



2024 FALL BUSINESS MEETING MINUTES

30 October 2024 | Virtual using Zoom

In attendance:

Alex Faucher	Elkford PL	Lisa Rees	Granisle PL
Paul Burry	Prince George PL	Susan Walters	Richmond PL
Anton Dounts	Cariboo Regional PL	Christina de Castell	Vancouver PL
Wendy Wright	Smithers PL	Toby Mueller	Lillooet Area PL
Beth Davies	Burnaby PL	Anthea Goffe	Coquitlam PL
Cari Lynn Gawletz	Grand Forks & District PL, Chair	Alex Seaborn	Castlegar & District PL
Heather Evans-Cullen	Gibsons & District PL	Stacey Boden	Roseland PL
Ursula Brigl	Cranbrook PL	Danielle Conolly	Radium Hot Springs PL
Maureen Sawa	Greater Victoria PL	Tracey Therrien	Nelson Municipal Library
Carolyn Casenas	New Westminster PL	Jacqueline van Dyk	North Vancouver District PL
Valerie Crowley	Fort St. James PL	Deb Hutchison Koep	North Vancouver City Library
Surinder Bhogal	Surrey PL	Sarah Felkar	BC Libraries Co-op
Sally Whitman	Beaver Valley PL	Vea Coronado	BCLTA
Marc Saunders	Port Moody PL	Leigh Anne Palmer	InterLINK
Rebecca Burbank	Powell River PL	Melanie Reveley	KLF
Nikki Sauve	Fraser Lake PL	Jessica Aldred	ABCPLD
Mikale Fenton	Whistler PL	Vinita Chand	ABCPLD, recorder
Fiona Bruce	Terrace PL		
Stephanie Hall	West Vancouver PL		
Karen Hudson	Salt Spring Island PL		

1. Welcome and Pro-D Session

An informative and interactive session with [Alissa Demerse of Roper Greyell LLP](#). Alissa is a leading labour and employment practitioner with a unique specialization in Workplace Safety Matters. In this session, Alissa will share her knowledge about the new Harassment and Violence Regulations which are expected to come into force in early 2025 and speak to WorkSafeBC's mental health strategy including an Employer's responsibility with respect to psychological health and safety. WorkSafeBC's approach to prevention and enforcement of an Employers' obligations in BC are constantly evolving and Alissa will discuss with us how the current approach is impacting employers across the province and what to expect in the coming year.

2. Business Meeting - called to order at 2:33pm

Motion to accept agenda: Stephanie Hall / Paul Burry, CARRIED

3. Guest Speakers

- Tracey Therrien, BCLA Chair

Tracey reported that in January BCLA shared [The BCLA Climate Action Statement](#). It is a statement of responsibility and provides guidance to understand the roles that libraries can play and the many ways we can contribute positively to climate action. BCLA encourage libraries to use it to develop their own policies. BCLA is a leader in this area, and their Statement has been used as a resource by ALA and CFLA as they develop their own climate action statements.

BCLA has started the review of the BCLA Intellectual Freedom Statement. This work is being done by the [BCLA Intellectual Freedom Committee](#), composed of 3 board members and 7 BCLA members, plus the BCLA Executive Director. This is a multi-year process working with facilitators to create space for meaningful and complex discussions. In the next month there will be a survey seeking input, on our current statement and how it supports your work. We hope you'll respond and encourage your staff to do so as well. BCLA is also planning additional consultation with library leaders in 2025, likely through a virtual focus group.

BCLA has begun the [next phase of their anti-racism work](#) and has formed an Anti-racism Committee to help the Board prioritize recommendations for the organization from Current State Report and identify new actions needed. The committee includes 5 board members and 6 library community members, plus the BCLA Executive Director. More will be shared as this work continues.

BCLA's Provincial Professional Development Program is continuing. [Current and upcoming offerings](#) include:

- the Conference Virtual Reboot Series, in which speakers from the 2024 conference present their sessions from conference as webinars.
- the AI Exploration Series, a multi-year series that ranges from the practical to the philosophical, and from tutorials to keynotes. Some amazing speakers have been secured, including [David Lankes, who will be speaking on Dec 5th](#).
- BCLA is also planning more accessibility training.

BCLA staff would love to hear from you if there is professional development you feel would benefit you or your staff. BCLA recently put out the [invitation for the next BCLA Mentorship session](#), running January-June 2025. Based on feedback from past participants, BCLA is introducing a mentorship platform that provides resources, structure and support for both mentors and mentees, and reduces the administrative work for the volunteer committee that runs the program. Expressions of interest are being accepted until Nov 8th, if you or your staff would like to participate. BCLA staff are in full planning mode for the [2025 BC Library Conference](#) in Nanaimo from May 7-9. The theme is Navigating Together, and the call for proposals is open until November 25th.

BCLA has a number of other projects currently in process that will be coming to fruition soon, including:

- Modernizing The Partnership Job Board – the new Job Board will be launching in the next few months
- Recruiting a new BC SRC Provincial Coordinator – we expect to announce the new Coordinator before the end of the year

If you have any questions, feel free to email Rina (execdir@bcla.bc.ca).

- Sarah Felkar, BC Libraries Co-op Interim Executive Director

The Co-op recently held its annual Ebook Summit and will be moving to Consortium Manager for managing database licencing. All Sitka libraries were moved into cloud hosted instances. The next big upgrade will take place in the Spring and will include accessibility fixes. Internal work is happening at the Co-op regarding aligning with provincial and territorial funding budgets. There are new accessible collections available to accessible services patrons. NELLs has added an Outreach Coordinator position to support BC libraries around the use of NELLs and increasing the use of NELLs. The Co-op is more active on Linked In now. This year the Co-op completed a financial systems review, succession planning report and a salary review. Currently the Co-op is working on an evaluation report and has sent libraries a request to complete a survey to assist with the Co-op's next strategic plan.

- Vea Coronado, BCLTA Executive Director

BCLTA has had many events in collaboration with the Kootenay Federations such as the Library Governance series. Two more events are coming up which are Board Succession and Recruitment sessions followed by the last session of the series, Financial Processes. BCLTA is continuing with it's Trustee Circle with two this year and is planning some learning development sessions for early next year. The main focus of BCLTA this year is to make their Workbook more

accessible and integrate this more effectively on their website. If libraries or their trustees have ideas for sessions or require specific resources then please reach out to Veal.

- Leigh Anne Palmer, Melanie Reveley, Thom Knutson, Abi Ward, BC Federation Managers

Leigh Anne shared that in addition to normal operations, Federations received one time enhancement grants and has been collaborating to actively spend those funds. Professional development has been one significant area of focus. The Library Juice Academy is brand new and offers a range of online courses focusing on building practical skills. Courses are designed and taught by librarians and are offered asynchronously. The Federations will continue to provide access to Ryan Dowd Homelessness de-escalation training. The Federations is also doing work on accessibility offering Autism Awareness for Librarians course offering communication techniques and strategies for supporting autistic and intellectual disability communities and continues to offer regular training for staff and trustees including Indigenous Corporate training, Safe Harbour workshops and Customer Service training. These are currently being provided either completely free of charge or significantly subsidized due to receipt of the enhancement grant. Some future training suggestion include privacy impact assessments and copyright for public libraries. The Federations have been collaborating with ministries regarding a strategic framework for moving forward with professional development for public libraries across the province. Members of this coalition are BCLTA, BCLA, The Libraries Co-op and all the Federations. In Fall 2024 three virtual programs will be offered focused on Indigenous voices. Melanie shared that from now until 2026 PLB has funded a Library Board Governance Development grant with access to a board coach for free. KLF is administering this grant. The Federations are also working on accessibility and supporting their libraries as they move towards compliance with the Accessible BC Act. Interlink is providing opportunities for member libraries to participate in five different accessibility audits. Federations are always interested in hearing what your thoughts are and needs are so please email your Federation Director with your feedback, questions, etc.

4. 2024 AGM Minutes

4.01 Approval of April 2024 AGM meeting minutes

Motion to approve minutes: Susan Walters / Heather Evans-Cullen, CARRIED

5. Chair's Report

5.01 Highlights from 2024 Summary

- As the Chair of the Association of BC Public Library Directors, Cari shared a summary of ABCPLD activities from April to October 2024.
- First, we have focused on supporting strong relationships between library directors and promoting ongoing learning. Since April, we've held six monthly Zoom meet-ups, with an average of 42 members joining each call. These meet-ups have provided a great opportunity for us to connect over our shared work and interests. We've also organized speakers from several key organizations, including:
 - o The Public Libraries Accessibility Working Group
 - o BC Libraries Cooperative
 - o The BC Public Libraries Branch, Ministry of Municipal Affairs
 - o The 9-8-8 Crisis Line
 - o The BC Libraries Association
 - o The BC Libraries Trustee Association
 - o A consultant on self-care for leaders
 - o Earncliffe Government Relations
- Additionally, we've provided a space for members to discuss their approaches to staff and community safety, specifically around naloxone training.

- In collaboration with the BC Libraries Trustee Association and the Kootenay Library Federation, we helped secure funding from the Public Library Branch to host workshops on leadership succession planning. The insights from these workshops will guide future initiatives aimed at strengthening our sector.
- Our listserv has continued to be an invaluable resource for discussion and information sharing among members. On average, since April, we've exchanged around 80 emails each month.
- We're also reviewing our current mentorship program to identify ways to better support new directors, as well as those seeking additional guidance with specific challenges in their leadership roles. Furthermore, we've established a new Library Directors group, co-facilitated by two of our dedicated members, to ensure strong connections and support for those who are new to their positions.
- Regarding our advocacy efforts, we remain committed to building our influence and pushing for increased annual funding from the provincial government. We launched an advocacy and awareness campaign at the Union of British Columbia Municipalities emphasizing this critical need. Our clinic on the impact of public libraries attracted over 50 delegates, including the Executive Director of the Public Library Branch.
- We've met with Ministry staff to refine our case to meet Treasury requirements. We've also reached out to all political parties to discuss including public library funding in their mandates, which we knew they were unlikely to do, but still were able to make the case. I also had the opportunity at the beginning of this month to meet privately with Premier David Eby to advocate for public library funding directly.
- Regular communication with the Public Libraries Branch is vital, and we work hard to ensure that we have a strong flow of information about our impact in communities across BC. Currently, we are reviewing proposals from government relations firms, including Earnsccliffe, to help us maintain momentum in our advocacy efforts when Parliament resumes.
- Cari expressed her profound gratitude to our Executive Director, Jess, for her exceptional work. Jess has so quickly grasped the needs of the library sector and ABCPLD members, bringing an invaluable outside perspective to our work. Her fresh viewpoint helps to counterbalance the tendency we sometimes have to focus inwardly, and Jess's insights have been instrumental in driving our initiatives forward.
- Cari also extended a heartfelt thanks to our previous Chair, Susan, for her support during the transition this spring. She set us up with a strong foundation and has remained available for moral and practical support for us all year. Additionally, Cari extended thanks to her fellow board members, Heather and Paul.
- Finally, Cari expressed her gratitude for the contributions from our members in supporting our advocacy work thus far. As we look to 2025, we hope for everyone's continued support and contributions to sustain and enhance our efforts with the ultimate goal of securing increased funding as the one-time enhancement funds come to a close. Thank you all for your dedication and commitment!

Motion to accept Chair's Report: Stephanie Hall / Beth Davies, CARRIED

6. New Business

6.01. January to September 2024 Financial Statements

- a. Income statement, September 30, 2024
- b. Balance sheet, September 30, 2024

- Paul reported that the Association is in a solid financial position. Looking at the income statement detailing budgeted compared to actual spend:
- We are 3/4th into the fiscal year. The majority of the Association's costs are associated with general administration. While we are on track for an operation surplus at year end, we did have higher than budgeted costs for admin this year as we hadn't factored in GST costs on our contracted ED hours. This cost has been absorbed within our budget for the year. We are anticipating a year end surplus of \$7,000.
- We also had slightly higher advocacy costs related to UBCM and GST on contracted fees.
- Regarding our balance sheet you will see that as of September 30th, we held \$35,000 in our bank account. As well as \$88,000 in our GIC representing contributions of member libraries to the strategic initiative fund. We have held these funds in a GIC account to earn interest until they are needed.
- Retained earnings is the cumulative profit or loss for the association from its inception. The current retained earnings are \$7,336.52.

Motion to receive Financial Statements: Anton Dounts / Beth Davies, CARRIED

6.02. ABCPLD 2025 Budget

- Paul presented the 2025 Budget for members' consideration. The Board appreciated all of the feedback on our proposal to shift to basing membership dues on revenue instead of LSAs. While we still feel this has the potential to become a more equitable approach based on financial capacity, we recognize we need more time to carefully determine which revenues are used to ensure it meets our intended objective. Thus, this budget is based on membership dues as proposed in the previously presented 5-year plan for ABCPLD. The Board will also work on a new 5-year plan to present next fall.
- To explore alternative revenues so that we are not solely funded through membership dues, we are going to explore options for funders to help underwrite some of our professional development. Expenses for professional development will then be adjusted accordingly.
- We have included the full desired budget for Advocacy of \$106,000 but this will be scaled accordingly to the amount we receive from member contributions. We are aware of \$26,750 in commitments to the Strategic Initiatives Fund and need to raise an additional \$30,628.
- Line 12 Transfers from Reserves reflects the funds remaining from the Accessibility Grant should ABC expend it this year, costs would be drawn from this fund.
- ABCPLD historically included an 'on paper' transfer from reserves to help ensure a balance budget. The Board is moving away from this process but will be looking in its 5-year plan to build a small reserve fund to help ensure financial stability for future years.
- Our operational expenses remain largely similar to 2024 with small adjustments based inflationary expectations and capturing GST costs not previously included.
- This budget will go to the November ABCPLD Board meeting for approval.

7. Closed Session

Motion to move into closed session: Deb Hutchison Koep / Toby Mueller CARRIED at 3:10pm

During the closed section, members had an opportunity to debrief and discuss Alissa Demerse's presentation today.

Motion to move out of closed session: Ursula Brigl / Heather Evans-Cullen CARRIED at 3:56pm

8. Next Meeting

The next business meeting will be the Spring Virtual AGM which has tentatively been scheduled for April, 2025 (TBC).

9. Adjournment: 3:58pm

Motion to adjourn the meeting: Susan Walters / Heather Evans-Cullen CARRIED