



AGM Agenda Item 3.0

ANNUAL GENERAL MEETING MINUTES

MAY 17, 2017, HAMILTON, ON

PRESENT:

Barrie Public Library
Bibliothèque et Archives nationales du Québec
Brampton Public Library
Burlington Public Library
Coquitlam Public Library
Edmonton Public Library
Hamilton Public Library
Idea Exchange
Kingston Frontenac Public Library
London Public Library
Markham Public Libraries
Milton Public Library
Oakville Public Library
Oshawa Public Library
Ottawa Public Library
Red Deer Public Library
Regina Public Library
Richmond Public Library
St. Catharines Public Library
Surrey Libraries
Toronto Public Library
Vancouver Public Library
Vaughan Public Library

Marc Saunders
Danielle Chagnon
Rebecca Raven
Maureen Barry
Todd Gnisso
Tina Thomas
Paul Takala, Chair
Helen Kelly
Patricia Enright
Susanna Hubbard Krimmer, Treasurer
Catherine Biss
Leslie Fitch
Tara Wong
Frances Newman
Danielle McDonald
Christina Wilson
Jeff Barber
Susan Walters
Lilita Stripnieks
Surinder Bhogal
Vickery Bowles
Sandra Singh
Margie Singleton

REGRETS:

Bibliothèque de Gatineau
Burnaby Public Library
Calgary Public Library
Fraser Valley Regional Library
Greater Victoria Public Library
Guelph Public Library
Halifax Public Library
Mississauga Library System
Bibliothèque de Montréal
Kitchener Public Library
Library and Archives Canada
New Brunswick Public Library Service
Okanagan Regional Library
Richmond Hill Public Library
Saskatoon Public Library
Thunder Bay Public Library
Vancouver Island Regional Library
Waterloo Public Library
Whitby Public Library
Windsor Public Library
Winnipeg Public Library
Wood Buffalo Regional Library
Executive Director

Carole Laguë
Deb Thomas
Bill Ptacek
Scott Hargrove
Maureen Sawa, Past Chair
Steve Kraft
Åsa Kachan
Rose Vespa
Ivan Fillion
Mary Chevreau
Dr. Guy Berthiaume
Sylvie Nadeau
Stephanie Hall
Louise Procter Maio, Secretary
Carol Cooley
John Pateman
Rosemary Bonanno
Laurie Clarke
Ian Ross
Kitty Pope
Ed Cuddy
Melissa Flett
Jefferson Gilbert



THE CHAIR CALLED THE MEETING TO ORDER AT 4:30 PM

1. QUORUM ESTABLISHED

2. ADOPTION OF AGENDA

MOTION:

Moved by Marc Saunders

Seconded by Leslie Fitch

THAT the AGM Agenda be accepted with the correction indicating Paul Takala as Chair.

CARRIED

3. APPROVAL OF THE 2016 AGM MINUTES:

MOTION:

Moved by Danielle McDonald

Seconded by Vickery Bowles

THAT the 2016 AGM Minutes be approved.

CARRIED

4.1 CHAIR REPORT – 2016 ACHIEVEMENTS FOR CULC/CBUC BIGGEST EFFORTS

CFLA launch

- CULC/CBUC co-chairing Board and Executive Committee.
- CULC/CBUC members are largest funders of new Federation
- Active participation/leadership in recruiting and hiring a Senior Project Manager
- Funding recovery model developed and implemented for sharing costs
- One or two CULC/CBUC reps supported by Working Groups behind (eg Truth and Reconciliation Commission – Recommendations and Libraries). And agreement of this as a future model.

CELA – Continued support, financially and with human resources.

- New Strategic Plan
- Deal with BAnQ for French Language content
- Discussions with CNIB on larger macro funding and service issues.
- Stabilization of Executive Director with contract through 2018.
- Two new CULC/CBUC members joined CELA Board

Library Shipping Tool

- Took over on July 1st from CLA. Migrated 2,400 institutions.
- Developed new protocols and procedures with CPC Staff; had to implement earlier announced changes to the service that were no favourable to the library committee.
- Supported over 1,000 customer service requests in three months.
- Created new authentication and self-serve portal for users.
- Created new landing page to better allow information exchange

Knowledge Transfer & Exchange

- Two well attended member meetings in Ottawa (June) and Halifax (October)
- Urban Issues Forum:
 - Public Libraries and Syrian Refugees;
 - Urban Libraries Outcome Measures;
 - Managing Cultural Change in Public Libraries Study Information Session;
 - Training Sessions on KPI Tool; and
 - What is Available in the CULC/CBUC Member Only Wiki.
- Continued support of eBook Advocacy Campaign initiated by Toronto and Ottawa Public Library. Significant recognition in early 2016.
- Working with Canada Council on 80th Anniversary Plans for the Governor General's Book Awards.
- Sponsored four sessions as part of OLA Super Conference 2016 programming.



- Had a member reception; along with Library Leaders from around the world; plus past and current graduates of the Public Library Leaders Program. Thanks to Counting Opinions for their ongoing support of this effort.
- Re-activation of a CULC/CBUC Copyright Representative. Thanks to Vancouver Public Library and Christina de Castell for this support.
- Joint or separate contributions to the following:
 - Digital Consultations – Heritage Canada;
 - Trans Pacific Partnership successful ratification;
 - Success on Marrakesh Treaty ratification;
 - UNESCO Canada Memory of the World;
 - CELA Support from a number of jurisdictions;
 - 2017 Federal Budget Consultations;
 - Endorsation of LAC's Digitization Strategy with Heritage.

Capacity Building

- CULC/CBUC took over the Library Shipping Tool on behalf of all libraries on July 1st.
- Active participation in LAC Stakeholders Forum (two meetings in Ottawa) as well as LAC three year plan.
- Assisting Canada Council's Public Lending Rights Commission with replacement of Linda Cook with a CULC/CBUC member. Congratulations Sandra Singh.
- Graduation for second co-hort of Public Library Leaders Fellows Program (Feb 2016); Launch of new name and third cohort with full complement (October 2016). Additionally in Ottawa in June an Evaluation Roundtable was held with 12+ CEOs who had sponsored previous participants to get feedback for future planning.
- Re-constitution of eBook Task Force with renewed Terms of Reference and purpose; Specific projects planned for 2017.
- Meetings with eBound Canada; Simon and Schuster Canada.
- Continued participation in BookNet Canada. CULC/CBUC rep serving as Chair.
- Building out Member Only Wiki with approximately 450 new and updated items
- Launching, with BookNet Canada, LoanStars with a pre-publication list of top reads by Library Evaluators. First list appeared in April and was promptly met with promotional pricing on selections for libraries by Penguin RandomHouse and others.

Research

- Collection and release of 2015 Key Performance Indicators; Struck small working group to look at existing and adding some new metrics in 2017.
- Additional surveys conducted in the following areas: Audiobook Circulation; Tumblebook expenditures and School Libraries (to inform the eBook Task Force)
- Active participation and consultation with respect to National Union Catalogue implementation discussions with various key stakeholders.
- Consultation and participation in the content for the Summit of Value of Libraries, Archives and Museums in a Changing World. Help with program focus and design; provision of experts; introductions; and participation.
- Supporting BrightSail researchers looking at on-going Performance Measurement Projects on Space Use; Employee Happiness, and Employment.
- Started work on a national library card campaign, Every Kid Belongs, with a learning/education component.

Organizational Resiliency

- Six Executive Meetings; plus weekly/biweekly calls with Chair and Executive Director.
- Successful recruitment of three new Executive Members; and evaluated and changed how Executive/Organization supports priorities through active participation
- Worked within approved budget; solid financial year with small surplus contributed; reserves set up in interest bearing GIC.
- All corporate compliance and audit requirements met; DAO Insurance in place. As a result of a retirement CULC/CBUC had to find a new auditor as Peter Harris of Harris Chong LLP is semi-retiring and no longer doing this type of work.
- All outstanding Accounts Receivable was recovered and no contingency on audit.



- Welcomed new CEO Members in the following member institutions: Barrie; Surrey; Burnaby; Winnipeg; Oakville; and BAnQ.
- Looked at and will implement a new approach to Member Meetings with more collaborative problem solving.
- New member in 2016 – Red Deer Public Library (AB). Negotiations completed for Milton Public Library (ON) to join on January 1, 2017.

Other

- Working with and supporting applications for Canada 150 Funding for eBound Canada and Canada Council Projects.
- Partnership to lead Ken Haycock Award for Promoting Librarianship; first call done in 2016
- Developed and distributed a CULC/CBUC Member lapel pin. A distinctive way to show connection and membership in the organization.
- CULC/CBUC Chair represented the organization at the 2016 Governor General's Awards for Literature in November.
- CULC/CBUC Chair represented the organization at a joint ARL/CARL Meeting held in Vancouver in April 2016. An important partnership.
- Media Point Contact for numerous requests. Increased with the closing of CLA.
- CEO Search Consultation and Support for at least 4 searches. Increased use of C-Level Job Postings.
- Provided sponsorship and support to the following: Book and Periodical Council's Freedom to Read Week; Public Library Month (contributed for CFLA as well); OLA Super Conference; Cycling for Libraries Canada; Red Cross Fort McMurray.

MOTION:

Moved by Sandra Singh
Seconded by Jeff Barber

THAT the report by the Chair be received.

CARRIED

4.2 TREASURER REPORT

- New audit firm with new methodology.
- Better management of splitting bills across fiscal years

5.0 RECEIPT OF THE 2016 AUDITED FINANCIAL STATEMENTS

MOTION:

Moved by Marc Saunders
Seconded by Catherine Biss

THAT the 2016 Financial Statements be Approved.

CARRIED

6. APPOINTMENT OF AUDITOR

MOTION:

Moved by Susanna Hubbard Krimmer
Seconded by Todd Gnissos

THAT Geoff Crewe, Chartered Professional be appointed as the Auditor for the 2017 Fiscal year.

CARRIED

MOTION:

Moved by Catherine Biss

THAT the Annual General Meeting be adjourned at 4:37 pm.

CARRIED

MEETING ADJOURNED