



MINUTES OF OCLA MEETING AT CALL 2019

Edmonton Convention Centre Edmonton, Alberta May 26, 2019

Members Present: Barb Alcock (Huron), Maria Berezowski (Kenora), Lynda Cavanagh (Leeds & Grenville), Ronn Cheney (Grey), Laura Dobbie (Peterborough), Derek Drake (Lincoln), Betty Dykstra (York), Kelly Elliot (Lincoln), Melissa Firth (Peel), Michelle Gerrits (Lambton), Jackie Hassefras (Frontenac), Helen Heerema (Thunder Bay), Doug Hewitt (Essex), John Kerr (Wellington), Brenda Lauritzen (Carleton), Angela Liu (Toronto), Denise Lortie (Stormont Dundas & Glengarry), Janet Marchment (York), Laurie McDonald (Bruce), Mary-Jo Mustoe (Welland), Cynthia Simpson (Middlesex), Laurie Stoddard (Renfrew), Shabira Tamachi (Middlesex), Jennifer Walker (Carleton), Ciara Ward (Northumberland), Amanda Ward-Pereira (Algoma), Pia Williams (Waterloo), Lena Witzel (Haldimand) & (Norfolk), Stacey Zip (Hamilton).

Meeting Called to order at 1:02 PM

MEMBERSHIP CHANGES

Welcome to new members

Simcoe: Rhea Smith joined the staff in March 2019

Middlesex: Shabira Tamachi joined the staff in March 2019

Oxford: Carlyne Alsop joined the staff in April 2019

Peel: Lily Duong is covering a maternity leave contract

Durham: Lee Holstead joined the staff May 21 2019

Staff on the Move:

Shabira Tamachi left Oxford to join the staff at Middlesex

Carlyne Alsop left Elgin to take the position in Oxford

Good-bye:

Simcoe: Pat Henry retired in December 2018

Dufferin: Diane Lawson resigned in February 2019

Frontenac: Emmanuel Mandez left in February 2019 Middlesex: Gail Brown retired in March 2019

Oxford: Shabira Tamachi left to go to Middlesex in March 2019

Elgin: Carlyne Alsop left to go to Oxford in April 2019

Peel: Maida de Vera went on maternity leave this spring

Renfrew: Grace Mick will retire May 25 2019

Vacancies:

Elgin, Dufferin, Renfrew

Omissions/ Corrections? none

Motion to Approve Agenda

Discussion? None

Additions: Survey Update

Moved: Betty Dykstra (York)

Seconded: Helen Heerema (Thunder Bay)

Carried

Motion to Approve Minutes of October 25, 2018 meeting at COLAL as circulated.

Discussion? None

Moved: Cynthia Simpson (Middlesex)

Seconded: Melissa Firth (Peel)

Carried

BUSINESS ARISING FROM THE MINUTES

MAG grants – not all associations had received the \$200 grant from MAG last fall as of COLAL. We believe the cheques were received after inquiries were made. Please contact the executive if you did not receive your MAG grant last year.

Chair’s Report (Pia Williams) Attached

At the beginning of January OCLA approached LibraryCo about communications issues. A group has been formed to address these issues. The group meets regularly by teleconference, has met twice to date with the next meeting scheduled for June 10.

Please let Pia know if you have any concerns regarding communications (or lack thereof) with LSO.

Financial Reports (Michelle Gerrits) attached

Motion to approve financial reports as tabled

Discussion: OCLA was only able to award one of our two bursaries this year due to lack of applicants. Of the three applicants, two became ineligible because they received a LibraryCo bursary. LibraryCo was only able to award 7 of its 8 bursaries, also due to lack of applicants. If we do not make full use of these bursaries, we may lose them. APPLY!

If you have questions about the bursaries program, please contact a member of the executive, or the bursary committee.

Moved: Michelle Gerrits – treasurer (Lambton)

Seconded: Betty Dykstra (York)

Carried

ITEMS FOR ACTION/DECISION/DISCUSSION

OCLA App Michelle Gerrits (Lambton) see attached analytics

771 users were added. There was a peak following Chris’s presentation at FOLA.

Continue to share the information. Promote the app.

An idea for further promotions (to be discussed at COLAL): approach law schools to let the articling students/students on placement know.

Do we wish to add sponsors, perhaps local restaurants or hotels, who would pay a small fee? This could bring in the money we need to make convert to a native, as opposed to web-based app.

Discussion: we added the Google Map link to address the restaurant/hotel issue.

Further discussion to take place at COLAL in October.

NOTE: Please remember to review your courthouse’s listing for accuracy.

Chris has a video that is great for explain the app – see the links below.

[OCLA App slidedeck for FOLA Plenary](#)

[OCLA App YouTube Demo](#)

[FOLA Plenary Partners session video including OCLA Web App presentation](#) (OCLA App is in the second half of the video starting at 5:41)

OCLA Newsletter Janet Marchment (York)

Next issue is due out in a couple of weeks. There has been a great response so far.

Keep sending in your submissions – it may not get used right away.

Feedback is welcome – please specify what's great, what should be changed.

Should we limit the number of pages in each issue? Should we increase the length?

COMMITTEE REPORTS

Internal Audit Report Betty Dykstra (York)

All good! Is there a second volunteer to work on the audit?

Core/Essentials Committee Kelly Elliot (Lincoln) (John Kerr, Kelly Elliot, Laura Dobbie, Jenn Walker)

The committee took this opportunity to revamp the list, which will be distributed soon.

See attached report.

Kelly said she had a Library Tech student check Advocat to see which libraries already had the listed titles in their collections. Many libraries already had quite a few.

FOIA PRC Committee (Ciara Ward, Betty Dykstra, Jenn Walker)

See attached note from Nathan Baker. There is a conference call coming up.

We have an opportunity to show the new benchers how LSO spends some money well (the courthouse libraries)

Approach the benchers in your area to let them know what the law libraries do.

Member at Large Ciara Ward (Northumberland) attached

Another reminder to APPLY for the bursaries – both OCLA and LibraryCo. Reach out to newer members of OCLA and make sure they know about the bursaries.

While it is one person's job to send out the welcome package, all librarians in the system should be reaching out to the new people.

Question: since some smaller associations do not have funds to cover the registration – could OCLA provide a small bursary to assist? We will discuss this at COLAL.

Website Committee (Jennie Clarke, Helen Heerema)

Jennie is back at work, but busy. We discussed moving the website back to a WordPress format to make it easier for other people to manage updates. (current platform is Dreamweaver and requires multiple accounts – for each person who would need access) We should try to have the site hosted in Canada.

We should produce a set of guidelines for the website and attached social media.

NEW BUSINESS

Best Practices

Put together a bank of materials – forms, procedures, policies, various software being used. This would be an interactive resource to which any member can contribute.

Also a bank of social media posts (tips etc)

Share SLAW tips and items that have been in the newsletter.

Please remember that you ARE competent and have something to share.

We should have a plan of how to do this by COLAL. How will we incorporate it into the website?

Suggestion for Fall – review bylaws to include a position to reach out to new hires.

Suggestion re disposal of books – before sending out an email offering discards to all courthouse libraries, approach the smaller libraries first, and wait for responses – these are not staffed full time and often miss the general email before the items are spoken for.

Can FOLA be approached to run sessions on library management. There used to be a “Guide to LibraryCo Inc” that was directed to Association Presidents, Library Chairs and Staff – originally publishing in 2010 and revised in 2013. We would like FOLA to assist in making associations aware that there are resources available with regard to the operation of the law libraries. We recognize that some associations do not have a Library Chair or Board. All Associations should be aware of how the system works, and how each association fits into the system with regard to structure, reporting, communication, finances, HR matters etc.

COLAL Conference Workshop suggestions

COLAL will be Oct 3-4 at the Sheridan Centre in Toronto. Krystal Singh will assist with booking and making arrangements.

Program suggestions

Mental Health – mindfulness

Yoga Session

QuickLaw

Negotiating compensation

Wild Apricot (Membership management software)

Survey update – charts & Tables are complete. Final version is almost ready. This updates the 2014 survey – there is an increase in education and an increase in experience among the library staff. The survey will be forwarded to the PRC

A tangential discussion about salaries took up a bit of our time. This topic was tabled until the Fall meeting.

Motion to Adjourn

Moved: Pia Williams (Waterloo)

Meeting adjourned at 2:25 PM

Next meeting will be at COLAL in Toronto, October 3-4, 2019