



## **Minutes**

### **Ontario Courthouse Libraries Association Meeting**

May 18, 2022 @ 12:00 PM Eastern Time (US and Canada) - Via Zoom

**Present:** Alcock, Barb (Huron Law Association); Alsop, Carlyne (Oxford Law Association); Ball, Justin (Stormont, Dundas & Glengarry Law Association); Berezowski, Maria (Kenora District Law Association); Berisha, Shega (Hamilton Law Association); Cavanagh, Lynda (Leeds & Grenville Law Association), Cheney, Ronn (Grey County Law Association); Dobbie, Laura (Peterborough Law Association); Dobson-Goodland, Julie (Peel Law Association); Drake, Derek (Lincoln County Law Association); Duong, Lily (Peel Law Association); Dykstra, Betty (York Region Law Association); Elliot, Kelly (Lincoln Law Association); Gerrits, Michelle (Lambton Law Association); Gignac, Gabrielle (Victoria Haliburton Law Association); Harris, Patricia (Muskoka/Parry Sound Law Association); Hassefras, Jackie (Frontenac Law Association); Hawtin, George (Simcoe Law Association); Heerema, Helen (Thunder Bay Law Association); Huie, Sarah (Waterloo Region Law Association); Katona, Margaret (Rainy River Law Association); Lauritzen, Brenda (Carleton Law Association); Lauterbach, Karen (Kent Law Association); Lowe, Gena (Perth Law Association); Marchment, Janet (York Region Law Association); McDonald, Laurie (Bruce County Law Association); Petsche, Mary-Jo (Welland County Law Association); Proulx, Sheri (Renfrew County Law Association); Rataic-Lange, Joan (Toronto Law Association); Simpson, Cynthia (Middlesex Law Association); Sirman, Carol (Lennox & Addington Law Association); Strain, Megan (Toronto Law Association); Strandholm, Nicole (Hamilton Law Association); Tamachi, Shabira (Middlesex Law Association); Walker, Jennifer (Carleton Law Association); Ward, Ciara (Northumberland County Law Association); Ward-Pereira, Amanda (Algoma District Law Association); Weist, Kelsi-Ann (Sudbury Law Association); Williams, Pia (Waterloo Region Law Association); Witzel, Lena (Haldimand/Norfolk Law Association); Wyskiel, Christiane (Brant Law Association);

**Secretary:** Christiane Wyskiel

**Guest:** Theresa Leitch (LiRN Board Manager)

#### **1. Call to Order**

The meeting was called to order at 12:00 p.m. by OCLA Chair, Jennifer Walker.

#### **2. Membership Changes Since Last Meeting**

Jennifer announced the membership changes since the last meeting. Jenny Wong (Cochrane – Timmins), Jennifer Bickley (Hamilton), Jo-Ann McQuillan (Peel), George Hawtin (Simcoe), Justin Ball (Stormont, Dundas & Glengarry), and Kelsi-Ann Weist (Sudbury) are new members of OCLA. Amanda Ward-Pereira (Algoma), Amanda Elliott (Carleton), and Laura Dobbie (Peterborough) were welcomed back. OCLA said goodbye to Amanda Adams (Nipissing), Kimberly Cadieux (Stormont, Dundas & Glengarry), Marie-Josée Filo (Cochrane - Timmins), Melissa Firth (Peel), Roxanne Toth-Rissanen (Algoma), Brianna Storms (Peterborough) and Stacey Zip (Simcoe County). By week's end, Rannah Sopha (Sudbury) will be retiring after many years of service.

#### **3. A Call for Additional Items to the Agenda**

There were no items added to the agenda.

##### **3.1 Motion to Approve the Agenda**

Motion to approve the May 18, 2022 agenda by Barb Alcock, SECONDED by Linda Cavanagh; CARRIED.

#### **4. Review of Meeting Minutes - Discussion / Changes Required**

There was no discussion or changes to the meeting minutes of November 9, 2021.

##### **4.1 Motion to Approve of the Minutes of November 9, 2021**

Motion to approve the minutes of November 9, 2021, by Cynthia Simpson, SECONDED BY Joan Rataic-Lang; CARRIED.

#### **5. Update from LiRN Managing Director (T. Leitch)**

- **COLAL Conference**

The conference will be held in person in Toronto, mid-October. For those uncomfortable traveling during the pandemic or are unable to attend the conference, a hybrid option will be offered. The name of the conference may be changed to something more descriptive to convey its objectives. Theresa thanked OCLA for its support in helping round out the agenda.

- **Support the Supporter**

Library staff are often the ones lawyers turn to when dealing with mental health and/or addiction. LiRN will be compiling a few support resources on the website (login-in side) to help library staff, and in turn their members. The resources will be featured on the *Support the Supporter* page. The page will also have a link to the Member Assistance Program (MAP) which is provided by Homewood Health through the Law Society. MAP provides access to counseling and online resources to lawyers, articling students, and paralegals. LiRN is also in the process of scheduling CPD session dates with Doron Gold who is a staff clinician and presenter for MAP.

- **Suite of Centralized Electronic Resources**

Theresa thanked the library staff for persevering through the CPD sessions for the e-suite of resources. LiRN is currently working on recording interviews with various authors of Irwin Law's E-Library. The interviews will be posted as part of a marketing promotion program. Library staff were encouraged to volunteer for an interview to showcase a text or the product. Betty Dykstra noted if there was any outreach to new law school grads and new calls. Theresa commented that marketing the e-resources in the Ontario Reports would reach new members and articling students. LiRN is also liaising with vLex, LexisNexis, and Thompson Reuters to distribute their corporate swag to library staff.

- **Library Budgets**

Library staff have been returning the completed budget documents promptly. Theresa is available to answer any questions and concerns about the budget documents.

The LiRN Board recently approved a two-year implementation plan regarding the grant administration policy. Theresa is expecting an updated list of library fund balances from the LiRN treasurer. Once the list is reviewed Theresa will reach out to individual libraries that are affected. Betty noted that not all historical fund balances result from the grant, some libraries have other accumulated revenue such as copy funds.

- **HR Consultations**

LiRN is in the process of creating job descriptions along with salary bands with input from an HR consultant. The previous job descriptions for the local library staff outlined tasks that were to be completed by a roving librarian



or with assistance of a regional library, which is not the reality. A new job description for the local libraries which are fully run by the staff will be updated. LiRN acknowledges that there are HR practices in place in some libraries and as the funder, not the employer, LiRN is limited in dictating what library staff can or cannot do. A report will be submitted to the LiRN Board at the end of May. More updates will follow.

There is a lack of clarity surrounding association services vs library services. The LiRN Board will likely consult with the shareholders/stakeholders for clarity in addressing the overlap in services. Once the feedback is amassed the LiRN Board will create a set of network HR policies.

#### **Questions for Theresa Leitch (LiRN Board Manager)**

- Q. What is the status of the vLex remote access project?
- A. The code to be embedded on the LiRN website for direct access to vLex had some issues. The project has been delayed by a few weeks till the bugs in the code can be resolved.
- Q. Concerning completing the budget document, what are the guidelines for a salary percentage increase in light of not having the salary bands in place?
- A. It is an election year for Benchers and it is hard to predict what will be accepted. Theresa suggested inserting an amount that “feels right” and LiRN will try to work with that amount.
- Q. What is the status of the laptop rollout?
- A. There are some supply chain issues therefore a partial rollout is likely. Updates will follow.

Jennifer Walker thanked Theresa Leitch for the LiRN update.

#### **6. Business Arising from Minutes**

There were no items arising from the minutes.

#### **7. Chair’s Report (J. Walker)**

Jennifer expressed her thanks to the OCLA Executive for their dedication to the organization, individual staff, and the profession. Helen Heerema and Ciara Ward who are liaising with the FOLA PRC Committee were also thanked.

Since the last meeting, OCLA has taken a step back to allow staff to learn and implement the e-suite of resources. Library staff should be commended for helping to strengthen the system by embracing the various e-resources and in turn offering these new products to the lawyers.

Planning is underway for an in-person fall conference. The newly constituted Professional Development Committee has been working with LiRN to put together an exciting conference program. This partnership helps both OCLA and LiRN.

Thanks was extended to the LAT for all of their time donated to the team. It was noted that a local library representative is needed on the team and expressions of interest should be directed to Jacquie Fex (LiRN).

Jennifer mentioned that she’s been reflecting on a document written by former member Wendy Hearder-Moan on the history of OCLA. A couple of sentences from the document were noted, “Looking back, however, it seems



to me that too much energy has been spent fighting against the current.”

Wendy also stated, “We should gracefully acknowledge (and encourage our associations to acknowledge) that the Law Society, through LibraryCo has the responsibility to govern our libraries in the best interests of the lawyers of Ontario and that the role of the local associations and OCLA is to work with, not against, the process. As has been stated so many times in the past, OCLA needs to get a place at the table, in order to be part of whatever is being decided. To do this we have to avoid an automatic narrow parochial reaction (of which I confess to being guilty on more than one occasion; it’s hard to teach an old dog new tricks).”

Contentious moments have arisen during the various FOLA meetings and a balance has to be struck as to when to push back on an issue. It is with hope, that OCLA has proved useful during this momentous time of change in the system and that we may finally have a voice at the table.

At the fall meeting, a new slate of Executive members will be elected. All positions are open except for Past Chair. Anyone on the Executive would be happy to discuss their role and the time commitment involved. Jennifer encouraged library staff to consider putting their name forward, as well as nominating other individuals.

#### **8. Member-at-Large Report (M.J. Petsche)**

Due to a vacancy, Mary-Jo took over the role of Member-at-Large in the spring of 2021. The duties of Member-at-Large are to announce departures and arrivals in the system; maintain and distribute the OCLA membership directory, and coordinate with the Treasurer to send out retirement donations.

As was noted there have been many changes in the system. The agenda contains the comings and goings. An updated list will be circulated to the members and provided to Helen to post on the website.

#### **9. Internal Audit Committee Report (B. Dykstra, C. Simpson)**

The Internal Audit Committee reported that the financial statements were in order.

##### **9.1 Treasurer’s Report - Financial Statements 2022 (M. Gerrits)**

The financial statements were included in the agenda package. Michelle provided the financial report. As noted in the statements total income to April 30<sup>th</sup> was \$3,208.52; expenses were \$255.75 with a profit of \$2,952.77. The bank balance of \$18,439.61 is a result of the lack of conference bursaries awarded for travel. The income/expense document goes back to 2019 and reflects the downward trend of expenses due to the pandemic.

##### **9.2 Motion to Approve the Treasurer’s Report and Financial Statements (M. Gerrits)**

Motion to approve the Treasurer’s Report and Financial statements by Michelle Gerrits; SECONDED by Cynthia Simpson;  
CARRIED.

#### **10. Committee Reports - Updates**

##### **10.1 Best Practices Committee (B. Dykstra, J. Kerr)**

Currently, the committee is in a holding pattern until it is determined if LiRN will move forward with best practice guidelines.

Betty has seen a draft best practices manual (a living document) being produced by Jacquie Fex (LiRN) which will be distributed to new members. The manual contains collection development policies, succession planning steps, CPD tips & tricks, publisher contacts, etc. The manual is a compilation of readily available documents.

Rather than disbanding, the committee would appreciate more time to upload best practices documents to the Google drive/website.

### **10.2 Core Titles Committee (D. Drake, K. Elliot, J. Kerr, M. Strain)**

Kelly stated that the committee is in the process of setting up a meeting. The titles available through the e-resources will likely be eliminated from the core list. When completed a new list will be circulated to the members. The committee will also send out a survey asking for a list of titles that are on current subscription e.g., a module in O'Brien's. Once those titles are amassed a list will be produced and circulated. If any titles need to be added or removed from the list the committee is open to suggestions.

### **10.3 FOLA PRC Committee (H. Heerema J. Walker, C. Ward)**

Helen provided an update on the recent FOLA PRC Committee meeting. The meeting proved to be contentious. FOLA's focus is to maintain the volume of association work performed by the library staff. LiRN is seeking to reduce association work.

Neither LiRN nor FOLA are interested in becoming an HR manager or providing guidance to the associations on HR issues. The division of association/library work will likely fall in the middle. During the meeting, Jennifer was quoted as saying, "OCLA will not be supplying FOLA with ammunition to use against LiRN." Helen advised that staff should have a written contract, know their rights, and get feedback from association boards. Another meeting is scheduled for June.

### **10.4 OCLA Bursary Committee (M. Gerrits, P. Williams)**

Pia reported that one bursary was awarded to Lee Holstead (Durham Region) to attend the CALL conference. With the upcoming LiRN conference, hotel expenses will be incurred. OCLA members were encouraged to apply for a bursary to cover those expenses.

### **10.5 Professional Development Committee**

Pia noted that the committee is working with LiRN to create an agenda for the fall conference.

### **10.6 Website Committee (H. Heerema, S. Huie, P. Williams)**

Helen reported that the website is working although there was an issue with the web app which has since been resolved. A few more updates are required to the site. Sarah Huie is expected to take over next year as Helen steps back from the role of webmaster.

There are currently 386 documents on the website which includes a vast set of meeting minutes on the members only section of the site. The committee is reviewing options on pairing down the number of minutes currently posted. Website questions or concerns should be addressed to Helen.

## **11. New Business**

- OCLA Access Point – Newsletter Distribution – Quick Poll Results



Jennifer Walker reviewed the survey questions that were posed to OLCA members:

What is your preference for the distribution of the OCLA Access Point newsletter?

- For circulation within OCLA only — Result 40% response
- For wider circulation - with OCLA, FOLA, etc. — Result 20% response
- One issue a year for OCLA only and one issue a year to circulate widely — Result 40% response
- Other

How would you like to see past issues of OCLA Access Point stored on our website?

- In the Members-Only area for OCLA members only — Result 40% response
- On the public side of the OCLA website for anyone to view — Result 20% response
- OCLA-only issues in the members-only, and widely distributed issues on the public side — Result 40% response
- Other

Do you have any interest in other ways of keeping in touch with OCLA members? Choose as many as you'd like.

- Closed Facebook Group
- Slack channel – Some interest expressed
- Discord server – Some interest expressed
- Sticking with email is fine, thanks!
- Other

The results of the newsletter distribution/communication survey were divided therefore the survey will be recirculated.

The floor was open to questions.

Kelly Elliot expressed concern that some LSO members tend to devalue and underappreciate the library staff and most have little knowledge of the skill sets, training, or education required to run a library. Having a newsletter with articles that lack substance may further their biases.

Betty Dykstra wondered if there is interest in updating the report on the qualifications of the library staff. This could be something that the FOLA PRC Committee pursues.

It was noted that the CALL/TALL Salary Survey Committee is currently seeking volunteers. Contact the committee for more information.

**For Action:**

At its next meeting, the OCLA Executive are to discuss whether a report should be produced updating the library staff qualifications.

**12.0 Motion for Adjournment (J. Walker)**

A motion to adjourn the May 18, 2022 OCLA meeting by Jennifer Walker; SECONDED by Betty Dykstra; CARRIED.



The meeting ended at 1:14 p.m.

**13.0 Date of Next Meeting**

The date of the next meeting is October 13<sup>th</sup>, 2022 @ 4:00 p.m. in Toronto.