

Manitoba Library Association Annual General Meeting 2016 - Minutes

Date: December 13, 2016

Time: 7:00 to 8:25 p.m.

Location: Carol Shields Auditorium (2nd Floor), Millennium Library, 251 Donald Street, Winnipeg, MB R3C 3P5

Presiding: Alix-Rae Stefanko, MLA President, 2016

1. Welcome
 - a. Called to order at 7:08 p.m.
2. Establishment of Quorum
 - a. 21 people in-person attendance, and 2 people virtual attendance
3. Adoption of Agenda
 - a. Motion to adopt the agenda by Stephen Carney, seconded by Camille Callison, and passed by attendees.
4. Approval of the Minutes of the 2015 Annual General Meeting – December 3, 2015
 - a. Revisions that need to be made to the minutes of the 2015 Annual General Meeting were discussed and noted.
 - b. Motion to approve the minutes of the 2015 Annual General Meeting with revisions by Alix-Rae Stefanko, seconded by Brian Rountree, and passed by attendees.
 - c. Donna Kormilo recommended that minutes from the AGM should be read at next board meeting in order to make revisions before the next AGM.
- 4.1. Business Arising from the 2015 Annual General Meeting on December 3, 2015
 - a. Alix-Rae Stefanko discussed that many positions on the board were unfilled at the 2015 Annual General Meeting and remained vacant throughout 2016 including the Vice-President position.
 - b. Alix-Rae Stefanko provided information about the Canadian Federation of Library Associations (CFLA-FCAB), the organization which has replaced the Canadian Library Association. During 2016 the Manitoba Library Association (MLA) worked with the Saskatchewan Library Association (SLA) to arrange how a prairie province seat on the Canadian Federation of Library Associations (CFLA-FCAB) would be shared between Manitoba Library Association (MLA) and Saskatchewan Library Association (SLA). The Saskatchewan Library Association (SLA) and Manitoba Library Association (MLA) decided that they would rotate the prairie province representative between these two associations. The initial term would be filled by MLA and the next two-year term (2018-2020) would be appointed from the Saskatchewan Library Association (SLA).

Thus, the Saskatchewan Library Association (SLA) and Manitoba Library Association (MLA) will be endorsing Alix-Rae Stefanko as of February 1, 2017 for a one-year term as the Prairie Provinces representative to the Canadian Federation of Library Associations Board (CFLA-FCAB). In 2018, the prairie province representative would be a person from the Saskatchewan Library Association (SLA) who would serve a two-year term. The next prairie province representative from the Manitoba Library Association (MLA) would be elected in 2020.

Manitoba Library Association (MLA) and Saskatchewan Library Association (SLA) together drafted a process of how to decide upon the prairie province representative. For example, when the Saskatchewan Library Association (SLA) has a turn at picking the Prairie Provinces representative they would look a person from their membership who would be interested in being the prairie province representative, this person could be their president or someone else and this nomination would be first presented to their own board before being presented to the Manitoba Library Association (MLA). Then the Saskatchewan Library Association (SLA) and Manitoba Library Association (MLA) would endorse this person to be the prairie province representative for the Canadian Federation of Library Associations (CFLA-FCAB). Alix-Rae Stefanko acknowledged that for this process to work that both associations will need to maintain ongoing communication. Saskatchewan Library Association (SLA) and Manitoba Library Association (MLA) have discussed and outlined how they will communicate with one another. The Prairie Provinces representative will need to receive updates from both associations such as newsletters. Also, the Prairie Province representative would need to communicate with both associations' boards which could be done through regular reports. The Saskatchewan Library Association (SLA) and Manitoba Library Association (MLA) boards acknowledge that this will be a work in progress and that the current process may need to be tweaked at a future time.

- c. Manitoba Libraries Working Group update:
Alix-Rae Stefanko noted that in 2016 the Manitoba Libraries Working Group held two Townhalls one on May 5, 2016 at the Delta Hotel during the Manitoba Library Conference and the other on September 20, 2016 at the Université de Saint Boniface.
- d. Other business from the 2015 Annual General Meeting was a question about the MLA budget. The MLA holds the Annual General Meeting in December but the fiscal year is September 1 – August 31. In September the MLA board approves a budget and presents this budget to members at the Annual General Meeting in December. The board has to approve the budget in September in order for MLA to operate within the fiscal year. After review of the MLA bylaws about budget approval process, there is nothing noted that the budget will be approved by the membership but rather it can be approved by the Board of Directors.

5. Financial Status of the Association

5.1. Treasurer's Report – Lauren McGaw

Lauren McGaw highlighted some key points from the Treasurer's report submitted for the Annual General Meeting. In 2016, the Manitoba Libraries Conference was a huge success which generated over \$8,600 in revenue and these funds will be put towards benefiting the

MLA members such as professional development. MLA has a positive bank balance, approximately \$23,000 at the end of September 2016 and CM has a positive bank balance of approximately \$670.

5.2. Board Approved 2016-2017 Budget

Lauren McGaw asked if anyone had questions about the budget that was approved by the board in September 2016. There were no questions from the members.

5.3. Audited Statements for 2016

Lauren McGaw commented about the audit and that MLA's financial practices are in accordance with practice standards of other non-profit organizations. Lauren McGaw asked if there were any questions about the audit, and there were no questions by those in attendance.

5.4. Selection of Auditors for 2017

Alix-Rae Stefanko mentioned that MLA for some years the MLA has been using Chorney Curry LLP as auditors. However, in 2016 the MLA found that Chorney Curry LLP was very slow on completing the audit and that the charge for the audit was very high. Thus, the board would like to propose a new auditor for MLA to use in 2017. Alix-Rae Stefanko has been in contact with Heisinger and Montgomery Chartered Professional Accounts and this firm has handled the audit for the Manitoba Library Trustees Association for a number of years. Heisinger and Montgomery Chartered Accounts has agreed and is happy to take on MLA as a client for 2017.

Alix-Rae Stefanko motioned that Heisinger and Montgomery be hired to perform the 2017 audit for the MLA fiscal year of September 1, 2016-August 31, 2017. Motion was seconded by Rick Walker and carried by those in attendance.

6. President's Report – Alix-Rae Stefanko

Alix-Rae Stefanko reported on the 2016 MLA. MLA is proud to be a holder for the two scholarship funds which are given out annually. This year Cody Fullerton, Professional Development Director chaired the Scholarships Committee to three deserving Masters of Library Science students.

Alix-Rae Stefanko highlighted the Manitoba Libraries Conference which occurred on May 4-6, 2016 at the Delta Hotel Winnipeg. Key features of the 2016 conference was keynote Fred Penner and speech given by the Honourable Rochelle Squires, Minister of Sport, Culture and Heritage for Manitoba whose first-time speaking to the library sector.

Alix-Rae Stefanko mentioned that advocacy work was definitely at the forefront for MLA in 2017 and included informal presentations to library technician students at Red River College, annual Freedom to Read Week promotion, letters written to government agencies, and active with the Partnership. Alix-Rae Stefanko mentioned that the Canadian Federation of Library Associations (CFLA-FCAB) met early February 2016 and were incorporated in May 2016;

Alix-Rae Stefanko also noted that 2016 marked the 80th anniversary of MLA and this anniversary was celebrated on May 5, 2016 during the conference as part of the all

delegates social.

Alix-Rae Stefanko spoke a little more about the work of Canadian Federation of Library Associations (CFLA-FCAB) and encouraged members to visit the Canadian Federation of Library Associations' (CFLA-FCAB) website. The Canadian Federation of Library Associations (CFLA-FCAB) has already started some committees including the Truth and Reconciliation which is being chaired by Camille Callison. MLA had the opportunity to nominate three people to be on the Truth and Reconciliation committee and nominated Dr. Stan Gardner, Monique Woroniak, and Michael Dudley. Truth and Reconciliation committee will have their work complete on February 1, 2017 and that they will be presenting a report at the February 1, 2017 Annual General Meeting for the Canadian Federation of Library Associations (CFLA-FCAB). Camille Callison commented that a key feature of the report from the Truth and Reconciliation committee will be a recommendation for a standing committee on Indigenous issues. Another committee that was just initiated is the Copyright Committee and MLA nominated Dr. John Tooth, Camille Callison, and Ebony Novakowski to be on this committee.

Alix-Rae Stefanko spoke about the Partnership and that MLA receives a financial kickback when libraries in the province either sign up for Education Institute (E.I.) webinars or Continuing Education Certificate (CEC) or when they post jobs to the Job Board.

The Manitoba Libraries Working Group had 17 meetings in 2016 and that the various associations are working together to realize a stronger more cohesive group in Manitoba. Alix-Rae Stefanko encouraged members to visit the Manitoba Libraries Working Group's website at mblibraries.mla.mb.ca.

7. Resolution

7.1. Re-structuring of the Manitoba Library Association and amalgamation to include divisions.

Motion: The Manitoba Library Association agrees, in principle, to reform and restructure the Association in order to constitute Divisions. *** **Reformation of Manitoba Library Association is expected to take effect on January 1, 2018.***** The President of each duly constituted division of the Association, or designate will reside on the Board of Directors of the Association. By by-law, a Division of the Association shall represent a defined number of the membership representing a specific sector of the Association. The legal responsibility for the affairs of the Association rests with the Board of Directors of the Association.

Rick Walker seconded the motion.

Brian Rountree called to question the motion as there is no timeline originally mentioned in the motion. Alix-Rae Stefanko responded that the work can begin as soon as January 1, 2018. Alix-Rae Stefanko also mentioned that the MLA is not looking to dissolve but rather to restructure the association but in order to accomplish this the current MLA membership needs to move this motion. On November 21, 2016 Manitoba Libraries Trustees Association had their motion and Alix-Rae Stefanko showed their letter on the screen.

Stephen Carney asked if this motion had been discussed at any of the other Manitoba associations' Annual General Meetings (those associations involved in the Manitoba

Libraries Working Group). Alix-Rae Stefanko replied that this motion had been discussed and that the Manitoba Association of Library Technicians would be the next association to have their Annual General Meeting in May 2017.

Kirsten Wurmman asked how existing MLA committees and interest groups would fit into the new MLA structure. The Manitoba Libraries Working Group has already discussed this and existing committees and interest groups would have a place and that their report shows this information.

Motioned and approved, seconded by Rick Walker, and by those in attendance.

8. Reports from the Board of Directors & Committee Chairs
 - a. Membership Director – Sarah Clark
Sarah Clark provided the membership numbers for 2016 and remarked that the Manitoba Library Conference 2016 helped to increase the overall number of memberships.
 - b. Advocacy Director – Dee Wallace
Dee Wallace mentioned that her term on the board started halfway through the year as the previous Advocacy Director, Mayu Ishida, moved to another province halfway through 2016. Dee Wallace is staying on as Advocacy Director for 2017 and is currently working on Freedom to Read Week which happens in February.
 - c. Professional Development Director – Cody Fullerton
Cody Fullerton mentioned that he conducted a professional development survey with Manitoba Library Conference 2016 attendees to assess their professional development needs. Cody Fullerton is staying on as Professional Development Director for 2017 and willing be developing a professional development offering, whether a workshop or webinar or seminar, with the topic(s) chosen from the survey results. Cody Fullerton also mentioned that 2017 is not a conference year.
 - d. Conference Director – Katherine Penner
Katherine Penner provided a brief summary on the Manitoba Library Conference 2016 held May 4-6, 2016 at the Delta Hotel, Winnipeg. The Manitoba Library Conference 2016 made a profit of approximately \$5000. Katherine Penner feels that the conference should remain to be held between May-June. Katherine Penner thanked the sponsors as sponsorship had significantly increased at this conference. Katherine Penner introduced the Manitoba Library Conference 2018 co-chairs, Vickie Albrecht and Megan O'Brien, the 2018 conference will be held May 30 – June 1, 2018 at the Delta Hotel, Winnipeg.
 - e. Prison Libraries Committee Chair - Kirsten Wurmman
Kirsten Wurmman provided a brief summary about the work that the Prison Libraries Committee had done in 2016. In 2016, the Prison Libraries Committee was very active starting many new projects while continuing the regular library programming inside The Pas Correctional Centre, Winnipeg Remand Centre, and Women's Correctional Centre which require weekly or monthly volunteers. Prison Libraries Committee

volunteers collect and distribute books to the inmates, sort through book donations, schedule authors/musicians visits and most recently have started a book club that is very popular with inmates. They are also working with the Canadian Federation of Library Associations (CFLA-FCAB) to adopt a prisoner's right-to-read statement. After this, they will be moving forward with this statement and working on how to get the statement out to other associations and advocating for the need for library programming in prisons across Canada. Alix-Rae Stefanko thanked the Prison Libraries Committee volunteers and chair for their dedication and ongoing efforts to make library services available to prisoners in Manitoba and advocating for library services to prisoners across Canada.

- e. Past President – Camille Callison
Camille Callison thanked everyone on the board and mentioned that this is her last meeting but that she will remain an active member of the Indigenous Interest Group (IIG) and Prison Library Committee.
- f. CM: Canadian Review of Materials – John Tooth
John Tooth submitted an annual report but was unable to attend the meeting. Alix-Rae Stefanko highlighted some key points about CM and based upon a balanced budget.

9. Nominations Committee Report & Elections – Camille Callison

9.1. The Nominations Committee submits the following nominations:

President:	Alix-Rae Stefanko;
Vice President:	Kerry Macdonald;
Secretary:	Can Li;
Treasurer:	Janice Winkler;
Membership Director:	Megan O'Brien;
Advocacy Director:	Dee Wallace;
Communications Director:	Ellen Tisdale;
Professional Development Director:	Cody Fullerton;
Indigenous Interest Group chair:	Dominique Taylor;
Prison Libraries Committee chair:	Kirsten Wurmman;
Directors-at-Large:	Alan Chorney, Svitlana Maluzynsky, Dominique Taylor, Kirsten Wurmman

- a. Camille Callison asked if there were any other nominations from the floor. No additional nominations for board members were made. Since no further nominations, and there were no objections with the nominations.
- b. Brian Rountree asked if there would be a Past-President in 2017. Camille Callison explained that Past-President position did not need to be filled and that MLA's by-laws were consulted about the number of executive members that are required on the board which are four which can be from the following positions: President, Past-President, Vice-President, Secretary, Treasurer. This past year Camille Callison as Past-President was needed as the position of Vice-President was not

filled.

- c. Motion to accept nominations as 2017 board members: Motioned by Vickie Albrecht, seconded by Ebony Novakowski, and passed by attendees.

10. Other Business

- a. Alix-Rae Stefanko asked if there was any additional business that members wanted to bring up.
- b. Brian Rountree asked about the Manitoba libraries directory and how a library would be added to this directory. Alix-Rae Stefanko responded that the Communications Director is responsible for the Manitoba libraries directory and would be able to add new entries. Ellen Tisdale incoming Communications Director will be able to work on the directory and that she may consult Anthony Woodworth who worked on setting up the directory.
- c. Brianne Selman mentioned that in 2017 she will be starting an interest group about literacy in adults and that members can speak with her if interested in joining/starting up this group with her.

11. Appreciation to Outgoing Board Members & Incoming Board Members

- a. Alix-Rae Stefanko thanked Past-President Camille Callison for the past three years of service to the MLA board. Alix-Rae Stefanko also thanked outgoing board members: Lauren McGaw, Vickie Albrecht, Sarah Clark, Stefany Shirley, and Ruby Warren. Alix-Rae Stefanko thanked continuing board members Cody Fullerton and Dee Wallace.
- b. Alix-Rae Stefanko thanked Public Library Service Branch for their ongoing support of MLA. Winnipeg Public Library (WPL) was thanked for providing meeting room space for monthly board meetings in 2016. Alix-Rae Stefanko thanked the Université de Saint Boniface for the use of a meeting room for the Manitoba Libraries Working Group's Townhall in September 2016.
- c. Alix-Rae Stefanko extended warm welcomes to new incoming board members Kerry Macdonald, Can Li, Ellen Tisdale, Janice Winkler, Dominique Taylor, and Alan Chorney.
- d. Donna Kormilo thanked Alix-Rae Stefanko for continuing on as MLA President, being the Manitoba Libraries Working Group's chair, and being the Prairie Provinces representative at the Canadian Federation of Library Associations (CFLA-FCAB).

12. Closing Remarks

13. Adjournment

- a. Alix-Rae Stefanko motioned to adjourn the 2016 Annual General Meeting at 8:25 p.m., seconded by Vickie Albrecht, and passed by attendees.