



**British Columbia
Library Association**
BCLA Board Meeting
Monday, March 23rd 2020
Skype Meeting: 9:30 am to 12noon

ITEM	ACTION	ATTACHMENT
	Present: Chris Middlemass, Todd Mundle, Allison Sullivan, Adam Farrell, Anne O'Shea, Annette DeFaveri (Minutes), Pia Russell, Adena Brons Absent: Julia McKnight, Wendy Wright, Lilian Pintos, Shirley Lew, Danielle LaFrance	
	1. Call to Order (Chris Middlemass)	
	<ul style="list-style-type: none">• Meeting called to order at 9:40 am	
	2. Welcoming Remarks (CM)	
	Chris welcomes board members and acknowledges the first meeting where all attendees are on Skype and acknowledges that we are meeting and working from locations across the province that include 203 First Nations unceded lands and territories.	
	3. Adoption of the Regular Agenda (CM)	
	Chris asks to move item 10.C to start of meeting recognizing that not all people are able to stay the full meeting.	
	<ul style="list-style-type: none">• Motion to adopt the regular agenda with the proposed change: Adam Farrell• Second: Pia Russell	
	4. Adoption of the Consent Agenda (CM)	
	<ul style="list-style-type: none">• Motion to adopt the consent agenda: Pia Russell• Second: Allison Sullivan	
	5. BC Public Library Partners Update (Annette DeFaveri)	
	The meeting with Minister Fleming (Education) and the BC Public Library Partners was meant to happen at the BC Library Conference and was cancelled when the Conference was cancelled. Minister has asked for a meeting on Wednesday March 25 th to discuss public libraries and COVID-19.	

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ABCPLD Chair and BCLTA Chair will take the lead on this call if it focuses on public library operations.

6. BC Library Conference Cancellation (Chris Middlemass)

- Decision to cancel was made after the Province of BC's announcement of prohibition of meetings of over 250 people (Thursday, March 12, 2020)
- Issued notification to members Friday, March 13, 2020 at 8:30 am
- Executive meeting on Friday afternoon to update
- Continued to post information on the website on refunds process
- Formal cancellation of the booking with the hotel
- Financial implications will not be fully understood until we have completed the process of unwinding the conference but will have significant impact on our budget for the upcoming year

7. BCLA AGM postponement, update (Chris Middlemass)

- Consulted with Michael Blatchford to make sure all our next steps are legal under the new Act
- We have a full year to mount an AGM but he strongly suggests we have the AGM before the 30th of June
- Our understanding is the current Board and Executive will continue until the AGM
- With this date in mind, and given the impact and restrictions of COVID-19 on in person meetings, staff are looking for the best way to conduct an online AGM
- Regardless, we need to give 30 days announcement of the AGM
- Likely will announce the Awards at the AGM

8. Treasurer's Report (Adam Farrell)

Adam reporting as Lilian was unable to attend the auditors meeting.

On the 10th March 2020, Annette, Chris, and Adam met with David Steele, the Auditor, to review BCLA Finances. Having reviewed the structure of the BCLA financials, I believe the information from the Executive Director (ED) about designated and unallocated funds is correct and has been transparent. Mr. Steele is happy with the way the ED described the numbers to the BCLA Board and suggested we move forward. The Auditor confirmed that all the Deferred Contributions cannot be used or transferred outside of BCLA. These monies are

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allocated for BCLA operating, special projects, and contingency funds. He recommended that BCLA allocate the necessary funds for the current fiscal year to offset losses due to conference cancellation and further and unknown COVID-19 budget implications. (SRC is an example.) In reviewing the financials with the Auditor, we discussed the capital assets and that the assets are accounted for mostly in the Liabilities and Internally Restricted and Restricted Special Purpose Funds. BCLA is not able to allocate funds outside of the Association if the Association wishes to remain fiducially responsible.

9. CFLA Indigenous Matters Committee-BC Representatives (Annette DeFaveri)

Annette Discussed changing membership on this committee. Jessica Hunphries remains the BCLA Board Rep on the committee along with Joelle Samson. Other committee members include Anne Olsen, Emily Teh and Maraih Gastaldo. Pia Russell may also join this committee for the BCLA Board.

10. Ministry of Education, Library Branch, Strategic Plan (Annette DeFaveri)

Annette discussed the province's Strategic Plan and invited any questions from the Board. As BCLA is not overtly referenced in the Plan and the work BCLA may do to support the Plan will likely be discussed when an Operational Plan is being built, there were no pressing questions.

11. External Committee Reports

a) CFLA (Chris Middlemass)

- New president, Julie McKenna, Deputy Director of the Regina Public Library
- 5 new Board Members, so good continuity
- The search for the Executive Director continues
- National Forum cancelled (along with the Manitoba Library Association conference); still hoping to hold the Forum later but no guarantee
- Revenue development group investigating other sources of revenue beyond membership fees
- Like BCLA, the conference/national forum represents a significant loss of revenue for the organization
- Had called for nominations for a CFLA member to join the ALA Committee on Accreditation. Have a candidate but not confirmed by ALA so still confidential
- Next meeting is April 24



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- b) CFLA Intellectual Freedom Committee Report (Wendy Wright)
Moved to next meeting.
- c) BC Public Library Partners (Annette DeFaveri)
Presented at the top of the meeting
- d) GLAM (Pia Russell)

The current GLAM group (Galleries, Libraries, Archives, and Museums) includes the following people:

- Annette DeFaveri, Executive Director--BCLA
- Ryan Hunt, Executive Director--BC Museums Association
- Jenny Seeman, Archivist at Royal Roads University and current President of the BC Archives Association
- Tania Muir, Director of the Cultural Resource Management program at UVic and past President of the BC Archives Association
- David Alexander, Head of Partnerships, IT and Digital and Acting Head of Archives at the Royal BC Museum
- Daphne Wood, Director of Library Services: Planning & Engagement at The Greater Victoria Public Library and past President of the BCLA
- Pia Russell, Coordinator at UVic Libraries and Director-at-Large of the BCLA

We have met as a group twice since the Fall of 2019. There are two main initiatives for the group this year: to renew the MOU and to renew the group's strategic directions.

Until the COVID-19 disruption we had a plan to have a retreat-type event at the end of April. This would have been held in conjunction with the Vancouver Island Staff Conference on May 1. The keynote speaker at this conference was to be LAC Director, Leslie Weir. UVic's University Librarian, Jonathan Bengtson, had organize a short meeting for the GLAM group with Leslie the morning of the conference. In preparation for this meeting with Leslie, the GLAM group wanted to meet a few days in advance at UVic to brainstorm discussion points for the conversations with Leslie. GLAM members had also begun reaching out to additional stakeholders organizations to see if they might like to contribute in some way to the future work of GLAM. GLAM work and discussions will be resumed after the COVID-19 crisis.

12. Administration Reports

a. Executive Director's Report: (Annette DeFaveri)

Annette discussed the new plan for the AGM... staff looking at online platforms that could meet BCLA needs. Whatever the solution for this year's

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AGM it needs to be robust enough to be used at future AGMs. Rather than look for temporary solutions it is important to look for solutions that we can incorporate in to BCLA activities and events.

Work on Operational Plan is proceeding slowly (Conference cancellation and COVID taking most time). At this point the structure of the plan will be 75% outward facing... services to the BC library community and BCLA members. 25% internally focused...what we need to do to revise policies, etc. Several ideas for services will be presented to the Board as the Operational plan proceeds.

b. President's Report: Chris Middlemass

- Expressed that she appreciates how difficult it is for staff, conference organizers, and consultants who've put so much effort into building the conference to now have to unravel the conference.
- Acknowledges the hard work of staff Annette, Angie and Cynthia, and our conference consultants, Shannon and Jen of DFC Events
- Staff have fielded questions from anxious members and vendors, while sorting out the myriad details in providing refunds at a scale we've never experienced. Kudos to all. This work is being done well and quickly and is so important to maintaining positive relationships.
- Recognizes this is the "great unravelling" – like knitting, you know you need to do it right, but it is just not as satisfying
- since BCLA cancelled, other conferences have followed, Manitoba Library Association and the CFLA Forum, Alberta Library Association (hoping to reschedule in October), Saskatchewan Library Association, and the Atlantic Provinces Library Association. Chris has sent emails of condolence to all the presidents of these Associations.

13. HR Committee (in camera), ED Review, Update (Chris Middlemass)

- Minutes in-camera.

Consent Agenda

Items on the Consent Agenda will be voted on as a group. At the request of a Board Member a consent item may be separated from the group and discussed by the Board.



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- A) Minutes from the January Board Meeting
One attachment distributed*
- B) Mentorship Committee Report
One attachment distributed*

14. Adjournment (Chris Middlemass)

- Motion to adjourn: Todd Mundle
- Second: Adam Farrell
- Meeting ends at 11 am

BCLA Mentorship Program: 2019 Session Report

Executive Summary

Both sessions held in 2019 had fewer participants than past sessions, both library technicians and librarians. Targeted marketing towards students in both paraprofessional and professional programs appeared to help boost numbers for the Fall session.

Overall mentees and mentors in both sessions had positive experiences; there was one pair that could be deemed a failure due to the mentor being unresponsive. Most people said they would like to participate again, and that they would recommend this program to others.

Pairs

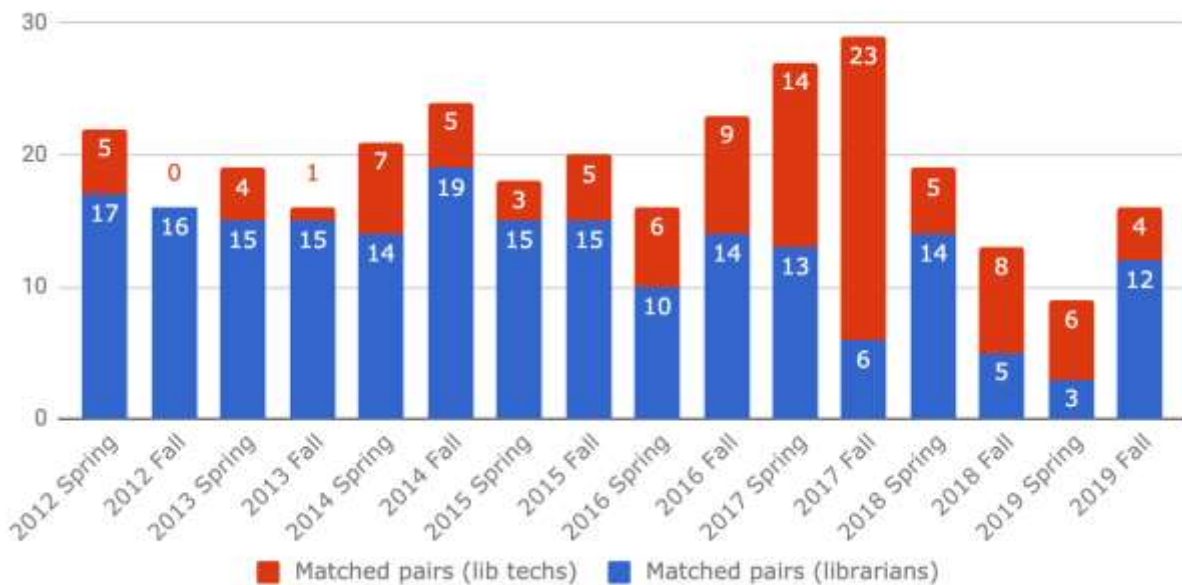
In each session this year there were an unequal number of applications. In the spring, three more mentors applied than mentees, and in the fall five more mentees applied than mentors. In the fall, the co-chairs contacted past participants to locate mentors to ensure each mentee was matched.

Session	Library Technician Pairs	Librarian Pairs	Total Pairs
Spring	6	3	9
Fall	4	12	16

As can be seen on the graph below, both sessions had fewer pairs than previous sessions, particularly in the spring session which has the lowest participation ever experienced in this program.

The lower number of library technician mentee applications could be due to a new assignment in LIB 101 in the LibIT program at the University of the Fraser Valley. This assignment is a mentorship one, where library technicians contact someone (either another technician or a librarian) working in the field. Since students in that course are already participating in a mentorship program through school, they may not apply to the BCLA program.

Matched pairs (lib techs) and Matched pairs (librarians)



Exit Survey Feedback

Both mentors and mentees in each session indicated that more time was needed for this program. Some of the reasoning behind is the pressures on people's time, particularly students. Another suggested was to have a social of sorts (i.e. a "gathering," a chat, or a group) where something like speed mentoring can occur. There was a session about having meetups for people in similar libraries could get together and chat, however this is out of the scope of the Mentorship Program and people should be encouraged to participate in the SIGs within BCCLA.

Likewise, a mentor in the Spring session indicated that their mentee was primarily interested in career counselling. In the Fall, a mentee mentioned interest in getting resume and cover letter help. In the past the BC Academic Libraries Section has facilitated a cover letter and resume workshop, and is planning one for the spring of 2020. This information was included in the final emails sent from the Mentorship Program committee to pairings.

Beyond the need for a longer session, many responses to the exit survey mentioned the need for some structure within the program. Some suggestions as to what this looks like include a communication agreement (similar to ones used previously, but without the need to submit to the committee), and suggested topics of discussion.

There was one feedback form that indicated the need to improve how matches are paired ("better interest mapping"). While understandable, this can be difficult based on who applies.

Testimonials

Spring 2019

Mentor

“This is an excellent program that fosters a sense of community and giving back that I really value.”

Mentee

“Working with fellow librarians makes you feel that you're not alone! It's great to get advice from seasoned librarians!”

Fall 2019

Mentor

“I am so grateful to the BCLA Mentorship Committee for providing the opportunity for mentors like myself to pay forward the wonderful support I've received in my time in the library field.”

Mentee

“The programme is really refreshing and helps you focus outwards allowing you to bring fresh ideas to your own libraries and your own personal and professional development.”