

# Minutes OCLA AGM Zoom Meeting October 6, 2020

Present: Amanda Adams – Nipissing, Barb Alcock – Huron, Carolyne Alsop - Oxford, Maria Berezowski – Kenora, Shega Berisha – Hamilton, Lynda Cavanagh – Leeds & Grenville, Ronn Cheney – Grey County, Jennie Clarke – Durham, Karen Cooper – Halton, Cathleen Crowshaw – Essex, Judith Dale – Hastings, Julie Dobson-Goodland – Peel, Derek Drake – Lincoln, Lily Duong – Peel, Betty Dykstra – York, Marilyn Elkin – Dufferin, Amanda Elliot – Carleton, Kelly Elliot – Lincoln, Marie-Josee Filo – Cochrane, Melissa Firth – Peel, Michelle Gerrits – Lambton, Gabrielle Gignac – Victoria Haliburton, Patricia Harris – Muskoka, Patricia Harris – Parry Sound, Jackie Hassefras – Frontenac, Helen Heerema – Thunder Bay, Melissa Judd – Temiskaming, John Kerr – Wellington, Michelle Landriault – Prescott & Russel, Denise Lortie – Stormont Dundas & Glengarry, Gena Lowe – Perth, Janet Marchment – York, Duncan McCrie – Waterloo, Laurie McDonald – Bruce, Mary-Jo Petsche – Welland, Sheri Proulx – Renfrew, Joan Rataic-Lang – Toronto, Laura Richmond – Hamilton, Cynthia Simpson – Middlesex, Rannah Sopha – Sudbury, Breanna Storms – Peterborough, Megan Strain – Toronto, Shabira Tamchi – Middlesex, Arielle Vaca – Peel, Kemala Vranjes – Essex, Jennifer Walker – Carleton, Amanda Ward-Pereira – Algoma, Ciara Ward – Northumberland, Pia Williams – Waterloo, Chris Wyskiel – Brant, Lena Witzel – Haldimand, Lena Witzel – Norfolk, Stacey Zip – Simcoe.

	AGENDA ITEM
1.	1.Called to Order at 9:04 AM CDT
2.	Membership Changes Since Last Meeting
	Welcome to new members
	Brianna Storms, Peterborough
	Gene Lowe, Stratford
	Melissa Judd, Temiskaming
	Melanie Silvestra, Hamilton
	Shega Berisha, Hamilton
	Lily Duong, Peel
	Goodbye
	Laurie Stoddard, Renfrew
	Nina Nasedkin, Sudbury
	Erin Westcott, Toronto
3.	Approval of Additional Agenda Items
	Added Paralegal Survey (K.Elliot) under New Business
	Added COLAL & Training (M. Gerrits) under Items for Action/Decision/Discussion
	Motion to approve Agenda as amended
	Moved: Laura Richmond Seconded: Melissa Firth Motion Carried
4.	Approval of Meeting Minutes
	4.1. Approval of the Minutes from the May 26, 2019 as
	circulated
	Motion to approve the Minutes as circulated
	Moved by : Janet Marchment Seconded: Mary Jo Petsche Motion Carried.
5.	Welcome and Update from New LIRN Managing Director (Theresa Leitch) and LIRN Chair (Johanne Blenkin)

Johanne Blenkin: Grant letters have not yet been sent – there is no definitive answer re next year's budget. LSO has delayed their budget until November. LIRN is asking for a 0% budget increase, hoping just to hold the line for next year.

LIRN is currently focused on getting the information required to assess resource needs, and how to allocate the resources. They are looking at the short- and long-term implications from COVID regarding print vs online information sources. They will be conducting an updated inventory of equipment and resources, along with usage statistics, to enable an evidence-based decision. They will be doing a lot of background legwork over the next six months, so we may not actually see anything being done.

Libraries matter – now more than ever. Libraries are a high priority, but there are no definitive answers at this time. Johanne praised the library staff in rising to the challenges created by the pandemic.

Theresa Leitch: Theresa commented on how enjoyable it was getting to meet librarians over the past couple of weeks. She found many similarities and a few differences between the libraries. She noted that CPD involvement varies from one to another. She is pleased to see how we have been able to deal with COVID and still serve our members' needs. It was a great experience to see how we rose to the challenges.

The skills-based board of LIRN includes a great mix of skills. They are well-positioned to guide LIRN into the future. Since LibraryCo was first established, the world has changed, and library & information services have also changed. There is more online content, and more emphasis on digital resources. Share holders are anxious that we should meet these challenges.

Much discussion went into the organization of LIRN to ensure that licensees get value out of the system.

Cooperation between libraries and the ILL system is outstanding. The libraries are very important to the users. LIRN needs information to ensure we are meeting the users' needs in a cost-efficient way.

They will be conducting an inventory of resources and equipment – a survey is being designed. It will be extensive.

LIRN will undertake a strategic planning process, a listening and learning stage, including consultation with libraries and stakeholders, keeping in mind LSO budget as well as COVID and its future impacts.

We need to be prepared for the future, including unforeseen problems, and we must be flexible.

Our success in adapting to COVID challenges speaks well to our flexibility going forward.

LIRN will keep us informed.

P.S. from Johanne: How we do things and how libraries function are always changing. Keep in mind the "Why" of what we are doing and who we are doing it for.

Pace yourselves. This kind of change is exhausting at times, and messy. We have strong people and a strong network. We CAN survive this and thrive – come out much stronger and better.

Pia thanked Johanne and Theresa for meeting and sharing with us. We look forward to working with both of them in the future.

#### 6. **Business Arising from the Minutes**

6.1. Best Practices Committee (B. Dykstra, L. Richmond, & J. Kerr)

Laura commented that there is not much new to report. There are no ongoing conversations about uploading and maintaining the resource.

John said that he is creating a manual for his own library: what he does, how, and why. He is willing to share his. We should all have such a manual specific to our own library.

## 6.2 Privacy Policy for the website (H. Heerema)

Helen: Our current policy is dated. We are looking for volunteers to help create and implement a new policy. If you have samples of your association's policy, please share.

Pia has agreed to assist in this process.

# 6.3 COLAL and Training (M. Gerrits)

Michelle: From discussion at the last Local Libraries zoom meeting: we are missing the educational sessions we would normally get at COLAL.

Some suggestions for workshops include: Mental Health and Mindfulness – to help us deal with the stress from the current situation; ideas about working as a solo librarian.

Melissa Firth replied that the Area Librarians had also brought us the idea of Mental Health issues.

John Kerr said he had discovered Ten TED talks regarding Metal Health during COVID. He will share this list if requested.

Perhaps we can put together a guide with links.

Jennifer Walker suggested a monthly zoom training session for all of us. She is happy to commit the new executive to setting this up.

Joan Rataic-Lang agrees to spreading the sessions out, rather than clumping them all together in one day.

#### 7. Chair's Report (P.Williams) – Attached.

This was Pia's last Chair's report. She stated she was proud of how our association has come together and helped each other out. The monthly meetings have been a good idea. Thanks to each and every one of you for your support [during her term] and thanks to the executive members.

#### Approval of Treasurer's Financial Statements for October 2020 (M. Gerrits) 8.

Michelle Gerrits: 2019 statements were included for those who missed the May meeting.

Revenue was down a bit, as some former members declined to pay this year.

Very little spending so far this year – donations for Laurie Stoddard's and Nina Nasedkin's retirements. We were not able to give out the bursary money this year.

Motion to approve the financial reports as presented.

Moved by Michelle Gerrits

Seconded by John Kerr

Motion caried.

# Items for Action/Decision/Discussion

8.1. 2020 Salary Survey (M. Firth & K. Elliot)

Melissa and Kelly reported some of the highlights of the report.

A copy of their report is attached.

They are planning to post a written report and graphs showing the results on the website.

Kelly thanked all who responded.

#### 8.2 Amendments to Bylaws (H. Heerema)

All of the information has been sent out. These by-law amendments have been around since last fall (2019).

Motion to amend Article 5(b) by adding "chair may assign special projects to any member of the executive" Moved by Helen Heerema Seconded by Mary-Joe Petsche Motion carried.

Motion to amend Article 5(e) by adding "and providing an updated directory to the Member-at-Large" Seconded by Ciara Ward

Moved by Helen Heerema

Motion carried 44%-40%

Discussion: MG: Why move the distribution of members list from the person who produces the list? HH: to make the M-A-L position more connected.

J R-L: While the need for connection is understood, it seems to add an extra unnecessary layer, and may cause delays.

JK: Distribution should remain with the person who produces the list (Treasurer)

CW: Treasurer has better idea who is or is not a paid up member. MAL should be first contact/liaison with incoming members (this would need an amendment to article 5(e) for approval at the next meeting)

Motion to amend Article 5(f) by rewording the Member-at-Large duties

"The member-at-large shall be the contact person for law associations' staff changes, retirements, notices, donations and shall ensure the executive and membership are notified. The Member-at-Large shall be responsible for distributing the membership directory to the membership."

## 8.3 Amendments to Policies and Procedures (H. Heerema)

MOTION: that the following amendments be accepted:

Executive functions re: duties as assigned by the chair in 2.3, 3.8, 4.8, 5.4, 6.6

Moved by Helen Heerema Seconded by Pia Williams Motion carried Section 8.0 Standing Committees -added to procedures to provide more info on them

Moved by Helen Heerema Seconded by Mary-Jo Petsche Motion carried

Section 9.2 Record Retention – reword statement to place archives procedures in hands of committee (to move

responsibility to the committee)

Moved by Helen Heerema Seconded by Melissa Firth Motion carried

Section 10.1 Bylaw review – reword to include OCLA executive specifically

Moved by Helen Heerema Seconded by Lynda Cavanagh Motion carried

Appendices – added to Policies & Procedures to provide written guidelines outlining purpose & process for committees (to create outline for committees. May have to rewrite the PRC outline. Can be changed later – all references to LibraryCo must be updated to LIRN)

Moved by Helen Heerema Seconded by Jennie Clarke Motion carried

#### 10 | Committee Reports

9.1. Internal Audit Report (B. Dykstra)

Cynthia Simpson and Betty Dykstra examined the books. They are both satisfied that everything is in order.

9.2. Core/Essential Committee (J. Kerr, K. Elliot, L. Dobbie, J.Walker)

Jennifer Walker: the updated list has been sent out. This year was not a full review, so no major changes. Committee will do a full review every 2 years, and update editions etc in the interim years. Please note that you do not need to own EVERYTHING on the list – use it as a guideline. We may be getting more direction from LIRN eventually.

# 9.3. FOLA PRC Committee (C. Ward, J. Walker)

Jennifer Walker: Nathan Baker (committee chair) has not called a meeting in spite of many items requiring discussion (LIRN, Theresa, COVID LSO budget, desire to reduce lawyer fees etc) There has been no movement, no meetings, no communication and no clear answers to direct questions. Ciara and Jenn have tried, and continue to try to get some answers. Pia has also contacted the FOLA chair, but has received no response.

#### 9.4. Member at Large (C. Ward) attached

Ciara Ward: There is not much to say, although the OCLA librarians have been talking more with each other, and are feeling more connected due to the zoom meetings.

# 9.5. Website Committee (H. Heerema)

Helen Heerema: The website has been moved to be hosted locally in Thunder Bay. Still working on procedures for others to be able to help with editing. Working on written procedures to ensure continuity.

9.6 OCLA Bursary Committee (C. Ward, H. Heerema, P. Williams)

Bursaries could not be awarded due to the change in format for CALL this year.

# 11. New Business

11.1 Extension of the Bursaries to 2021, Due to Pandemic (M. Gerrits)

Michelle: Since CALL/ACBD has already stated that the 2021 conference will be virtual, costs to participate will be less. Perhaps we could offer more, smaller bursaries.

However, OCLA's bursary has always been specified to cover travel and accommodation costs, and not to be used for registration fees.

#### 11.2 Cost of O'Brien's (J. Clarke)

Jen had to leave the meeting early

Betty Dykstra: Survey sent out to see who has, and is currently subscribing to updates for O'Brien's. the results have been sent out.

11.3 Paralegal Survey (K. Elliot) Report attached.

Kelly: Thanks to all who responded. Thank you to Helen for supplying the earlier version of the survey. The report is also available on the OCLA website.

#### 12. | Elections

10.1. FOLA PRC Committee – Standing Representatives

- Rep 1 Ciara Ward, Northumberland
- Rep 2 Jen Walker, Carleton

# Motion to endorse current representatives

Moved by: Pia Williams Seconded by: Mary-Jo Petsche Motion carried.

- 10.2. Core/Essential Committee Standing Representatives
  - Local John Kerr, Wellington
  - Area Kelly Elliot, Lincoln
  - Regional Megan Strain (with assistance from Joan Rataic-Lang), Toronto

# Motion to elect regional representative to committee

Moved by: Pia Williams Seconded by: Michelle Landriault Motion carried

10.3. Executive positions open for nominations:

10.3.1. Standing for Chair: Nominating Committee put forward Jennifer Walker

Motion to acclaim a Chair to the Executive

Moved by: Pia Williams Seconded by: Mary-Jo Petsche Motion carried

10.3.2. Standing for Vice Chair(s): Nominating Committee put forward Laura Richmond

Motion to acclaim a Vice-Chair(s) to the Executive

Moved by: Pia Williams Seconded by: Betty Dykstra Motion carried

10.3.3. Standing for Secretary: Nominating Committee put forward Chris Wyskiel

Motion to acclaim a Secretary to the Executive

Moved by: Pia Williams Seconded by: Shabira Tamachi Motion carried

10.3.4. Standing for Treasurer: Nominating Committee put forward Michelle Gerrits

Motion to acclaim a Treasurer to the Executive

Moved by: Pia Williams Seconded by: Cynthia Simpson Motion carried

10.3.5. Standing for Member-at-Large: Nominating Committee put forward Stacey Zip

Motion to acclaim a Member-at-Large to the Executive

Moved by: Pia Williams Seconded by: Jackie Hassafras Motion carried

# 12. Adjournment

Pia expressed thanks to the incoming executive members, and thanks to the outgoing executive. Just prior to adjournment, Amanda Ward-Pereira introduced us to Roxanne who will be covering the Algoma Law Library while Amanda is on leave.

**Motion to Adjourn** 

Moved by: Pia Williams Seconded by: John Kerr

Meeting adjourned at 10:47 CDT

Next meeting: CALL Conference, Hamilton, May 2021