



Minutes

Ontario Courthouse Libraries Association Meeting

November 9, 2021 @ 12:00 PM Eastern Time (US and Canada) - Via Zoom

Present: Adams, Amanda (Nipissing Law Association); Alcock, Barb (Huron Law Association); Alsop, Carolyne (Oxford Law Association); Berezowski, Maria (Kenora District Law Association); Berisha, Shega (Hamilton Law Association); Cavanagh, Lynda (Leeds & Grenville Law Association), Cheney, Ronn (Grey County Law Association); Clarke, Jennie (Durham Region Law Association); Cooper, Karen (Halton County 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); Firth, Melissa (Peel Law Association); Gerrits, Michelle (Lambton Law Association); Gignac, Gabrielle (Victoria Haliburton Law Association); Harris, Patricia (Muskoka/Parry Sound Law Association); Hassefras, Jackie (Frontenac Law Association); Heerema, Helen (Thunder Bay Law Association); Hewitt, Doug (Essex Law Association); Holstead, Lee (Durham Region Law Association); Huie, Sarah (Waterloo Region Law Association); Katona, Margaret (Rainy River Law Association); Lauritzen, Brenda (Carleton Law Association); Lauterbach, Karen (Kent Law Association); Marchment, Janet (York Region Law Association); McDonald, Laurie (Bruce County Law Association); Petsche, Mary-Jo (Welland County Law Association); Proulx, Sheri (Renfrew County Law Association); Silvestro, Melanie (Hamilton Law Association); Simpson, Cynthia (Middlesex Law Association); Storms, Brianna (Peterborough Law Association); Strain, Megan (Toronto Law Association); Strandholm, Nicole (Hamilton Law Association); Tamachi, Shabira (Middlesex Law Association); Vranjes, Kemala (Essex County Law Association); Walker, Jennifer (Carleton Law Association); Ward, Ciara (Northumberland County Law Association); Williams, Pia (Waterloo Region Law Association); Witzel, Lena (Haldimand/Norfolk Law Association); Wyskiel, Christiane (Brant Law Association); Zip, Stacey (Simcoe 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 announced the membership changes since the last meeting. Sarah Huie, formerly Bittle (Perth Law Association) has joined the Waterloo Law Association. Denise Lorti of Stormont Dundas & Glengarry Law Association has retired, and Arielle Vacca is no longer with the Peel Law Association.

3. A Call for Additional Items to the Agenda

There were no items added to the agenda.

3.1 Motion to Approve the Agenda

Motion to approve the November 9, 2021 agenda by Sherri Proulx, SECONDED by Pia Williams; CARRIED.

4. Review of Meeting Minutes - Discussion / Changes Required

There was no discussion or changes to the meeting minutes of May 19, 2021.

4.1 Motion to Approve of the Minutes of May 19, 2021

Motion to approve the minutes of May 19, 2021, by Lynda Cavanagh, SECONDED BY Maria Berezowski; CARRIED.

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

▪ Budget Update

Convocation accepted the budget on October 28, 2021. There were two budgets submitted, operational and transitional. The operational budget included the library grants and the costs to keep LiRN operating. The transitional budget was a request for up to \$900,000 for various projects which included the development of a core suite of centralized electronic resources, a centralized bulk purchase of computer upgrades, and HR consultations regarding the salary bands. Of note, the LiRN budget was very well received by the Benchers due to the advocacy work by OCLA and FOLA.

▪ Suite of Centralized Electronic Resources

Currently, LiRN is in negotiations with Thomson Reuters to obtain various components of the Westlaw Canada product. Input was provided from the Library Advisory Team (LAT) and LiRN Board Member, Rosalie Fox. LiRN is also negotiating with LexisNexis Canada to obtain the Practical Guidance platform, and with Irwin Law to obtain access to their e-library. Access to each product/platform will be rolled out in stages. The Westlaw package will be rolled out in early 2022. LiRN will confirm the specific resources once contracts have been signed. Training and outreach will be a priority. Theresa noted that each library grant was reduced by an estimated amount of savings if they currently subscribe to one of the selected e-resources. Usage statistics and anecdotal evidence will be used to support funding from the LSO yearly. Of note, LexisNexis has implemented a price freeze on Quicklaw so that LiRN can subscribe to various components of the product.

▪ HR Consultations

LiRN will be creating job descriptions along with salary bands with input from an HR consultant. This information will be provided to Associations to assist in setting appropriate salaries.

▪ Computer Upgrades

LiRN is in negotiations to bulk purchase computers for the network. The LSO procurement and IT department have been consulted as they have a designated supplier. LiRN will be reaching out to individual libraries to ascertain needs for a specific quote.

▪ Budget Cycle

The budget process for 2022 will start in late May. A budget template will be distributed in June as well as a new reporting template. There will be a PD session to assist staff in filling out the documents.

▪ Professional Development

Professional development for the library staff was increased in the budget – double the amount. Theresa noted that she is working with the LiRN governance committee on a policy that would allow her to approve expenses up to \$2,000.00 i.e. printers, PD requests, or whatever is needed. Also, a new policy will be put into place as to what will be required to apply for a PD request. LiRN is also working on a PD project which will offer monthly



sessions for all librarians, technicians, and assistants. Some of sessions will feature OCLA in-house expertise to lead the sessions. It will be optional to attend and skill levels will vary for the sessions. LiRN is working to revive COLAL. In the future, LiRN will host a health benefits session with David McCulloch of Gallagher.

- **Overall IT Roadmap for the Network**

LiRN will be working on improving its web/media presence. This will likely be a Q3 project. Ciara and Michelle have been assisting the Board Manager with the LiRN website. In future, LiRN will be able to provide support to those libraries that wish to improve their websites. Reviewing the entire network's presence will also be undertaken.

Questions for Theresa Leitch (LiRN Board Manager)

- Q. Was DivorceMate considered as an addition to the suite of centralized electronic resources?
- A. LiRN has been in discussion with DivorceMate but there are some concerns raised with their cloud portal and the privacy aspect with client documents. DivorceMate has been deprioritized for the moment.

- Q. The Google document link to scheduling meetings about the budgets did not work. Will a new link be sent out?
- A. The link worked in testing and every effort will be made to send out a new link. If anyone requires an appointment, contact LiRN with a few suggested meeting slots.

- Q. With the bulk buying of computers, some libraries rely on their local vendor to provide IT support for set-up. Some local IT providers may not want to provide support for computers not purchased from them. Will there be support or monies provided to allow for libraries to obtain local support?
- A. This is an open question with the vendor and will need to be discussed. Likely, support will be included in the package.

- Q. Is Theresa aware of the names of the LiRN Board members who are resigning?
- A. Justin Persaud and Andrew Gall are resigning as well as one other Board member although this member has not officially resigned. When confirmed, OCLA will be notified of the name of the third resignation. A Nominating Committee with representatives from the shareholders has been struck. The LiRN Governance Committee is looking at candidates who are familiar with the libraries and are its users. Johanne Blenkin, LiRN Chair, approached all of the LiRN board members to ask if they wished to remain to have the institutional knowledge continue and to have a staggered term. As soon as the new Board members are chosen by the Governance Committee OCLA will be informed.

Jennifer Walker thanked Theresa Leitch for the LiRN update and their work thus far.

6. Business Arising from Minutes

- **Professional Development Training Sessions – Update (J. Walker)**

Jennifer hoped everyone was able to attend the recent QL sessions and/or look through the materials that were circulated. Additional QL training opportunities will be available for the new modules that will be added to the platform. Betty mentioned that there seems to be an IP conflict with the Context content. If library staff have difficulties contact Jackie Munroe, LexisNexis for assistance



Pia Williams will be hosting an OCLA PD session on January 11, 2022. The session will focus on how remote access to e-resources are provided to the Waterloo Region Law Association members.

The CALL Conference will be held in Montreal, May 28 - June 2, 2022, and hopefully it will be an in-person event. An OCLA meeting is typically held during the conference and this tradition will likely continue. A hybrid event may be offered to those who cannot attend.

The OCLA Executive have discussed forming an OCLA PD Committee which will be addressed at Item 11.

- **Privacy Policy Update (H. Heerema, P. Williams)**

The draft Privacy Policy was included in the agenda package.

Motion to adopt the Privacy Policy by Betty Dykstra, SECONDED BY Sheri Proulx;
CARRIED.

- **Communications Directive (H. Heerema, C. Ward)**

The draft Communications Directive was included in the agenda package. At this point, the directive can be approved as is, but will need to be revised when LiRN either adopts the former LibraryCo guidelines or revamps them under the LiRN banner.

Motion to approve the Communications Directive by Pia Williams, SECONDED by Helen Heerema;
CARRIED.

7. Chair's Report (J. Walker)

The Chair's Report was included in the agenda package. There were two revisions to the Chair's Report. The first was an omission in thanking Executive member Mary-Jo Petsche, and the second in noting that the Peel Law Association downsized their staff over the summer months and let go Library Technician, Ariel Vacca.

8. Member-at-Large Report (M.J. Petsche)

The membership listing was circulated and several library staff responded with revisions or confirmations. It was noted that Jenny Wong has been recently hired by the Cochrane Law Association and is working 3-4 hours per day. Denise Lortie retired from the Stormont, Dundas & Glengarry Law Association and donation will be made in honour of Denise's retirement.

9. Internal Audit Committee Report (B. Dykstra, C. Simpson)

The Internal Audit Committee reported that the financial statements were in order.

9.1 Treasurer's Report - Financial Statements September 30, 2021 (M. Gerrits)

The financial statements were included in the agenda package. Michelle provided the financial report to the membership. Expenses were minimal leaving the Association with a profit of \$3,168.88 due to the lack of bursaries awarded 2021 and no bursaries disbursed in 2020 due to the CALL conference being online.

9.2 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 Betty Dykstra;
CARRIED.



10. Committee Reports - Updates

10.1 Best Practices Committee (B. Dykstra, J. Kerr)

This committee was originally struck to support OCLA staff after LibraryCo ceased to function. Both Betty and John are willing to stay on, but it is anticipated that LiRN will be taking over the best practices role. Once LiRN assumes that role the committee will be disbanded. It was noted that no new documents have been uploaded to the repository.

10.2 Core Titles Committee (K. Elliot, J. Kerr, M. Strain)

Derek Drake reported that the Core Titles list has been circulated, with the addition of new titles or editions highlighted in yellow. It is anticipated that the list will be reviewed/updated quarterly. The list will reflect any e-titles that are added to the electronic products. Derek has been working on this committee for many years and Megan suggested putting forward a motion to officially add Derek to the committee. (see item 12.2)

10.3 FOLA LiRN Committee (J. Walker, C. Ward)

Ciara reported that the committee is at a standstill. Nathan Baker, FOLA LIRN Committee Chair, is waiting for LiRN to proceed before another meeting is called. OCLA will likely disband this committee at some point.

10.4 OCLA Bursary Committee (M. Gerrits, P. Williams)

The report was circulated in the agenda package. There were no requests for bursary funds in 2021. It is anticipated that the CALL Conference in Montreal will be an in-person event. Long standing sponsor Irwin Law has provided an additional \$800 in funds to supplement the OCLA bursary (\$1,000). It is expected that LiRN will also be offering bursaries. There was a discussion at the committee level to honour the 2020 bursaries awarded and to increase the number of bursaries. The committee is looking for input from the membership.

- **For Discussion: Number of OCLA Bursaries for 2022**

Betty stated that with the CALL Conference in Montreal travel expenses will be minimal in comparison to an out-of-province event. This would allow an increase in the number of bursaries awarded. Potentially, there is \$6,000 in bursary money to disperse.

Michelle suggested that the committee disperse the 2020 bursaries and provide four extra bursaries conditional on Irwin Law providing sponsorship funds. If Irwin Law is unable to provide the funds the bursaries will be capped at \$1,000 each.

Helen proposed that the committee offer four bursaries at \$1,000 to offset travel expenses for the CALL Conference, and if Irwin Law provides funding it be used as a fifth bursary. Michelle noted that \$1,000 does not go far to cover conference expenses. Helen then revised her proposal to offer three, \$1,500 bursaries. If Irwin Law provides the funding for 2022 the bursaries can be topped up.

Mary-Jo suggested that a motion be brought forth to approve the 2020 bursaries as they were awarded to Michelle Landriault and Michelle Gerrits. Michelle stated she would withdraw and compete for a bursary but would like the remaining 2020 bursary awarded to Michelle Landriault. Maria suggested that Michelle Landriault reapply and her application be given priority.

Motion to approve the OCLA Bursary Committee to offer four \$1,500 CALL Conference bursaries for 2022 and if



Irwin Law provides sponsorship funding, the committee to potentially offer two additional bursaries by Michelle Gerrits.

Betty Dykstra moved to amend the motion by striking out the words “to potentially offer two additional bursaries” and inserting the words "to offer one additional bursary". There was no discussion or seconder. Motion lost.

Motion to approve the OCLA Bursary Committee to offer four \$1,500 CALL Conference bursaries for 2022 and if Irwin Law provides sponsorship funding, the committee is to potentially offer two additional bursaries by Pia Williams; SECONDED by Maria Berezowski;
The motion was put to a vote, there were no nays and no abstentions;
CARRIED.

10.5 Website Committee (H. Heerema, P. Williams)

Helen reported that today’s meeting documents will be uploaded to the site along with any Local and Area Library Minutes. It was also noted that Executive Committee listing will be amended. If anyone has an interest in participating on the Website Committee, please contact Helen.

11. New Business

▪ Professional Development Committee Resolution (J. Walker)

At the recent Executive meeting it was decided to form an OCLA PD Committee. The committee would include an Executive member, report to the Executive as needed, liaise with LiRN, and offer internal OCLA PD sessions. The idea to form the committee was based on past Chair’s experiences planning a COLAL Conference, and COLAL’s that have been planned without OCLA input. In anticipation of the formation of this committee, Jennifer has contacted some OCLA members to gauge their interest in participating. Ciara voiced her interest in sitting on the committee.

A resolution of the Ontario Courthouse Libraries Association, creating a professional development committee to provide OCLA members meaningful, timely and engaging opportunities to expand their knowledge and add valuable skills to their professional toolboxes.

Whereas, the Ontario Courthouse Libraries Association Executive desires to have Professional Development Committee to develop, organize and present professional development, and programs of interest and practical applications for the Member of the Ontario Courthouse Libraries Association; now, therefore,

BE IT RESOLVED BY THE ONTARIO COURTHOUSE LIBRARIES ASSOCIATION,

PART 1: To create a Professional Development Committee.

PART 2: That the Professional Development Committee shall be composed of 3 to 5 members.

PART 3: That the Ontario Courthouse Libraries Executive gives the committee the following charge:

- Develop, implement and organize engaging and worthwhile professional development content based on the needs of the OCLA membership;
- Provide opportunities for OCLA members to offer their relevant expertise;
- Recruit knowledge experts to contribute time and relevant resources to the OCLA community;

PART 4: That the members of the Ontario Courthouse Libraries Association shall delegate authority to the Chair



or her / his designee to appoint, remove, and fill vacancies for all members of the Professional Development Committee.

PART 5: That this Resolution shall take effect immediately from and after its passage.

The resolution was put to a vote, there were no nays and no abstentions;

Moved by Mary-Jo Petsche; SECONDED by Betty Dykstra;

CARRIED.

ADOPTED this 9th day of November, 2022.

12 OCLA Elections

12.1 Best Practices Committee

Motion to endorse the Best Practices Committee Standing Representatives Betty Dykstra and John Kerr by Cynthia Simpson; SECONDED by Pia Williams.

CARRIED.

12.2 Core Titles Committee

It was noted that Derek Drake should be added as a standing representative to the Core Titles Committee.

Motion to endorse the Core Titles Committee Standing Representatives Derek Drake, Kelly Elliott, John Kerr, and Megan Strain by Melissa Firth; SECONDED by Ciara Ward.

CARRIED.

12.3 FOLA LiRN Committee

Motion to endorse the FOLA LiRN Committee Standing Representatives Jennifer Walker and Ciara Ward by Michelle Gerrits; SECONDED by Shabira Tamachi.

CARRIED.

12.4 Internal Audit Committee

Motion to endorse the Internal Audit Committee Standing Representatives Betty Dykstra and Cynthia Simpson by Mary-Jo Petsche; SECONDED by Sheri Proulx.

CARRIED.

12.5 OCLA Bursary Committee

Michelle Gerrits noted that as per the OCLA Policy & Procedures, amended October 6, 2020, at 8.2.1, the Bursary Committee shall be comprised of the Member-at-Large, the Treasurer, and the Past President, all members of the Executive. By default, a motion and vote are not required.

12.6 Website Committee

It was noted that as per the OCLA Policy & Procedures, amended October 6, 2020, at 8.51, the Website Committee shall be comprised of the Past Chair and the webmaster(s).

Motion to endorse the Website Committee Standing Representative Helen Heerema and Pia Williams, Past Chair, by Cynthia Simpson; SECONDED by Lena Witzel.

CARRIED.



12.7 Motion for Adjournment (J. Walker)

A motion to adjourn the November 9, 2021 OCLA meeting by Jennifer Walker; SECONDED by Barb Alcock; CARRIED.

Michelle noted that she will be stepping down as Treasurer as of the next election. A call was put to the membership for interested members to takeover the roll.

The meeting ended at 1:25 p.m.

12.8 Date of Next Meeting

CALL Conference Montreal, May 28 – June 2, 2022, or TBD.