

2021 AGM

October 28, 2021

2:00 PM

Nova Scotia Library Association

Annual General Meeting Agenda

Zoom meeting

October 28, 2021

2:00 PM

1. Call to Order / Acknowledgement

    "We (I) would like to begin by acknowledging that we are in Mi"kma'ki, the ancestral and unceded territory of the Mi'kmaq People."

2. Opening Remarks

    (NSLA Bylaw VII Section 2-Quorum)

3. Approval of the Agenda

4. Approval of Minutes 2020 AGM

5. Old Business and Business Arising from the Minutes

6. Reports

    6.1 President (Denise Corey)

    6.2 Vice –President (Angela Reynolds)

    6.3 Past President (Ann-Marie Mathieu)

    6.4 Financial Examiner (Peter Glenister)

    6.5 Treasurer (Tim Jackson)

    6.6 By-laws Convener (Katharine McCoubrey)

    6.7 Professional Development Convener (Ray Fernandes)

    6.8 Newsletter Convener (Jeff Mercer)

    6.9 Membership Convener (Dale MacMillan)

    6.10 Website Convener (Jai Soloy)

    6.11 Nominations Convener (Alison Brown)

    6.12 Conference Planning Conveners (Jeff Mercer)

    6.13 Public Relations & Promotions Convener (Dan Phillips)

7. New Business

7.1 Approval of the NSLA 2021-2022 Budget

7.2 Election of the 2021-2022 Board of Directors

8. Other

9. Adjournment

2020 NSLA –AGM Minutes

Berwick Town Hall and Zoom Link

February 12, 2021

1. **Call to order**

   President Denise Corey called the meeting to order at 10:07 AM. In accordance to NSLA By-Law V11 section 2, Denise established that a quorum was present in person and via Zoom. Denise read the First Nations Acknowledgement.

2. **Opening remarks**

   President Denise Corey welcomed everyone to the 2020 AGM. Denise introduced the current board. She thanked Annapolis Valley Regional Library for hosting the meeting both in person and via Zoom. Denise indicated that you had to be a member in good standing to be able to vote.

3. **Approval of the agenda.**

   A call for additions to the agenda was made; there being no additions the president moved to accept the agenda as circulated. Adopted by consent as presented.

4. **Approval of the 2019 AGM minutes (parts 1 &2).**

   Copies of the 2019 minutes were sent to the members electronically via membership emails; members had time to review the minutes before the meeting. The president asked if there were any questions or corrections.

Jeff Mercer pointed out that in 6:12 of the AGM Part 2 minutes that Christina Pottie should read Christine Pottie.

Jeff Mercer moved the minutes be accepted as amended. Angela Reynolds seconded. Accepted by consent as amended.

5. **Old Business and business arising from the minutes**.

There was no business arising.

6. **Reports**.

6.1 President (Denise Corey)

Report placed on file.

6.2 Vice President (Angela Reynolds)

Report placed on file.

6.3 Past President (Ann-Marie Mathieu)

No report filed.

6.4 Financial Examiner (Peter Glenister)

Peter joined us on zoom and placed his report on file as presented.

6.5 Treasurer (Tim Jackson)

Tim indicated he took on the position of treasurer in January and did not have a report. Tim indicated that he would try to answer any questions should there be any.

The board did have a financial report that was sent to the membership.

Motion:

Moved to accept the financial statement as presented.

Dan Phillips / Alison Brown Motion carried.

6.6 By-Laws Convenor (Katharine McCoubrey)

Report placed on file.

Katharine commented on her report that new by-laws and standing orders had been added. They had been voted on by the board and were accepted to bring to the AGM for approval.

6.7 Professional Development Convenor (Ray Fernandes)

Report placed on file.

Ray indicated that there were still opportunities for professional development. Last May the Food Literacy workshop was cancelled due to COVID 19.

Katharine McCoubrey asked if the presenters of the Food Literacy Workshop might be interested in doing an Online program. Other questions were asked about those programs well.

Ray will find out if they will do an online workshop and how many they would accommodate.

6.8 Newsletter Convenor (Jeff Mercer)

Report placed on file.

Jeff indicated that the newsletters were back on schedule.

6.9 Membership Convenor (Dale MacMillan)

Report placed on file.

Dale had nothing new to report other than membership was holding at the numbers posted.

6.10 Website Convenor (Jai Soloy)

Jay had a few things to add to his report. Pictou Antigonish Regional Library had moved to a cloud service. Text Suite has a not to profit fit for NSLA, and we had moved to the Cloud service. It is a basic website and it is safe in the cloud.

Dan Phillips had a question about the newspaper archives: before 2019 there are no issues on the website. Jai will look into it again abouit getting them moved over.

Report placed on file.

6.11 Nominations Convenor (Alison Brown)

There was one change from the report sent in the AGM packet. As the next NSLA conference will be a virtual conference Cape Breton Regional Library will not be hosting the meeting and Jeff Mercer will be the Conference Planning Convenor for the Virtual Conference.

6.12 Conference Planning Convenor (Tracy Wilson)

Tracy informed the AGM that CBRL had concerns about hosting a shared virtual conference with Archives and Museums. CBRL would like to step back for this year and would be offering to host the next in-person conference.

Jeff Mercer has already been working on the joint conference committee for the virtual conference and will be taking on the role as Conference Planning Convenor.

6.13 Public Relations and Promotions (Dan Phillips)

Report placed on file.

7. New Business

7.1 Approval of the changes to the Bylaws and Standing orders.

7.1.i Bylaw Number 20- Black Lives Matter

Angela Reynolds read the By-law statement and the 6 points.

Moved to accept the By-Law as read.

Ray Fernandes / Alison Brown Motion carried.

Kristel Fleuren-Hunter (PARL) acknowledged the By-law with a well done.

7.1.ii Bylaw number 13 Awards and grants.

NSLA Diversifying Libraries Award shall be added to the NSLA Awards list.

Moved to accept the By-Law as read.

Katharine McCoubrey / Dan Phillips Motion carried.

Lana Ns Health Library services said she was impressed with the action items. Kristel Fleuren-Hunter (PARL) was impressed and extended a well done

7.1.iii Standing order Vice President / President elect typical duties.

Denise pointed out that due to the Black Lives Matters by-laws changes to the standing orders were required.

Moved to accept the changes to the standing orders.

Angela Reynolds / Katharine McCoubrey Motion carried.

7.2 Approval of the NSLA 2020-2021 budget

Tim Jackson informed the floor that the budget being brought forward was established by Ann Marie Mathieu and Angela Reynolds and had been accepted by the board.

Tim noted the expected reduction in the membership fees because of COVID and no conference.

NSLA did not take part in HALCON inn 2020 and did not foresee taking part in 2021.

There may ne changes as time goes by.

Moved to accept the budget as presented.

Jeff Mercer / Tim Jackson Motion carried.

7.3 Election of the 2020-2021 Board of directors.

Denise Corey pointed out that Peter Glenister's position was not a board position.

Denise Corey asked three times for any further nominations. Being none, the board was elected by acclamation.

The 2020-2021 NSLA Board of Directors are:

President	Denise Corey
Vice –President /President elect	Angela Reynolds
Past President	Ann-Marie Mathieu
Secretary	Yvette Frost
Treasurer	Tim Jackson
Bylaws Convener	Katharine McCoubrey

Conference Convener	Jeff Mercer
Professional Development	Ray Fernandes
Membership Convener	Dale MacMillan
Newsletter Convener	Jeff Mercer
Nominations Convener	Alison Brown
Public Relations and Promotions	Dan Phillips

8. Other.

Denise pointed out that Jeff Mercer would be doing double duty on the board. She asked that the board give him as much support and assistance as possible.

Jeff is the chair of the joint conference committee. Ray Fernandes is also on the conference planning committee.

Jeff let us know that they have already had one planning session. It has been 6 years since we had the last joint conference.
No date has been finalized, however they were looking at a mid week conference after Thanksgiving. More information to follow.

9. Adjournment

The meeting was adjourned at 11:10 AM.

Reports

President

Nova Scotia Library Association

Annual General Meeting

October 28, 2021

President's Report

It's been a particularly eventful two years as NSLA President! We've seen the world change in so many ways – some of them even for the good.

A few things that happened in 2021:

- I represented NSLA at The Partnership meetings, an organization made up of library associations from across Canada, which were held virtually. We discussed ways to keep members engaged during COVID-times among other things.

- I spoke to Library and Information Technician students at the Nova Scotia Community College (again, virtually) to talk about why associations benefit them.

- The NSLA Board passed a Code of Conduct for conference attendees.

- NSLA pivoted to provide online professional development to Nova Scotian library workers for free. Food Literacy: Building Community Through Food was about food programming as an outreach tool; and Weaving Love and Joy into the Journey of Truth and Reconciliation (offered in partnership with the Annapolis Valley Regional Library) was a workshop with Monique Grey.

Mostly, I wish to express my sincere gratitude to the members of the Board of Directors for their support and dedication to the Nova Scotia Library Association. It is a privilege and pleasure to work with, and learn from, such a dedicated group of professionals in the library world.

NSLA continues to exist thanks to the support of our membership and I encourage you to become involved, the experience is rewarding, satisfying and has given me the opportunity to meet and work with fantastic people.

Lastly, I am pleased to hand over the presidency to the very capable and intelligent Angela Reynolds. I know she will do an excellent job steering the association in the right direction.

Denise Corey

NSLA President 2019-2021

Vice-President

NSLA: Vice-President's Report for AGM – Angela J. Reynolds

October 2021

The Equity Advisory Committee has been working on compiling Anti-racism resources and developing an Anti-racism statement to add to the NSLA Standing Orders. This statement is currently in draft form and will be ready to present at the 2022 AGM.

The draft of the statement reads:

NSLA: Anti-Racism Guidelines DRAFT September 2021

The Nova Scotia Library Association (NSLA) recognizes that racism has been institutionalized in many organizations. Racism is complex in its operations and compounded by other factors such as, for example, gender, disability, and religion, thus affecting different people in different ways.

In order to promote and serve the diverse needs of all Nova Scotians, the NSLA will strive to be inclusive. NSLA will consider these areas as priorities:

· Workshops, conferences, and learning

· membership recruitment

· contracting and purchasing

· external affairs

I have been taking Anti-Racism courses from Library Journal, which will help in guiding NSLA through this process of breaking down the systemic racism present in our organization. I recognize that NSLA is not alone in this effort to educate and learn.

There were no applications for the first Diversifying Libraries Award, but NSLA will continue with this award and with this important work.

I attended the Virtual Partnership meeting on October 1, 2021, and look forward to representing Nova Scotia on this board as NSLA President.

Angela Reynolds, Vice President/Incoming President

Past president

Report

To: NSLA Board and Membership

From: Ann-Marie Mathieu, Past President

Date: October 27, 2021

Re: Past President Report for the October 28, 2021 AGM

NOVA SCOTIA LIBRARY ASSOCIATION - PAST PRESIDENT REPORT FOR THE 2021 AGM

2021 was an uneventful year for the Past President portfolio. Several of the normal activities associated with this position did not take place. By way of example, the decision was made to not award the Norman Horrocks Award for Library Leadership, and the Emile Theriault Library and Information Technology Award in 2021.

As my time on the Board is coming to end, I wish to thank the members of the Board for a thoroughly wonderful experience. I have every confidence that the NSLA will continue thrive under the stewardship of the incoming Board!

Respectfully submitted

Ann-Marie Mathieu

Treasurer's

Nova Scotia Library Association

Treasurer's Report: Annual General Meeting, Oct 28, 2021

Fiscal Year: September 1, 2020 – August 31, 2021

Beginning Balance: $34,112.72 (Sept 1, 2020)

Total Revenue: $8,430.06

Total Expenses: $4074.74

Net Income: $4,355.32

Year End Bank Balance: $38,468.04 (Aug. 31, 2021)

GICs: $6,278.87 (Aug. 31, 2021)

Total Equity: $44,746.91 (Aug. 31, 2021)

In accordance with our bylaws, NSLA's financial records were submitted within 2 weeks of year end, to our financial examiner, Peter Glenister on September 8, 2021. His report has been submitted.

The Financial Statement for the fiscal year ending Aug 31, 2021, is attached to this report, as well as the budget for the fiscal year, Sept 1, 2021/Aug 31, 2022.

Respectfully submitted,

Tim Jackson, Treasurer

Nova Scotia Library Association
Financial Statement

Revenue	2020/2021 Actual	2020/2021 Budget
Personal Membership	2,655.15	2,050.00
Institutional Membership	650.00	
Conference	0.00	1,000.00
Education Institute	0.00	300.00
Job Board	600.38	250.00
GIC	4,424.53	0.00
Other	100.00	150.00
Transfer from previous year		0.00
Total Revenue	8,430.06	3,750.00

Expenditures		
Conference & Bursaries	1,000.00	1,000.00
Board Expenses	772.99	300.00
Postage & Office Supplies	0.00	50.00
Registry of Joint Stocks	31.15	40.00
Special Projects*	0.00	350.00
Insurance	1,253.00	900.00
Awards & Gifts	200.00	400.00
Joint Membership Transfers	750.00	450.00
PayPal Charges	0.00	30.00
Bank Service Charges	67.60	50.00
Miscellaneous	0.00	180.00
GIC	0.00	0.00
Total Expenses	4,074.74	3,750.00

Net Income	4,355.32	

Balance Statement	**2020/2021**	
Balance 1 September, 2020	34,112.72	
Net Income/Deficit	4,355.32	

Nova Scotia Library Association
Budget

Revenue	**2021/2022 Budget**
Membership	2,700.00
Conference	1,000.00
Education Institute	650.00
Job Board	650.00
GIC	0.00
Other/Donations	150.00
Transfer from previous year	0.00
Total Revenue	5,150.00

Expenditures	
Conference & Bursaries	2,000.00
Board Expenses	800.00
Postage & Office Supplies	25.00
Registry of Joint Stocks	35.00
Special Projects	350.00
Insurance	900.00
Awards & Gifts	200.00
Joint Membership Transfers	600.00
PayPal Charges	30.00
Bank Service Charges	10.00
Miscellaneous	200.00
GIC	0.00
Total Expenses	5,150.00

Peter Glenister, Financial Examiner, reports follow:

To the members of the Nova Scotia Library Association

I have examined for integrity and accuracy the financial records of the Nova Scotia Library Association as at 31 August, 2021, including the statements of operations, functional expenses, changes in fund balances and changes in financial position for the year then ended. Proceeding with a cash basis approach, my examination was conducted in accordance with generally accepted auditing standards for non-profit organizations and, accordingly, included such tests and procedures as I considered necessary in the circumstances. In preparation for my review of the Association's records I corresponded with the Treasurers to receive the necessary documents and to clarify certain matters and items.

In my opinion, the Statement of Revenues and Expenditures and Balance Statement represent fairly the financial position of the organization and its investments as at 31 August, 2021, and the results of its operations and the changes in its financial position for the year then ended in accordance with the notes to the Statement have been applied on a basis consistent with that of the preceding year. As of that date, the total of liquid funds is $38,468.04 and the value of investments is $6,278.87 producing equity for the Association of $44,746.91.

In my report of 15 October, 2013 the fifth recommendation suggested an investment certificate maturity schedule of four month intervals. Presently the two certificates are renewable on an annual basis which does provide some flexibility, though there is at present none maturing in 2023.

My recommendation in 2015 that the Association adopt an electronic accounting system, continues to provide its advantages and makes the process of accounting easier for the Treasurer – certainly for the Examiner, especially given the comparatively short timeframe in normal circumstances.

Peter Glenister
Halifax, Nova Scotia

12 September, 2021



20210912 NSLA Financial Page 1.pdf



20210912 NSLA Financial Page 3.pdf



20210912 NSLA Financial Page 4.pdf

Please note part 2 of the Financial Page was sent as a word document and follows on the next page.

Balance	38,468.04	
Outstanding		
Balance August 31, 2021	38,468.04	

Investments	6,278.87	
Total equity	**44,746.91**	44,651.22

Peter Glanister
12 September, 2021

Bylaws

Nova Scotia Library Association

AGM 2021

Bylaws Report

Submitted by Katharine McCoubrey

There are no changes to the bylaws or standing orders ready to be brought forward at this time.

It was hoped that an anti-racism policy would be ready for adoption at this year's AGM. It is not ready yet, so will instead be brought forward at the 2022 AGM.

Consideration is being given to whether or not the Equity Advisory Committee will become a regular standing committee. At this time, it is functioning as a special committee.

Thank you for the opportunity to serve as NSLA's bylaws convenor this past year.

Respectfully submitted,

Katharine McCoubrey

Professional Development Convenor

Nova Scotia Library Association

Professional Development Convener Report, October 2021

LAMNS Joint Conference 2021

Meetings began in January 2021 with Organizing Committee members from partner organizations in Museums and Archives

Dates: October 21-23 / 2021

Sat on the Programming Committee with reps from Archives and Museums.

The conference program was well received

Still need to review conference surveys and debrief with the organizing committee

Spring PD Workshop

Presented virtually Monday, May 3 / 2021

Food Literacy: Building Community Through Food

Presenter: Emily Glover, Food Literacy Specialist, HPL

Attendance = 72 participants

Offered for free, included approximately a dozen participants from Ontario, and a number from Quebec and Western Canada

Provided good visibility for NSLA Partnered with HPL, used the HPL Zoom account and staff to coordinate the session

Workshop was really well received!

Respectfully submitted,

Ray Fernandes

Professional Development Convener

Newsletter Convenor

NSLA Newsletter Convener annual report, 2020-2021

Once again, this has been an interesting year! The Covid-19 pandemic continues to be the foremost factor in our lives both professionally and personally. Nevertheless, libraries in Nova Scotia have continued to work hard to serve the public.

After last year, we clarified on the NSLA website which email address to use for submissions. I have not have any feedback indicating continued confusion on that front, so that issue seems to have been resolved successfully.

As indicated last year, the regular submission and publication schedule was re-established, with all three issues for 2020-2021 assembled and distributed accordingly.

I have noticed that submissions are fewer than in past years, with many regions not sending in content for one or more issues (or none at all). As programming remains much reduced across the province due to the pandemic, this is not entirely surprising. I do hope that submissions increase for the next year as progress is made in returning to regular workloads, but only time will tell. Should submissions remain low while libraries and communities resume normal activity levels, we will need to investigate and see what may be at issue.

Respectfully submitted,

Jeff Mercer,

Newsletter Convener

Membership Convenor

AGM Report of the Membership Convenor

Nova Scotia Library Association

October 28, 2021

Current membership - 148

Our membership numbers have steadily increased this past year, after dropping significantly, as was to be expected in 2020. Student members have also increased thanks to Board members participating in Dalhousie University and NS Community College, orientation events.

As we look forward to 2022, we hope that our members will take a minute to renew their membership with the Nova Scotia Library Association. If you have any questions regarding membership, please feel free to contact membership@nsla.ca

At this time, I would like to Thank my fellow Board members for their support of this position during the last six years. It doesn't feel like six years have passed! It is time for me to say good-bye. I am leaving the position in the very competent hands of my successor. Serving on the NSLA Board with you has been a privilege, and yes, fun! I will miss you all.

Respectfully submitted,

Dale MacMillan,

NSLA Membership Convener

Website Convenor

Nova Scotia Library Association

Website Convener Report, October 2021

NSLA website hosting

Following the lead of many library regions in Nova Scotia, NSLA has migrated to G Suite for Nonprofits. Our website was successfully migrated from the PARL server to the cloud in Fall, 2020. We were able to keep the same URL (NSLA.NS.CA).

NSLA's Youtube channel

NSLA now has a Youtube channel. This arose from our need for a place to host recordings of NSLA workshops and special events.

You can find it here:

https://www.youtube.com/channel/UCOIGa2z9tIaMqQBA9WgTLxQ

Thank you for the opportunity to serve as NSLA's website convener.

Respectfully submitted,

Jai Soloy

NSLA Website Convener

October, 2021

Nominations

Nova Scotia Library Association

Nominations Report, October 2021

Please see below the nominations for the NSLA Board of Directors, 2021/2022.

Respectfully Submitted,

Alison Brown

Nominations Convener

Nova Scotia Library Association

Nominees for the Board of Directors, 2021-2022

President -Angela Reynolds (1st year)

Vice President and President Elect -Tiffany Bartlett (1st year)

Past President- Denise Corey (1st year)

Secretary- Elinor Crosby (1st year)

Treasurer (2-year term) -Tim Jackson (2nd year)

Bylaws Convener- Katharine McCoubrey (5th year)

Conference Convener

Conference Host Cape Breton Regional Library

Professional Development Convener- Ray Fernandes (4th year)

Membership Convener -Shannon Raynard (1st year)

Newsletter Convener -Jeff Mercer (3rd year)

Nominations Convener -Marilla Word (1st year)

Public Relations & Promotions Convener -Dan Phillips (3rd year)

Website Convener- Jai Soloy (5th year)

October 21, 2021

Public Relations and Promotions

Report from the Public Relations and Promotions Convener

October 2021

Good afternoon members,

Somehow, it has been two years since I joined the executive team as the Public Relations and Promotions Convener. While in-person events continue to be difficult, I've had the privilege to promote our virtual workshop series, encourage research projects, and seek resources related to Equity, Diversity, and Inclusion. We are not the only group offering online workshops. Not to sound overly positive during trying times, but it has been kind of nice to interact with library communities nationwide as so many have offered online training and services.

Once challenge this year is that I am now working in a very different environment than the library. This makes it difficult to check the pulse of library issues in Nova Scotia. If you have resources to share or events to promote, please remember to tag and follow us on social media – or even just email me! It helps a lot. · twitter.com/nslassn · facebook.com/NSLibraryAssociation · public.relations@nsla.ns.ca

Respectfully submitted,

Dan Phillips

Public Relations and Promotions, Nova Scotia Library Association