



**Minutes**

**Ontario Courthouse Libraries Association Meeting**

May 19, 2021 @ 12:00 PM Eastern Time (US and Canada) - Via Zoom

**Present:**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ASSOCIATION</b>
Alcock	Barb	Huron Law Association
Alsop	Carolyne	Oxford Law Association
Berezowski	Maria	Kenora District Law Association
Bradley	Alex	Elgin Law Association
Cavanagh	Lynda	Leeds & Grenville Law Association
Cheney	Ronn	Grey County Law Association
Clarke	Jennie	Durham Region Law Association
Croshaw	Cathleen	Essex County Law Association
Dale	Judith	Hastings & Prince Edward Law Association
Dobson-Goodland	Julie	Peel Law Association
Drake	Derek	Lincoln County Law Association
Duong	Lily	Peel Law Association
Dykstra	Betty	York Region Law Association
Elkin	Marilyn	Dufferin County Law Association
Elliott	Kelly	Lincoln County Law Association
Firth	Melissa	Peel Law Association
Gerrits (Treasurer)	Michelle	Lambton Law Association
Gignac	Gabrielle	Victoria Haliburton Law Association
Harris	Patricia	Muskoka Law / Parry Sound Association
Hassefras	Jackie	Frontenac Law Association
Heerema	Helen	Thunder Bay Law Association
Kerr	John Eddie	Wellington Law Association
Landriault	Michelle	Prescott & Russell Law Association
Lauritzen	Brenda	Carleton Law Association
Lortie	Denise	Stormont, Dundas & Glengarry Law Association
Marchment	Janet	York Region Law Association
McDonald	Laurie	Bruce County Law Association
Mitchell	Liz	Lanark County Law Association
Petsche (Member-at-Large)	Mary-Jo	Welland County Law Association
Proulx	Sheri	Renfrew County Law Association
Rataic-Lang	Joan	Toronto Lawyers Association
Simpson	Cynthia	Middlesex Law Association



Sopha	Rannah	Sudbury District Law Association
Storms	Brianna	Peterborough Law Association
Strain	Megan	Toronto Lawyers Association
Tamachi	Shabira	Middlesex Law Association
Vaca	Arielle	Peel Law Association
Vranjes	Kemala	Essex County Law Association
Walker (Chair)	Jennifer	Carleton Law Association
Ward	Ciara	Northumberland County Law Association
Williams (Past Chair)	Pia	Waterloo Region Law Association
Witzel	Lena	Haldimand / Norfolk Law Association
Wyskiel (Secretary)	Christiane	Brant Law Association
Zip (Vice-Chair)	Stacey	Simcoe County Law Association

**Secretary:** Christiane Wyskiel

**Guest:** Theresa Leitch (LiRN Board Manager)

**1. Call to Order**

The meeting was called to order at 12:00 p.m. by OCLA Chair, Jennifer Walker.

**2. Membership Changes Since Last Meeting**

Jennifer welcomed new members Curtis Ellwood (Carleton) and Nicole Strandholm (Hamilton). The Association said goodbye to Duncan McCrie (Waterloo) and Laura Richmond (Hamilton), who was the previous OCLA Vice-Chair.

**3. A Call for Additional Items to be Added to the Agenda**

Jennifer requested a call from the members for any additional agenda items. There were no additional items to be added to the revised agenda.

**3.1 Motion to Approve the Agenda**

Motion to approve the May 19, 2021 agenda by Cynthia Simpson, SECONDED by Mary-Jo Petsche; CARRIED.

**4. Review of Meeting Minutes - Discussion / Changes Required**

Secretary, Christiane Wyskiel was notified of a few minor typographical errors in the October 6<sup>th</sup>, 2020 minutes. The errors will be corrected and the October minutes recirculated.

**4.1 Motion to Approve of the Minutes of October 6, 2020**

Motion to approve the minutes of October 6, 2020, as amended by Jennifer Walker, SECONDED BY Barb Alcock; CARRIED.

**5. Update from LiRN Managing Director (T. Leitch)**



Theresa Leitch provided an update on the strategic planning process, the budget, and communications.

- **Strategic Planning Process**

As part of its strategic planning process, the LiRN Board held a Blue Sky Brainstorming session to solicit ideas about the possible vision and long-term impact of the organization. Representatives were invited from the Law Society of Ontario (LSO), Federation of Ontario Law Associations (FOLA), The Toronto Lawyers Association (TLA), Ontario Courthouse Libraries Association (OCLA), and librarians from various organizations. A facilitator was used to steer the meeting and to obtain actionable objectives. A preliminary draft of the strategic plan was completed and shared with the stakeholders, who provided feedback.

Before the Blue Sky Brainstorming session, LiRN focused on obtaining quantitative and qualitative data from OCLA, the stakeholders, users, and non-users through information-gathering surveys. Research was also conducted on similar courthouse library systems in Canada as well as law libraries in general.

A shareholder meeting was held to provide an update and obtain feedback on the early draft of the strategic plan. Attendees at the shareholder meeting included Teresa Donnelly (LSO Treasurer) and Joe Groia (LSO Bencher & Chair Audit and Finance Committee), Diana Miles (LSO CEO), Bill Woodward (FOLA Chair), Nathan Baker (FOLA 1<sup>st</sup> Vice-Chair and LiRN Chair), Katie Robinette (FOLA Executive Director), Michael White (TLA President), Joan Rataic-Lang (TLA Executive Director/Library Director), and members of the LiRN Board.

A governance committee meeting will be held to refine the strategic plan and produce key performance indicators and metrics. The LiRN Board will meet on June 7, 2021, to refine the draft further and obtain input from the governance committee with the goal being, to share the document with OCLA.

The strategic plan is organized around 4 themes; the current and future needs of courthouse library users, evidence-based decision making, supporting libraries and librarians, collaboration trust, and respect.

- **Budget Update**

LiRN is currently working on the 2022 budget. The deadline for the budget submission to the LSO is September 2021. As a side note special grant business cases that have been received will be considered by the LiRN Audit & Finance Committee.

The LiRN Board is also having preliminary discussions on a grant policy. Currently, the method by which the grants are distributed appears opaque. The policy will focus on clarity in how the grants are determined and distributed. Input on the grant policy will be sought.

Johanne Blenkin (LiRN Chair) met with the LSO Finance and Audit Committee to discuss budgeting issues and to prepare the committee for what LiRN will be seeking for their business case submissions.

The quantitative data obtained from the libraries flagged the need for updated computer hardware / software, as approximately 40% of the library computers are more than 10 years old. A capital expenditure business case will be brought into the budget for Bencher's consideration.

LiRN is also reviewing the print / electronic collection resources split. Ontario is more skewed to print versus other comparable law library systems. Those systems rely on consortia licensing for their services. LiRN will



focus on procuring the electronic products for the entire system which will allow the County & District Law Libraries to target purchasing print materials for the local bar. LiRN is in discussions with Rangefindr, a Canadian sentencing tool to possibly provide the database to all libraries. A working group will be set up to discuss the initiative. The Core Titles List will also provide guidance for print resources.

Salaries have also been flagged for review. A market review of salaries will be conducted and the bands updated to assist Associations with the hiring process.

- **Update on Communications, and Communications with Stakeholders**

The LiRN website has been updated. Twitter and LinkedIn accounts have been created although social media posts may be infrequent. The first LiRN quarterly newsletter had a 50% open rate and Theresa will continue to expand the promotion of the newsletter, with a second installment likely to be released in June.

Monthly meetings will be scheduled with FOLA, TLA, and the Chair of OCLA. The discussions will focus on mandate and governance issues. Johanne Blenkin will be attending the meetings during the first few months until LiRN can segue into operational matters. The first meeting is scheduled for May 31, 2021.

Another Zoom call with OCLA members will be scheduled for mid to late June to provide an update on the strategic plan and budget.

#### **Questions for Theresa Leitch (LiRN Board Manager)**

Q: Has a determination been made on the LiRN statistics form?

A: At the monthly meeting scheduled for May 31, 2021, there will be a discussion on forming a data collection working group to refine the statistic form.

Q: Has LiRN considered any other funding sources other than from the LSO?

A: LiRN has had discussions with the Law Foundation of Ontario (LFO) which funds only public-facing projects. Johanne Blenkin will be meeting with the LFO Executive Director to discuss funding options. LiRN is looking at other grantors for funding. Unfortunately, many if not most of the A2J grants are reserved for projects that will benefit the public and not the lawyers.

Q: Is there some way that OCLA as a group, or individually, assist in providing more information to the LiRN Board?

A: The LiRN Board is very interested in the success stories. If there are any exceptional stories that OCLA members wish to share pass them along. The stories can then be included in the update provided to the LiRN Board. Theresa noted that the library staff should be promoting their achievements or accomplishments. The story of a library staff member who took their work desktop and took it home during the initial COVID-19 lockdown resonated with the LiRN Chair, the Board, and various shareholders. The story spoke to the ingenuity and commitment of the library staff.

Jennifer Walker thanked Theresa Leitch for the LiRN update.

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

- **COLAL Training Sessions (M. Gerrits)**

Michelle noted that it has been frustrating coordinating with Morneau Shepell and David McCulloch (Gallagher).



Carol Lanthier (Gallagher) has been of assistance in coordinating the logistics in putting together some sessions.

Jennifer mentioned that the Executive has discussed holding a COLAL Conference in October. Given the COVID-19 pandemic and the possibility of another lockdown, an in-person event is unlikely. A virtual conference with a few sessions may take place instead.

- **By-Law Amendments (P. Williams)**

The by-law amendments were included in the agenda package. The amendments were approved at the AGM in October 2020. If members have any suggestions or changes required to the amendments they are to contact Pia directly.

## **7. Chair's Report (J. Walker)**

The Chair's report was included in the agenda package.

Jennifer thanked the OCLA Executive for their work during this difficult year, as well as thanking members who sent in their reports for the agenda package. Gratitude was expressed to all of the OCLA members who have been holding the Regional, Area, and Local library Zoom meetings.

- **Member-at-Large**

Laura Richmond who was the OCLA Executive Vice-Chair left the Hamilton Law Association for a position with a private law firm in Toronto. Stacey, the former Member-at-Large assumed the role of Vice-Chair. On April 9, 2021, the Chair called for an expression of interest to fill the Member-at-Large position. Jennifer announced that Mary-Jo Petsche has volunteered to accept the position.

## **8. Treasurer's Report - Financial Statements 2020 & 2021 (M. Gerrits)**

The financial statements were included in the agenda package. Michelle provided the financial report to the membership. An income and expense statement included figures for 2019, 2020, 2020 year-to-date, and the 2021 budget. Total income for 2020 was \$3,281.91 with limited expenses of \$640.11. Year-to-date income is \$3,206.90 with only \$54.75 in expenses. In 2020 the CALL Conference was free and online, therefore no bursaries were distributed. The cost to host the OCLA website and OCLA app update resulted in a nominal expense in 2021. Another \$100.00 is expected in membership fees.

### **8.1 Internal Audit Committee Report (B. Dykstra, C. Simpson)**

The Internal Audit Committee reported that financial statements are in order.

### **8.2 Motion to Approve the Treasurer's Report and Financial Statements (M. Gerrits)**

Motion to approve the Treasurer's Report and Financial statements by Michelle Gerrits; SECONDED by Helen Heerema.  
CARRIED.

## **9. Committee Reports - Updates**

### **9.1 Best Practices Committee (B. Dykstra, J. Kerr)**

There was nothing to report.



## **9.2 Core Titles Committee (K. Elliot, J. Kerr, J. Walker)**

There was nothing to report. LiRN may want to collaborate with the Core Titles Committee in the future.

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

Ciara noted that the OCLA members who sit on the FOLA LiRN Committee continue to push for improved communications. There have been rumors that the committee will be disbanded, although no official announcement has been made.

FOLA conducted a Courthouse Library Use Survey and will be releasing a White Paper on the results. It was noted that OCLA was not approached to assist with drafting the paper. Joan reported that she has seen a draft version of the document and will offer editing suggestions.

The White Paper Committee is comprised of some members of the FOLA Executive and a small group of Association Presidents. Joan is the only librarian sitting on the committee. To assist in the production of the paper, Joan provided the committee with a concise picture of the skills / responsibilities required to work in a County & District law library.

The committee has questioned how libraries are accessed which is solely based on Association policy. There were also misconceptions around access to digital resources outside of the library. Joan explained to the committee members that the publishers will not provide access to digital resources outside the library, and if they did, the cost would be prohibitive.

Joan requested any documentation from the members who track the cost increases of loose leafs and annuals. This information could then be shared with the White Paper Committee and included in the document. A price differential spreadsheet could also be posted on the OCLA site for members to update or note any egregious cost hikes.

Jennifer thanked Joan for her work with the White Paper Committee.

## **9.4 Member-at-Large Report (S. Zip)**

The Member-at-Large report was included in the agenda package. Stacey expressed her excitement in accepting the role of Vice-Chair. Mary-Jo will be a welcome addition to the OCLA Executive. Stacey mentioned that if anyone needs support or just wishes to talk to please reach out to the Executive or other library staff in proximity. Any membership updates should be provided to Mary-Jo. OCLA was reminded that newsletter submissions are due by June 11, 2021, and can include CALL conference highlights, garden photos, or any article of interest.

## **9.5 OCLA Bursary Committee (M. Gerrits, P. Williams)**

Michelle noted that in 2020 the OCLA Bursary Committee offered bursaries to the CALL conference. Due to the pandemic, the in-person CALL conference was canceled but a virtual conference took place at no charge to CALL members. This year the virtual conference fee was nominal. The OCLA Executive is aware that many of the librarians are not members of CALL and have never attended a conference. The cost for the 2021 CALL conference is \$84.75. For non-CALL members, the cost to attend the conference is \$310.00 which includes the membership fee. If OCLA members wish to attend the conference they are to contact the Bursary Committee. An email will go out from the committee outlining the conference cost and the informal requirements to attend.



## 9.6 Website Committee (H. Heerema, P. Williams)

Helen reported that she has made several stylistic and content improvements to the OCLA website. The OCLA app postcard has been posted and linked. The Regional, Area and Local Zoom meeting minutes have been uploaded to the members' only area. Also, uploads include the approved Bylaws and the Policy & Procedures document. Members should take note that the instructions to access the OCLA Google drive are posted on the members' only page of the website.

Helen mentioned that the cost of the website is a nominal \$28.25. Any suggestions, comments, or concerns regarding the website should be directed to Helen.

Jennifer thanked Helen for all her work on the website.

### ▪ Privacy Policy

The draft Privacy Policy has been emailed to the Executive for review. Once the review is complete the policy will be circulated to the membership and will need to be approved at the Fall AGM.

The draft Communications Directive was also sent to the Executive. At this point, the directive cannot be approved until LiRN either adopts the LibraryCo documents or revamps them under the LiRN banner.

## 10. New Business

### ▪ Advocacy Initiatives (J. Walker)

In April a survey was sent to the membership requesting advocacy ideas and tools that OCLA as a group could use, or for use by those individuals / associations who wish to promote their efforts. Results of the survey indicated that 95% of the respondents would like a list of practical advocacy ideas / actions, 65% would like a sample elevator pitch, 60% wish to have some advocacy training, 95% of respondents want the Association to work more closely with FOLA, 75% want to work on improving communication with the Benchers, and 65% of respondents want to increase OCLA's visibility and messaging.

A summary was provided of advocacy initiatives that are underway and / or pending.

- Ciara Ward, of Northumberland County and one of the PRC Committee members, has been collaborating with Katie Robinette of FOLA to fine-tune their advocacy messaging and graphics.
- LiRN has set up a regular schedule of meetings that will include participants from OCLA, FOLA, and TLA. The first meeting is scheduled for May 31, 2021. The tenor of the meetings will focus on governance and operations.
- The newsletter will be augmented with substantive content and widely distributed to the stakeholders.
- OCLA is currently following the stakeholders and Benchers via Twitter and will be fleshing out a social media plan to enhance our profile.
- If interest is still high, a training session could be part of the Fall OCLA meeting.

Jennifer has created a list of advocacy initiatives / tools; a sample elevator pitch to use, and a contact list of the stakeholders and Benchers to follow. The various advocacy documents have been posted to the OCLA Google drive and will also be shared with the members. It should be noted that OCLA members have the option to undertake all, some, or none of the advocacy ideas as to their comfort level. Any feedback would be appreciated as to what ideas work or don't work.





Betty mentioned that the former FOLA Executive Director Michael Ras created a paper that looked at the funding inequities in the system. If located the document could be reviewed and updated.

Melissa noted that the CALL Courthouse & Law Society Libraries SIG met to discuss the SIG Survey “Library Service Models and Operational Plans Pre and Post Covid-19.” The survey highlighted the struggles working during the COVID-19 pandemic with many librarians still working remotely. The committee will also explore the idea of a national consortium with the Courthouse and Law Society Libraries, and develop a National Purchasing Agreement. A toolbox that will contain further suggestions for reopening will be posted to the SIG basecamp. Another survey will be distributed in the Fall of 2021.

Helen thanked Ciara for the courthouse library tweets she developed with FOLA. The FOLA tweets now contain accurate information about the libraries. Betty also expressed her thanks to Ciara for the articles which appeared in the Lawyer’s Daily.

**11. Motion for Adjournment (J. Walker)**

A motion to adjourn the May 19, 2021 OCLA meeting by Lynda Cavanagh; SECONDED by Sheri Proulx. CARRIED.

The meeting ended at 1:29 p.m.

**12. Date of Next Meeting - TBD**