



Minutes

Ontario Courthouse Libraries Association Meeting – AGM

Eaton Centre Marriott Hotel, Toronto

October 13, 2022, @ 4:00 PM Eastern Time (US and Canada) – In person and Via Zoom

Present: Alcock, Barb (Huron Law Association); Alsop, Carolynne (Oxford Law Association); Ball, Justin (Stormont, Dundas & Glengarry Law Association); Berezowski, Maria (Kenora District Law Association); Cavanagh, Lynda (Leeds & Grenville Law Association); Cheney, Ronn (Grey County Law Association); Cooper, Karen (Halton County Law Association); Dale, Judith, (Hastings & Prince Edward Law Association); Dobbie, Laura (Peterborough); Drake, Derek (Lincoln County Law Association); Dykstra, Betty (York Region Law Association); Elkin, Marilyn, (Durham Region Law Association); Elliott Amanda, (Carleton Law Association); Elliott, Kelly (Lincoln Law Association); Gerrits, Michelle (Lambton Law Association); Gignac, Gabrielle (Victoria Haliburton Law Association); Gilbert, John (Bruce 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); Hewitt, Doug (Essex Law Association); Huie, Sarah (Waterloo Region Law Association); Katona, Margaret (Rainy River Law Association); Kerr, John (Wellington Law Association); Landriault, Michelle (Prescott & Russell Law Association); Lauterbach, Karen (Kent Law Association); Lauritzen, Brenda (Carleton Law Association); Lowe, Gena (Perth County Law Association); Marchment, Janet (York Region Law Association); Mitchell, Liz (Lanark County Law Association); Proulx, Sheri (Renfrew County Law Association); Sealy, Karen (Elgin 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); Vacca, Arielle (Halton County 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

1. Call to Order

The meeting was called to order at 4:00 p.m. by OCLA Chair, Jennifer Walker.

2. A Call for Additional Items to the Agenda

There were no items added to the agenda.

2.1 Motion to Approve the Agenda

Motion to approve the October 13, 2022 agenda by Michelle Gerrits, SECONDED by George Hawtin; CARRIED.

3. Review of Meeting Minutes - Discussion / Changes Required

There was no discussion or changes to the meeting minutes of May 18, 2022.

3.1 Motion to Approve of the Minutes of May 18, 2022

Motion to approve the minutes of May 18, 2022, by Helen Heerema, SECONDED BY Cynthia Simpson; CARRIED.

4. Business Arising from Minutes

- The OCLA Executive are to discuss whether a report should be produced updating the library staff qualifications.

This item was discussed at the Executive meeting held on September 28th, 2022. It was decided to defer this item to the incoming Executive for decision.

- OCLA Access Point 2nd quick poll results.

Jennifer reviewed the survey questions and results.

Q1. What is your preference for the distribution of the OCLA Access Point newsletter?

- For circulation within OCLA only - Result 38% response
- For wider circulation - with OCLA, FOLA, etc. - Result 19.2% response
- One issue a year for OCLA only and one issue a year to circulate widely - Result 42% response
- Other

The results favoured having 1 issue of the newsletter to be widely circulated and the 2nd issue to be circulated internally. The December issue of the newsletter will be a year-in-review format. More detailed information will be communicated to the membership.

Q2. 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
- On the public side of the OCLA website for anyone to view
- OCLA-only issues in the members-only, and widely distributed issues on the public side
- Other

The results were virtually the same as the 1st question and will be discussed with the Website Committee.

Q3. 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

Most of the responses preferred keeping email as a means of communication but there was some interest in other options such as Discord or Slack. After reviewing the results, the current Executive decided to defer this item to the incoming Executive.

5. Chair's Report (J. Walker)

The last two years have proved to be challenging with the LSO budget cutbacks, the varied LiRN initiatives, and the radical shifts in libraries and workspaces. Each OCLA member was acknowledged by the Chair for their efforts in maintaining the libraries, their families, and communities during the pandemic.

There were few projects taken on by the Executive and OCLA in general. The focus has been on advancing our ideas, using our expertise, and advising external organizations such as FOLA and LiRN. Careful positioning with LiRN has helped to create a positive and open environment which will hopefully continue. OCLA members were thanked for their contributions to the various committees, projects, and consultations. Jennifer extended



heartfelt thanks and appreciation to the members of the Executive for their commitment of time and effort.

6. Member-at-Large Report / Membership Changes Since Last Meeting

The Member-at-Large Report / Membership Changes Since Last Meeting was included in the agenda package.

7. Internal Audit Committee Report (B. Dykstra, C. Simpson)

The Internal Audit Committee report was included in the agenda package. The financial statements were in order.

7.1 Treasurer's Report - Financial Statements 2022 (M. Gerrits)

The financial statements were included in the agenda package. Michelle provided the financial report showing the figures for the account pre- and post-Covid resulting in a substantial bank balance. With the impending change in Treasurer, Michelle recommended that a Credit Union be used as their fees are negligible.

7.2 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.

8. Committee Reports – Updates

To save time the committees provided their written reports which were circulated to the membership before the meeting.

8.1 Best Practices Committee (B. Dykstra, J. Kerr)

The Best Practices Committee report was included in the agenda package.

8.2 Core Titles Committee (D. Drake, K. Elliot, J. Kerr, M. Strain)

Jennifer congratulated the committee for a job well done on producing a list that included the electronic e-titles.

8.3 FOLA PRC Committee (H. Heerema J. Walker, C. Ward)

The FOLA PRC Committee report was included in the agenda package. Jennifer stated that a meeting was held on October 7th, 2022. As indicated by their weekly reports and monthly newsletters FOLA is prioritizing advocacy efforts with the Benchers. The committee also discussed the LiRN Library Services & Management Responsibility Policy and the LiRN HR Policy and Guidelines.

8.4 OCLA Bursary Committee (M. Gerrits, P. Williams)

The OCLA Bursary Committee report was included in the agenda package. Michelle received a question from a local library member regarding the bursaries going forward. Upon consultation with Theresa Leitch and Jacquie Fex of LiRN, the bursary process will be less granular. Michelle encouraged the membership to include a professional development line item in their budgets.

8.5 Professional Development Committee

The Professional Development Committee report was included in the agenda package. Jennifer thanked Pia for her collaborative efforts with Jacquie Fex (LiRN) in putting together the Learn with LiRN Conference.



8.6 Website Committee (H. Heerema, S. Huie, P. Williams)

The Website Committee report was included in the agenda package. Helen mentioned that the updated lists will be posted on the website.

Jennifer mentioned that there is no dedicated committee to deal with the social media accounts. Volunteers will be needed and anyone having interest are to contact the Executive or Website Committee.

9. New Business

There was no new business or questions from the floor.

10. Report of the Nominating Committee – OCLA Election (Pia Williams, Chris Wyskiel)

Pia presented the Nominating Committee report.

Motion to approve by acclamation Executive members Kelly Elliott, Chair; Jennifer Walker, Past Chair; George Hawtin and Lee Holstead, Vice-Chairs; Nicole Strandholm, Secretary; Carolyne Alsop, Treasurer; and Sarah Huie, Member-at-Large; by Pia Williams, SECONDED by Betty Dykstra; Carried.

OCLA members warmly welcomed the new Executive.

Incoming Chair Kelly Elliott provided brief remarks. Kelly stated that OCLA has gone through 5 years of no library management to having LiRN put into place, all while struggling to keep libraries functioning during a 2 ½ year pandemic. The previous and current Executive should be congratulated for their efforts.

11.0 Motion for Adjournment (J. Walker)

A motion to adjourn the October 13, 2022, OCLA annual general meeting by Jennifer Walker; SECONDED by Ciara Ward; CARRIED.

The meeting ended at 4:25 p.m.

12.0 Date of Next Meeting

The date of the next meeting is to be determined.