

2020 Annual General Meeting Assemblée générale annuelle 2020

47th Annual Conference
47e Conférence Annuelle

MAY 02, 2020
LE 2 MAI 2020

**Ontario Association of Library Technicians/
Association des bibliotechniciens de l'Ontario**





47th Annual General Meeting 47^e Assemblée Générale Annuelle

Saturday May 02, 2020 / le samedi le 02 mai 2020
Online / en ligne

Agenda / Ordre du Jour

1. Call to order / Ouverture
2. Adoption of the Agenda of the 47th Annual General Meeting
Adoption de l'ordre du jour de la 47^e assemblée générale annuelle
3. Adoption of the Minutes of the 46th Annual General Meeting
Adoption du procès-verbal de la 46^e assemblée générale annuelle
4. Reports / Rapports
 - a. Board of Directors / Conseil d'administration
 - i. President / Président
 - ii. Treasurer / Trésorière
 - iii. Conference Coordinator / Coordinatrice de la conference
 - b. Committees / Comités
 - i. Presidential Award / Prix du président
 - ii. Award for Innovation / Prix de l'innovation
 - iii. Nominating Committee / Comité des candidatures
5. Unfinished Business / Affair en suspens
6. New Business / Affair nouvelles
7. Acknowledgement of the outgoing Board of Directors
Remerciements aux membres sortants du bureau
8. Appointment of the Board of Directors / Nomination du conseil d'administration
9. Thanks to Conference Committee
Remerciements au comité d'organisation de la Conférence
10. Future Conferences / Prochaines conférences
11. Adjournment / Levée de séance



46th Annual General Meeting 46^e Assemblée Générale Annuelle

Saturday May 04, 2019 / le samedi le 04 mai 2019
Best Western Cairncroft
6400 Lundy's Ln
Niagara Falls, Ontario L2G 1T6

Minutes / Procès-verbal

1. Call to Order/Appel à l'ordre

Meeting called to order at 12:16 p.m. Quorum: 23 people required for quorum: 8 proxies, 23 members were present in person. Quorum was met.

The meeting was Chaired by Vincent Elit (President), Liz Aldrey, (Parliamentarian), Sharon Doyle, (Recording Secretary).

2. Adoption of the Agenda of the 46th Annual General Meeting/ Adoption de l'ordre du jour de jour de la 46e assemblée générale annuelle.

No additions or changes to the Agenda. Motion to adopt the Agenda by Kerry McCauley, seconded by Maggie Hulett.
Motion – Carried.

3. Adoption of the Minutes of the 45rd Annual General Meeting/ Adoption du procès verbal de la 45e assemblée générale annuelle.

Moved by Pam Casey, seconded by Liz Aldrey to adopt the Minutes from the 45th Annual General Meeting as read.
Motion – Carried.

4. Reports/Rapports

The Association's Bylaws require that three Board members prepare reports for the Annual General Meeting: The President reports on the Association's activities during the previous year, the Treasurer on the overall financial well-being of the Association, including membership. Finally, the Conference Coordinator reports on financials related to the annual conference as this is the single largest expense the Association bears.

a. Board of Directors/Conseil d'administration

i. President/Président

Vincent Elit gave a summary of his report, the full report is available online.

Questions:

- Douglas Willford asked about attendance at the Student Meet & Greet college events.

ii. Treasurer/Trésorière

Lori O'Connor presented the Treasurer's Report. Bank reconciliation form for end of the year shows balance of \$36,007.75. Outstanding cheques are listed in table and subtracted from the balance. Member fees \$4318.00, and Chapter fees were \$572.00. Total expenses for 2018 \$18,854.87.

Membership statistics are included in the report. We have 127 individual memberships and 35 group members. The full report is available online.

Questions:

- Pam Casey asked if we as a non-profit organization invest in TFSA, Lori O'Connor will investigate and report back to the group.
- Vicky Lynham asked if the Chapter account balances are included in the associations grand total. Lori O'Connor responded, Yes
- Pam Casey asked if members are informed if chapter is active or not. Yes, notification if part of the online sign-up form.

iii. Conference Report/ Rapport de conférence

The 2019 Conference was held at the Best Western Cairn Croft on Lundy's Lane in Niagara Falls. The place was chosen last June and seemed to flow fairly smoothly. Melanie Taylor-Ridgway and several of the Board assisted with glitches. Thanks to Lori; Jessica; Vincent and Mary.

As part of personal trips to the Falls; several meetings were held with the Hotel and possible presenters-many other presenters were reached through emails and with Melanie's help.

Thanks to Mary Chisholm for the amazing cover for the conference.

The Niagara Falls Public Library agreed quickly to hosting us for a day and provided the rooms for free. They also offered two of their staff to host a Makerspace workshop throughout the day in the Sir Harry Oakes Room.

Several local businesses offered their products at whole costs to the Conference.

Several local businesses have also donated prizes for the draws, including Pelham Public Library and Belleville Public Library.

The Theme was Poetry in Motion and several activities were planned for the Conference including Black Out Poetry, Spine Poetry, Magnetic Poetry and Poetry Bingo.

Thank you to the local people mostly from the Niagara area who were presenters at the Conference.

Moved by Douglas Willford, seconded by Katherine Heney to adopt all three reports as written and presented.

Motion Carried.

b. Committees/ Comité

i. Presidential Award / Prix du président

No nominations were received by the committee.

ii. Award for Innovation/ Prix pour l'innovation

No nominations were received by the committee.

iii. Nominating Committee/Comité des candidatures

No nominations were received by the committee.

Elections of Officers

Liz Aldrey will be parliamentarian for the nominations and elections.

President

Kerry McCauley nominated Vincent Elit, seconded by Douglas Willford

No other nominations.

Motion to close by Pam Casey, seconded by Katherine Heney

Vincent Elit acclaims the position.

Motion Carried

President-Elect

No Nominations

Moved to close by Lori O'Connor, seconded by Janna Colton

Position Vacant.

Motion Carried

Treasurer

Janna Colton nominated Lori O'Connor, seconded by Vicky Lynham.

No other nominations.

Motion to close by Kerry McCauley, seconded by Jill Turner Georicke.

Lori O'Connor acclaims the position.

Motion Carried

External Communications Coordinator

Heather Casson nominated by Vincent Elit, seconded by Pam Casey.

No other nominations.

Motion to close by Janna Colton, seconded by Douglas Willford.

Heather was not in attendance at meeting and will accept the position.

Motion Carried

Internal Communications Coordinator

No nominations.

Motion to close by Janna Colton, seconded by Maggie Hulett.

Position Vacant.

Motion Carried

Conference Coordinator

Janna Colton nominated by Lori O'Connor, seconded by Kerry McCauley.

Motion to close by Pam Casey, seconded by Maggie Hulett.

Janna Colton acclaims the position.

Motion Carried

Chapter Coordinator

Jeka Dupont nominated by Vincent Elit, seconded by Katherine Suffoletta

Motion to close by Lori O'Connor, seconded by Janna Colton.

Jeka was not in attendance at meeting and will accept the position.

Motion Carried

Motion to adopt the committee reports as presented moved by Kerry McCauley, seconded by Liz Aldrey.

Motion Carried.

5. Unfinished Business/Affaires en suspens

No unfinished business.

6. New Business/Affaires nouvelles

i) Moved by Pam Casey, seconded by Sharon Doyle, that a committee be struck to discuss the future of OALT/ABO.

Motion to close by Douglas Willford, seconded by Kerry McCauley.

Motion Carried

Board of Directors will be in contact with committee.

Brief brainstorming session followed on possible committee activities.

- Pam Casey – We need to increase membership and engagement among existing members.
- Jill Turner Goericke – Student meet & greets add student members.
- Janna Colton- Arrange town hall meetings to discuss association.
- Maggie Hulett – Is membership open to all without restrictions?
- Katherine Heney – Change membership requirements to allow all library workers to join.
- Lori O'Connor – Workforce recognition of Tech Diploma is not universal.
- Janna Colton – Publicity across the province
- Melanie Ridgway-Taylor – Online program does not always tell students about our association, lack of publicity about programs
- Douglas Willford – Reduced number of colleges offering the program, lack of representation of library technicians.
- Janna Colton – Library tech programs need to be more involved with the association.
- Douglas Willford – Library tech meetings at school boards level.
- Maggie Hulett – Benefits of membership need more promotion.
- Jill Turner Goericke – Technicians often work in areas other than the library.
- Sharon Doyle – Offer free membership for all students in program. Offer conference sponsorship to one student from each college program.
- Pam Casey – We need to be on all social media platforms.

ii) Kerry McCauley announced the Toronto Chapter may start again with a Pub Night event.

iii) Moved by Lori O'Connor, seconded by Pam Casey that Liz Aldrey be awarded a Lifetime Membership to the association.

Motion Carried.

7. Acknowledgement of the outgoing Board of Directors/Remerciements aux membres sortants du conseil d'administration

At this point the membership has the pleasure of thanking the members of the 2018/2019 Board, who have served the Association so well in the past year.

8. Appointment of Board of Directors/Nominations du conseil d'administration

Present: Vincent Elit President, Treasurer: Lori O'Connor. External Communications Coordinator: Heather Casson. Internal Communications Coordinator: Vacant. Conference Coordinator: Janna Colton. Chapter Coordinator: Jeka Dupont.

Moved to accept the slate of directors by Liz Aldrey, seconded by Douglas Willford.

Motion Carried.

9. Thanks to Conference Committee/Remerciements au comité d'organisation de la conférence I'd like to thank those members that volunteered over the past three days of Conference and to all the volunteers for your efforts.

10. Future Conferences/Prochaines conférences

Pam Casey suggested that we change the days of the week the conference is held. By changing to a Thursday evening start and Sunday pm. ending we may attract more library workers who cannot attend weekday sessions/events.

11. Adjourned/Ajournement Call to close. Moved by Pam Casey to adjourn the meeting, seconded by Liz Aldrey. Motion – Carried. The 46th Annual General Meeting of OALT/ABO is hereby adjourned at 1:35 p.m.



47th Annual General Meeting 47^e Assemblée Générale Annuelle

Saturday May 02, 2020 / le samedi le 02 mai 2020
Online / en ligne

President's Report / Rapport du Président

On behalf of the membership of the Ontario Association of Library Technicians/Association des bibliothécaires de l'Ontario (OALT/ABO), I would like to first begin by thanking the members of the Board of Directors, including Lori O'Connor, Sarah Goodyear, Heather Casson, Janna Munkittrick-Colton and Jeka Dupont, the Appointed Officers including Tiffany Ribeiro and Mary Chisholm and the Appointed Executive Officers of the 4 Chapters.

On Saturday May 4th, 2019, the 46th Annual General Meeting of OALT/ABO was called to order. Having obtained quorum through a combination of proxyholders and members present, the membership got on with the business of the Association. Most of the Board positions were filled except for the position of President-Elect and Internal Communications Coordinator, which remained vacant.

The Board of Directors ("the Board") met for the first time on May 23rd, 2019, via the Associations' online meeting software (Google Meet). Over the course of the year the Board met formally 12 times. The majority of our meeting this year were held online, with an in-person meeting in March 2020. All of the meetings this year were held online. Members of the Association also attended Advisory Committee meetings of the Algonquin and Mohawk Colleges' Library and Information Technician Programs.

In October, Heather Casson stepped down as the External Communications Coordinator, and we welcomed Sarah Goodyear as the Internal Communications Coordinator, and Tiffany Ribeiro as Association Archivist. The position of External Communications Coordinator remained vacant for the rest of the year.

One of the large focuses of the Board again this year was the continued implementation of Google Not for Profit as our document management platform. This platform now allows the Board to manage all OALT/ABO documents, correspondence and archives in a centralized location, with access control to access these electronic files. All Committees and Chapters are also now using Google as their document management platform.

The Board has also continued our work on membership engagement and communications with our membership and the wider library community. The association created an Instagram account, and have continued to share news and events on Facebook, Twitter and LinkedIn. In the later part of the year, the Board also began to pilot a weekly "Update from the Board of Directors on the OALT/ABO Discussion List. The Board also distributed the results of the 2017 Salary and Library Profile Survey.

At the end of 2019, our social media following included: Facebook (583 fans), Twitter (874 followers), Instagram (69 followers) and LinkedIn (579 followers). A summary of our social media highlights can be found at the end of this report.

In 2019, there were no nominations received for either the Presidential Award or the Award for Innovation this year. The Board recognized the OALT/ABO Outstanding Student Award winners of the four college programs, including: Abby Marteja (Algonquin), Kyle Crossman (Durham), Sharon Hoedlmoser (Mohawk), and Jennifer Conley (Seneca).

This year we held Student Meet and Greets at 2 of the 4 college programs. These include Algonquin College and Mohawk College. Durham College and Seneca College students meet with members from the Board at the OLA Super Conference and Winter Social event.

Algonquin College – The Executive of the Ottawa Chapter/Section d'Ottawa hosted our annual Meet and Greet event on October 9nd. This event was well attended, including members from the Association. This was a great turnout. Our thanks go out the Executive of the Ottawa Chapter/Section d'Ottawa for their planning and execution of this event.

Mohawk College – This year we held two Zoom meetings, taking place on November 6 and November 14. Both of these events were well attended. Students who attended these sessions had some great questions, and we received positive feedback from attendees.

The Association had another successful year at the 2020 OLA Super Conference with much interest at the booth in the Expo and fantastic sessions. The Board would like to thank Deborah Kay, Dolores Harms Penner, Helena Merriam and Susan Pratt for their work on the shared booth and to Mary Chisholm as the Library Technician Stream Planner. There were eleven sessions in the Library Technician stream that were of interest to library technicians in a variety of roles, from government, to academic, to school libraries and more. This is the highest number of sessions in the Library Technician stream to date.

At this year's super conference, the Board held our Winter Social event on January 30, 2020 at the Elephant and Castle in Toronto. This event brought out a number of Durham and Seneca College students, who learned more about the Association, and members from the Toronto area.

Every year we look forward to our annual conference as an important time to connect, share and learn together. This year, however, we are facing a unique global challenge with the introduction of the COVID-19 pandemic, sparking alarming public health concerns.

Therefore, after very careful consideration, the Board of Directors made the decision to cancel our 2020 annual conference. We made this decision factoring in the on-going uncertainty around COVID-19 and its potential impacts on the health and safety of the attendees, speakers, and the local community.

For forty-seven years, the Ontario Association of Library Technicians/Association des bibliotechniciens de l'Ontario has been a source of initiative and innovation for library technicians of the province. The Association and the membership have been called upon to give their skills, time and energy to:

- Define clearly the role of the Library and Information Technician and to make this definition widely known.
- To publicize the value of Library and Information Technicians and promote wider understanding and acceptance of their status.
- To institute recognized standards operating on the Provincial level.
- To work to liaison with related professions and institutions and to promote effective communication among Library and Information Technicians and others in closely related fields.
- To be receptive and aware of the constant changes and needs in the field of Library and Information Technology and the community
- To disseminate information related to Library and Information Technicians

I would like to encourage any member (new or existing) who would like to be part of the Board of Directors, Chapter Executive, or a Committee. It is an extremely rewarding opportunity, which allows you to help out the Library Community at the same time. I have had a great chance to work with an amazing team of committed volunteers, where all our interests, skills and expectations have been matched and met. I encourage you to do the same. I would like to extend my deepest thanks to the members of the Board of Directors, Appointed Officers and the Chapter Executive Teams for their work this year.

Respectfully submitted,

Vincent Elit

President, Board of Directors | Président, Conseil d'administration

Ontario Association of Library Technicians/Association des bibliothécaires de l'Ontario

info@oaltabo.on.ca | <https://oaltabo.on.ca/>

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47th Annual General Meeting 47^e Assemblée Générale Annuelle

Saturday May 02, 2020 / le samedi le 02 mai 2020
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Treasurer's Report / Rapport de la Trésorière

OALT/ABO Financial Statement December 31, 2019

Cash on hand December 31, 2018 **\$36,007.75**

Year-to Date Previous YTD
Jan 1/19 to Dec 31/19 Jan 1/18 to Dec 31/18

Revenue

Membership Fees	3,518.00	4,318.00
Chapter Fees	638.00	572.00
Conference	9,570.75	8,475.75
Corporate sponsorship	1,650.00	1,700.00
Miscellaneous	151.65	6,149.51
Total	15,528.40	21,215.26

Expenses

Conference	6,855.97	9,633.93
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Chapter Expenses

Chapter Remittance	570.00	582.00
Refunds/Return cheques	240.00	150.00
Chapter Subsidy	716.95	633.75

Meeting Expenses

Socials, Rentals & other fees	2,775.34	3,279.52
Travel/Parking	1,635.19	884.20
Accommodation	573.02	0.00

General Business

Operating expenses	33.90	198.56
Bank fees	42.99	68.64
Online bank fees	982.98	920.67
Postage/Postal Box Rental	506.75	602.57
Website	1,031.37	271.14
Professional Fees	0.00	1,159.22
Awards/Presidential Gifts	195.00	470.67

Total **16,159.46** **18,854.87**

Cash on hand Dec. 31, 2019 **\$35,376.69**

*Halton-Peel \$8.00
School Chapter \$3,423.00
Toronto Chapter \$3,077.10

Notes to the OALT/ABO Financial Statement

Member fees received in 2019 were \$ 3,518.00, and **chapter fees** collected were \$638.00.

Corporate sponsorship – Received from Seneca College \$500.00, Fort Erie \$250.00, Mohawk College \$200.00, and Algonquin \$500.00.

Miscellaneous - \$0.45 was received for a Visa charge correction.
\$151.20 is Ottawa Chapter/Section d'Ottawa Oh Canada eh! event

Total Revenue for 2019: \$15,822.40

Chapter remittance –\$240.00 was paid to Ottawa Chapter/Section d'Ottawa and \$330.00 for Halton-Peel.

Refunds –Conference fees refunded to a member.

Chapter Subsidy – \$716.95 Ottawa Chapter/Section d'Ottawa \$151.20 Oh Canada Eh! Fees collected by credit card and 565.75 Meet & Greet catering

Rentals, Promotion items – Bookmarks, tote bags, OLA meet & greet, USBs.

Operating Expense – Plaque engraving

Professional fees – Our insurance policy was renewed but we were not invoiced. We contacted Marsh and have since been invoiced and the payment will be reflected in the 2020 treasurer's report.

Total Expenses for 2019: \$16,453.46

* Halton-Peel Chapter handed over their books to the association. It was felt that it was time, since the chapter had one signing authority who was an association member and one who was no longer a member. The last remittance was made to the chapter in October and the balance of the bank account was given to the association in December 2019.

As of December 31, 2019, the OALT/ABO held \$8.00 in Chapter fees for Halton Peel. The bank balance of \$4,414.42 from Halton-Peel was deposited in the associations in January 2020. This amount will be reflected in the January ledger balance and the running balance will be reported in the Treasurer's quarterly reports with the inactive chapters.

This bank reconciliation form shows the actual bank balance for our fiscal year end of Dec. 31, 2019 as being \$35,376.69. There were no outstanding cheques at the year end. We had a loss of **\$631.06** in 2019.

Ledger Bank Balance as of first day of December			\$35,098.96
INCOME:			Year to date
Member Fees	284.00		3,518.00
Chapter Fees	52.00		638.00
Conference	0.00		9,570.75
Corporate sponsorship	0.00		1,650.00
MISC	0.00		151.65
TOTAL INCOME	336.00		15,528.40
EXPENSES:			
Conference Expenses	0.00		6,855.97
Chapter Remittance	0.00		570.00
Refunds/Return cheques	0.00		240.00
Chapter Subsidy	0.00		716.95
Rentals & other fees	0.00		2,775.34
Travel/parking	0.00		1,635.19
Accommodation	0.00		573.02
Operation Expenses	0.00		33.90
Bank Fees	0.00		42.99
Online Banking Fees	58.27		982.98
Postage and Box Rental	0.00		506.75
Website	0.00		1,031.37
Professional Fees	0.00		0.00
Awards, Gifts & Donations	0.00		195.00
TOTAL EXPENSES	58.27		16,453.46
Surplus or (Deficit) for Period			-631.06
Ledger balance as of the last day of month			\$35,376.69

Bank reconciliation			
Bank Balance on Bank Statement		\$35,376.69	
Add	Income not recorded on statement		
Deduct	Outstanding cheques		
	Cheque #	Amount	
	1		
	2		
	3		
	4		
	5		
	6		
	7		
Total Outstanding cheques			-
Ledger Balance			\$35,376.69

Membership & Chapters

Income	Details	Balance
Halton Peel 11 members	Opening Balance Dec. 2019	8.00
	Chapter remittance	8.00
	Balance as of Dec. 31, 2019	8.00
School Chapter 0 members	Opening Balance Jan. 2019	3,423.00
	Chapter remittance	0.00
	Balance as of Dec. 31, 2019	3,423.00
Toronto Chapter 7 members	Opening Balance Jan. 2019	3,005.10
	Chapter remittance	72.00
	Balance as of Dec. 31, 2019	3,077.10

Ottawa Chapter/Section d'Ottawa has 22 members

Membership Statistics

2019	2018	2017
– \$3518.00 received in membership fees	– \$4,890.00 received in membership fees	– \$4,526.80 received in membership fees
– 120 Individual membership	– 127 individual members	– 104 individual members
– 18 Group members	– 35 group members	– 57 group members

There were 138 members in total in 2019

63 Full

39 Students

18 Group

16 Retired/unemployed

1 Associate

Respectfully submitted,

Lori O'Connor

Treasurer, Board of Directors | Trésorière, Conseil d'administration

Ontario Association of Library Technicians/Association des bibliothécaires de l'Ontario

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47th Annual General Meeting 47^e Assemblée Générale Annuelle

Saturday May 02, 2020 / le samedi le 02 mai 2020
Online / en ligne

Conference Coordinator's Report / Rapport de la coordinatrice de la conférence

The 2020 OALT/ABO was planned for April 28-May 2, 2020 at Durham College.

All workshops were booked and Banquet Venue was booked at the Robert McLaughlin Gallery. A tour was also booked for Thursday afternoon for members to go to the Oshawa Community Museum for a tour/talk.

On Tuesday March 17 the Board had a virtual meeting to discuss the future of the Conference with the Pandemic occurring.

A unanimous vote was taken to cancel the Conference for 2020.

Communication had occurred with Durham College who were going to release us from the Contract.

Upon further communication Robert McLaughlin Gallery also reimbursed their deposit.

I would like to thank Melanie Taylor-Ridgway, Sharon Doyle, Shanna Giguere and Maggie Hulett with their assistance in planning this year's conference. And of course, the Board of Directors of the OALT/ABO.

I would like to put forth a motion that the 2021 Conference be held in Sudbury in May 2021.

Respectfully submitted,

Janna Munkittrick-Colton

Conference Coordinator, Board of Directors | Coordinatrice de la conférence, Conseil d'administration
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