

Meeting Called to order at 12 noon CDT

**In Attendance via ZOOM:**

Barb Alcock (Huron), Carolyn Alsop (Oxford), Maria Berezowski (Kenora), Lynda Cavanagh (Leeds & Grenville), Ronn Cheney (Grey County), Jennie Clarke (Durham), Karen Cooper (Hamilton), Judith Dale (Hastings), Laura Dobbie (Peterborough), Julie Dobson (Peel), Lily Duong (Peel), Derek Drake (Lincoln), Marilyn Elkin (Dufferin), Amanda Elliott (CCLA), Kelly Elliott (Lincoln), Marie-Josée Filio (Cochrane), Melissa Firth (Peel), Michelle Gerrits (Lambton), Gabrielle Gignac (Victoria Haliburton), Patricia Harris (Muskoka) (Parry Sound), Jackie Hassefras (Frontenac), Helen Heerema (Thunder Bay), Doug Hewitt (Essex), John Kerr (Wellington), Brenda Lauritzen (CCLA), Karen Lauterbach (Kent), Denise Lortie (Stormont Dundas & Glengarry), Janet Marchment (York), Duncan McCrie (Waterloo), Laurie McDonald (Bruce), Mary-Jo Petsche (Welland), Sheri Proulx (Renfrew), Joan Rataic-Lang (TLA), Laura Richmond (Hamilton), Cynthia Simpson (Middlesex), Laurie Stoddart (Renfrew), Shabira Tamachi (Middlesex), Arielle Vaca (Peel), Jen Walker (CCLA), Amanda Ward-Pereira (Algoma), Ciara Ward (Northumberland), Pia Williams (Waterloo), Lena Witzel (Haldimand) (Norfolk), Shannon Wittmaack (Temiskaming), Chris Wyskiel (Brant), Stacey Zip (Simcoe).

**Membership Changes**

*Welcome to new members*

Waterloo: Duncan McCrie joined the staff in March 2020

Dufferin: Marilyn Elkin

Cochrane: Marie-Josée Filio

Hamilton: Rachel Anderson

*Returning:*

Nipissing: Amanda Adams

*Good-bye:*

Waterloo: Sara Faulhafer

Cochrane: Tyler Roy & Robert Girard

Nipissing: Peter Thompson

**Additions, amendments to agenda?**

None

Motion to approve Agenda/additions/amendments

Moved by\_\_Helen Heerema      Seconded by Gabrielle Gignac

Motion Carried

**Corrections/omissions to Minutes of October meeting?**

none

Motion to Approve minutes from October meeting :

Moved by      Betty Dykstra      Seconded      Karen Lauterbach

Discussion? None

Motion Carried

Business arising from the minutes

none

Chair's Report (attached) Pia Williams

In addition to her printed report, Pia reminded us about the 30-day free trials of Westlaw and Lexis Advance Quicklaw available to all of our lawyers and ourselves. We believe these offers will be extended through the end of June.

Don't forget to keep your listing on the OCLA app up to date (forward updates/changes to Chris Wyskiel)

Pia also commended OCLA members for continuing to assist each other. Please continue to help each other and check in on each other. Be sure to ask for help if you need it.

### **Treasurer's Report (Michelle Gerrits)**

Motion to approve Treasurer's Financial Statements (attached) for April 2020

Moved by Michelle Gerrits      Seconded by Cynthia Simpson

Discussion?      None

Motion Carried

### **Update from LIRN Chair, Johanne Blenkin**

Johanne is both a librarian and a lawyer (librarian came first)

Johanne went over the list of board members (attached)

The board's approach is "What does the "next normal" look like? They are working to be forward thinking. She stressed that the previous tensions among stakeholders are to be left in the past, and that all are trying to collaborate to make a viable and strong network.

Plans have not gone as scheduled, since COVID struck just as they were looking to hire staff for the LIRN.

Rosalie Fox (board member) stepped up to act as intermediary with the Publishers regarding the free trial offers.

Johanne assured us that there will be no library closures without stakeholders' agreement.

They hope to determine how to work more effectively in a remote setting.

We need an Emergency response Plan (FOIA LIRN Committee is in agreement)

The LibraryCo website is out of date. One of the first tasks will be to replace this in order to improve communications.

The board is trying to set procedure & processes and to improve transparency.

"We are here. We want to work with you. We are a very committed board."

The search for a managing director continues – they hope to have someone in place by August or September.

In the interim, they have hired a librarian on a 6-month contract to start the process. They have not announced who this is at this time. He/She will be looking at conducting a system-wide inventory, and back-to-work dates.

## **ITEMS FOR ACTION/DECISION/DISCUSSION**

### **Westlaw Next and Lexis Advance QuickLaw trials for Members**

Libraries who do not currently subscribe to Westlaw are encouraged to take advantage of the trial offer. It is very possible that Thomson Reuters will extend this offer until the end of June.

### **Working Remotely from Home – Issues, Suggestions to help if it happens again**

Librarians working remotely should have a cell phone provided by their association – ie should not have to give out their personal number to conduct association/library business.

Associations should provide a laptop with the appropriate software, as well as a printer/scanner. Not everyone has suitable technology at home. Some librarians found that they cannot set up an ergonomic home office with resources from home.

Internet is inconsistent in some areas – makes it very difficult to connect to resources.

It can be difficult to find people to sign cheques (payroll/bill paying) when the lawyers are also working from home.

Cloud based programs can make remote access easier. Otherwise remote access software such as Log Me In and Team Viewer mean you can connect to your office computer from home (as long as your office computer does not get turned off for some reason, requiring you to go to the office and turn it back on)

### **2020 COLAL**

We believe/hope that COLAL will go ahead this Fall. It is very likely that we will not be able to meet in person, though. At this time, no arrangements have been made for a venue, and we do not know if travel will be possible or advisable by then. There may not be time to pull everything together when/if there is a green light.

We will hold the AGM by ZOOM if necessary.

This is an election year.

We could follow CALL's lead and offer several CPD sessions over a week's time (one per day or so) rather than spending two full days in front of our screens.

## **COMMITTEE REPORTS**

### **Internal Audit Report (B. Dykstra)**

Nothing is amiss in the financial reporting.

### **Core/Essential Committee (J. Kerr, K. Elliott, L. Dobbie, J. Walker)**

Lists are in limbo. The committee has been revising them, and is considering the importance of electronic resources in this unsettling time.

### **FOLA PRC Committee (C. Ward, J. Walker – Area libraries are no longer represented)**

In March, the FOLA Library Committee was reorganized by Nathan Baker and Katie Robinette. The new committee has fewer representatives from the Libraries and the Lawyers. Where we used to be able to put forth our own choices for OCLA representation (as elected by our members) the new committee will be formed by appointment from FOLA, and we will be represented by two, rather than three, library staff.

Jen Walker tried to emphasize the importance of this committee as it stood, to no avail. Nothing has happened since then. There is potentially a meeting in June.

### **Member AT Large Report – attached (C. Ward)**

Very little to add to the report as attached. The Bursary Process went ahead, and bursaries were awarded two days before the lockdown started. Please remember to apply next year.

### **Website Committee (H. Heerema) survey attached**

The Website has been transferred over. Helen has been working on it since March. It is hosted on BrickHost. Everything has been transferred including the discussion board.

A survey was sent out in May asking for input on what to keep on the website and whether to place certain documents behind the members' wall. 33 responded, and the survey results are included in the meeting documents.

Thanks to Michelle, I have now placed the correct version of the Bursary guidelines on the website. (Pat Henry did them before she retired)

Libraries are listed on the website and linked to their association websites. If no website exists, then the library name is linked to the information on the LibraryCo website, for now.

We will add links to research resources.

Executive has access to all passwords for the various social media.

Would like to include Chris Wyskiel on the website committee because of the work she does on the app.

### **Salary Survey Committee (K. Elliott & M Firth)**

As proposed at the October Meeting during COLAL.

No update available at this point.

Please send an email to Kelly or Melissa if you use an existing payroll service.

## **NEW BUSINESS**

### **Best Practices**

There is an area in the website for Best Practices, or a bank of "How To" suggestions, so we can share, and not "reinvent the wheel" each time.

Request for volunteers to spearhead the committee? Betty Dykstra, Laura Richmond. John Kerr is willing to add material.

The Google site has been set up by Chris. Has anyone contributed?

Helen will add a link on our website to the Google drive.

Helen has sent the executive a link to the photo profiles of our libraries that were sent to LibraryCo.

Please be consistent in naming your documents, including a date in the title. Keep titles simple.

### **Bylaws – draft of amendments (Attached)**

Proposed changes. Ciara has commented. Please provide any comments you may have to Helen.

Changes are to be made at the Fall OCLA meeting.

The main changes are to the list of duties for the Member at Large.

### **Policies and Procedures – draft of amendments (attached)**

Trying to pull together all policies and procedures for each position and committee.

Ciara has provided comments on the policies and procedures and offered to provide better guidelines for the Archives Committee. (what do we keep, how do we keep them, how do we store them etc)

Committees: please review your section and send Helen your comments on what the guidelines should say about your committee.

PRC Committee: FOLA seems to have decided who will represent us on their committee. Not sure what that means for us. (Committee is now called FOLA LIRN Committee)

Privacy Policy for website is not yet in place. If you have a privacy policy, please submit it to Helen.

Communications directive: issued in 2011. Ciara has already provided some comments on changes needed, but please look at it and provide your input to Helen.

**For both the Bylaws and Policies/Procedures documents, please provide input to Helen.** She will try to incorporate the suggestions into the draft documents in preparation for our Fall meeting.

### **Submissions to OCLA newsletter**

Please send to Laura Richmond. We had been trying to produce it quarterly, but will likely be semi-annual going forward. (issues to circulate each year following CALL and COLAL)

### **FINAL REMINDERS:**

This is an election year – consider joining the executive.

OCLA APP – forward any changes to Chris Wyskiel so she can update your library's listing.

### **Motion to adjourn**

Moved by Cynthia Simpson

Meeting adjourned at 1:04 CDT

Next Meeting? TBD - October – likely via ZOOM