



**MINUTES: OCLA Meeting**  
COLAL Conference  
Toronto Sheraton Centre  
**October 3, 2019**

Meeting was called to order at 3:30 PM

Members Present: Barb Alcock (Huron ), Carolyn Alsop (Oxford), Maria Berezowski (Kenora), Sarah Bittle (Perth), Lynda Cavanagh (Leeds & Grenville), Ronn Cheney (Grey), Karen Cooper (Halton), Laura Dobbie (Peterborough), Derek Drake (Lincoln), Betty Dykstra (York), Amanda Elliot (Carleton), Kelly Elliot (Lincoln), Sara Faulhafer (Waterloo), Melissa Firth (Peel), Michelle Gerrits (Lambton), Gabriel Gignac (Victoria Haliburton), Patricia Harris (Parry Sound)(Muskoka), Jackie Hassefras (Frontenac), Helen Heerema (Thunder Bay), John Kerr (Wellington), Michelle Landriault (Prescott & Russel), Brenda Lauritzen (Carleton), Karen Lauterbach (Kent), Denise Lortie (Stormont, Dundas & Glengarry), Janet Marchment (York), Laurie McDonald (Bruce), Mary-Jo Mustoe (Welland), Nina Nasedkin (Sudbury), Amanda Pereira (Algoma), Sheri Proulx (Renfrew), Laura Richmond (Hamilton), Cynthia Simpson (Middlesex), Carol Sirman (Lennox & Addington), Laurie Stoddard (Renfrew), Shabira Tamachi (Middlesex), Peter Thompson (Nipissing), Kemala Vranjes (Essex), Jennifer Walker (Carleton), Ciara Ward (Northumberland), Pia Williams (Waterloo), Lena Witzel (Haldimand) (Norfolk), Christiane Wyskiel (Brant), Stacey Zip (Simcoe)

**Membership Changes Since Last Meeting**

Welcome to new members: Alex Bradley in Elgin (not present), Sheri Proulx in Renfrew, and Laura Richmond, returning to Hamilton following leave.

We bid farewell to Rhea Smith in Simcoe.

On the move: Stacey Zip has moved to Simcoe from Hamilton, Karen Cooper has moved to Halton from Hamilton. The following vacancies remain: Dufferin County, and Hamilton.

**Approval of Agenda Items**

Motion to approve agenda as published.

Moved by Sara Faulhafer.                      Seconded by Helen Heerema.

Carried.

**Approval of Minutes**

Motion to approve the minutes as circulated for the OCLA meeting at CALL in Edmonton, May 26, 2019.

Moved by Lynda Cavanagh.                      Seconded by Denise Lortie.

Carried.

**BUSINESS ARISING FROM THE MINUTES**

**1. Best Practice – Information for New Hires (Betty Dykstra)**

It has been 5 years since we have had support from LibraryCo. We have had a lot of new people in that time. It is important for us to reach out to employees new to our system.

Mentorship and Support: We recommend that the OCLA member who is geographically closest to the new hire should be the first contact, either by phone, email or Skype.

We already have some informal mentoring in place, but we need to be proactive in reaching out to help new people.

We would like to conduct a survey of your best Tips & Tricks, and Best Practices

**2. Bank of Materials (Chris Wyskiel)**

Ciara and Michelle have agreed to help with this.

We recognize that our collective knowledge is vast. We need to be able to share this amongst ourselves to improve work flow and to eliminate “reinventing the wheel” each time we perform a task.

Examples: policies, procedures, signage, sample forms, sign-out sheets, events: minute by minute template, equipment loan.

A Google Drive has been set up using [48ocla@gmail.com](mailto:48ocla@gmail.com) | L3wL1br3r1es

Detailed sign in instructions will be forthcoming. Once you have signed in for the first time, you should be able to access it with ease.

Anyone can contribute. Be sure to date each entry. Link will be sent to OCLA members. You can access, edit, download existing templates, upload your templates

Why not use the "Members Only" section of the website? This was not an option since the website has a single password and is therefore, not very secure.

Be careful to exclude sensitive information in your uploads.

### 3. **Cost of Hotel Rooms for COLAL** (Pia Williams)

Hotel costs have risen significantly over last year. LSO has been informed. They will look into the possibility of moving the conference elsewhere in the future.

They would prefer to keep it close to LSO for ease of access by their staff who assist.

We suggest a survey to determine why members declined to attend this year. Why not use unused portion of OCLA Bursary Budget to help defray the cost for members?

Should we look at "piggybacking" with FOLA again to get a more preferable rate?

Can we conduct our meetings in the LSO?

### 4. **Salary Survey** (Michelle Gerrits)

Previous surveys were conducted in 2003 and 2010. In these instances, response was good from Local Libraries, but not from Regional Libraries (some Regional staff felt that their salaries might skew the results downward, and elected to opt out) (and although it was not mentioned at this meeting, there were also concerns over anonymity) We should do this in advance of the new LIRN Board. Raises in recent years have been cost of living only; there has been no provision for merit increases.

We should be able to use survey results to assist in negotiating with our own association, by comparing similar positions. This would put us in a better bargaining position.

We also need (LibraryCo)to update the Salary Band information, as it is considerable out of date.

We need to get our own boards to advocate on our behalf, but we need to advocate to our boards on our own behalf first.

The members present were in favour of pursuing this.

Kelly Elliot and Melissa Firth volunteered to spearhead this.

### 5. **Benefits/Value of Membership to OCLA** (Michelle Gerrits)

We have 69 working members and 1 retired member. Some associations have declined to pay, others paid memberships for only some staff. See attached list of benefits, to ensure your employer knows the value.

### 6. **Guide to LibraryCo Handbook Update** (Michelle Gerrits)

This is a 2012 PDF publication. Most of the contacts listed are out of date.

This is meant to be a resource for boards and library staff, and includes the information about the 10% rule for budget carry-over (up to 10% of your grant, to a maximum of \$10,000)

It is still available on the LibraryCo website. Some of the information is still pertinent, but it would not be a good use of time to update it at this time.

### **Chair's Report** (Pia Williams)

(copy attached)

Quarterly meetings continue with Brenda, Andrew Cawse and sometimes Katie Robinette.

### **Treasurer's Report** (Michelle Gerrits)

(copy attached)

Michelle noted that there are fewer paid members of OCLA this year – there are some staff vacancies, and some associations that either did not pay at all, or paid only for some of their staff. We want to keep our income up to cover our expenses.

Motion to approve the Financial Reports as presented:

Moved by Michelle Gerrits

Seconded by Betty Dykstra

Carried.

### **ITEMS FOR ACTION/DECISION/DISCUSSION**

#### **1. 2018 Education Survey** (Janet Marchment)

In December 2018 we conducted a short survey of education among library staff. This was an update of a survey conducted in 2014.

Background: in the LibraryCo business plan of 2014 (the most current business plan produced) the SWOT analysis stated a weakness was that some libraries were managed by “underqualified staff”.

The results of our survey show this to be inaccurate, as most staff are very well-qualified.

The LIRN is still in a holding pattern, so the survey will not be circulated yet. We will circulate the results to OCLA members, and would like to see it back on the OCLA website.

#### **2. New Editor(s) for OCLA Access Point Newsletter** (Betty Dykstra)

Betty and Janet have done a marvelous job organizing and publishing this newsletter. They are ready to pass this duty on to a new editor or editors.

Laura Richmond volunteered to take on the newsletter. Thank you, Laura.

### **COMMITTEE REPORTS**

#### **1. Internal Audit Report** (Betty Dykstra)

All is good. However, we should have a second auditor.

Cynthia Simpson volunteered to take this on.

#### **2. Core/Essential Committee** (John Kerr, Kelly Elliot, Laura Dobbie, Jennifer Walker)

The new lists were distributed following CALL.

LSO posted the wrong spreadsheet on the LibraryCo website.

Please use the list as it was emailed to you.

We will try to update the list every six months or so with corrections etc.

Thank you to the committee – great job

#### **3. FOLA PRC Committee** (Ciara Ward, Betty Dykstra, Jennifer Walker)

Katie Robinette will update us fully tomorrow.

FOLA PRC committee Conference Call – FOLA hired a lawyer to create the document which is still confidential. There were a few changes to keep a balance between the shareholders. This is now in an approval process.

Last Friday Jay Hooper sent a new version of the document. This is seen to be fairly positive, as there were few complaints.

#### **4. Member at Large** (Ciara Ward) Report attached

Ciara emphasized again the need to apply for the Bursaries, both from LibraryCo and OCLA.

Reach out to our newer members.

Build a strong community.

**5. Website Committee** (Jennie Clarke, Helen Heerema)

In its current format, its purpose is to promote the interests and image of OCLA.  
For members, it is to provide a timely and efficient repository of information.  
Our key website editor has had some health issues, so some items are out of date.  
The discussion board has not been used much lately.  
Please consider what we want/need from our website.

**4. OCLA Bursary Committee** (Michelle Gerrits)

Our OCLA bursary consists of two parts – OCLA contributes \$1000 to each (of 2) bursaries, and Irwin Law has generously contributed to topping up the two bursaries, most recently offering \$800 to each recipient. As there was only one bursary awarded this year, Irwin bumped their contribution to \$1000.  
We do not know from one year to the next how much Irwin Law will contribute.

**5. OCLA Bursary Recipient Report** (Betty Dykstra) – report attached

**NEW BUSINESS**

**1. Define Board Executive Roles & Responsibilities – Possible Bylaw Update** (Helen Heerema)

We have been looking through the bylaws, policies and procedures.  
We wish to help define the roles and duties of the executive members.  
Combine into one document the roles and duties of each executive member, and each committee.  
Helen has drafted a document.

**2. Future Webcasts for OCLA Members** (Michelle Gerrits, Laura Dobbie)

We hope to produce Webinars for OCLA members. There is a plan for a webinar on Access to Justice.  
Colin Lachance has offered to do a webinar for us on JustisvLex.

**3. Communications Issues with LSO** (Michelle Gerrits)

This issue was covered in the Chair's report.

**4. CPD Binders from LSO** (Michelle Gerrits)

LSO is not printing and distributing MANY of the binders for their CPD sessions.  
We may have to download and print our own copies if we want them on our shelves. However the downloads are not in pdf binder format, but chapters in AccessCLE. Michelle emailed a list with the links to AccessCLE earlier this year. Feel free to use them as you wish. Some have sent them to their lawyers.

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Gabrielle Gignac delivered a heartfelt thank you for donations made to the Terry Fox Foundation on behalf of her daughter.

**ADJOURNMENT**

Motion to adjourn  
Moved by Mary-Jo Mustoe  
Meeting adjourned at 4:51 PM

Next meeting: CALL Conference in Hamilton, May 2020