensive review of all the activities, committees, and interest groups that make up BCLA. We can no longer assume the status quo. As president, I am appointing a Task Force on Strategic Sustainability as another step toward bringing the Association into alignment with our stated purposes.

These purposes are:

- promoting the role of libraries and library workers,
- providing opportunities to expand knowledge and skills,
- participating at the national and international levels as appropriate,
- encouraging membership in the Association,
- and ensuring long term, stable funding.

This Task Force will bring recommendations to the Board to help accelerate our retooling and restructuring.

We cannot do this in isolation, nor do we want to do this in isolation. We will continue to revise and retool our communication strategies. Many of you will be hearing from me over the coming months and I welcome the chance to hear your constructive and creative ideas.

While all this is being done at a time of financial pressure to the Association, it is not a negative thing for the Association. Self-examination can uncover

over-looked strengths and set the stage for us to take advantage of new opportunities. We have to engage our membership in these discussions and decisions. I hope our members can see this as their opportunity to have very meaningful roles to play in the Association.

I feel the next year is shaping up to be an exciting one for BCLA. Yes, we have challenges to face, but I am confident we can build on our strengths as we retool, restructure and realign the Association to its stated purposes.

I would like to echo Ken's thanks to Alane, Allie, and Rita for their tireless work and unstinting optimism. I would also like to thank Ken Cooley, our outgoing President for his calm, level-headed approach to association work. His sense of humour helps me keep everything in perspective. I also would like to acknowledge all of the Board members who have served this year, many of whom will be continuing in their roles next year, and some whose term has come to an end:

- Lynne Jordon
- Adrienne Woss
- Christina de Castell

- Chris Middlemass
- Heather Compeau
- Dianne Nelles
- Anne Olsen
- Mary Martin
- Sandra Wong
- Susan Redmond
- Katherine Miller
- Roen Janik
- Mary Aphonso
- David Karppinen

They have been a marvelous team. Thank you from the bottom of my heart. I would also like to thank Melody Burton and Gwen Zilm of UBC Okanagan for their institutional support of me to participate on the Board.

In closing, I want to invite all of you to join me next year in Victoria as we celebrate the 100th Anniversary of our Association and thank you all for attending our AGM.

Marjorie Mitchell is the incoming President of BCLA.