



## 2020 Annual General Meeting Agenda, minutes and annual reports

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

**Abbey Market, P.O. Box 76010  
1500 Upper Middle Road West  
Oakville, ON L6M 3H5**

**Website: <https://oaltabo.on.ca/>**

**Email: [info@oaltabo.on.ca](mailto:info@oaltabo.on.ca)**



# 48<sup>th</sup> Annual General Meeting 48<sup>e</sup> Assemblée Générale Annuelle

Friday May 14, 2021 / le vendredi le 14 mai 2021  
Online / en ligne

## Agenda / Ordre du Jour

1. Call to order / Ouverture
2. Adoption of the Agenda of the 48<sup>th</sup> Annual General Meeting  
Adoption de l'ordre du jour de la 48<sup>e</sup> assemblée générale annuelle
3. Adoption of the Minutes of the 47<sup>th</sup> Annual General Meeting  
Adoption du procès-verbal de la 47<sup>e</sup> 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 conférence
  - 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



# 47<sup>th</sup> Annual General Meeting 47<sup>e</sup> Assemblée Générale Annuelle

Saturday May 02, 2020 / le samedi le 02 mai 2020  
Online via WebEx

## Minutes / Procès-verbal

### 1. Call to Order/Appel à l'ordre

Meeting called to order at 12:35 p.m. Quorum: 14 people required for quorum: 0 proxies, 16 members were present online. Quorum was met.

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

### 2. Adoption of the Agenda of the 47<sup>th</sup> Annual General Meeting

#### Adoption de l'ordre du jour de la 47<sup>e</sup> assemblée générale annuelle.

No additions or changes to the Agenda. Motion to adopt the Agenda by Pam Casey, seconded by Lori O'Connor.  
**Motion – Carried.**

### 3. Adoption of the Minutes of the 46<sup>th</sup> Annual General Meeting

#### Adoption du procès verbal de la 46<sup>e</sup> assemblée générale annuelle.

Moved by Jeka Dupont, seconded by Pam Casey to adopt the Minutes from the 46<sup>th</sup> 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 and as an attachment to these minutes.

##### ii. Treasurer/Trésorière

Lori O'Connor presented the Treasurer's Report. The full report is available online and as an attachment to these minutes.

#### Questions:

\*Pam Casey asked why we have a school chapter with no members? The question was tabled to be addressed in New Business.

\*Liz Aldrey asked about member notification for Halton-Peel social events. Liz volunteered to help work on upcoming events using social media to advertise events.

### **iii. Conference Report/ Rapport de conférence**

The 47th annual Conference was unfortunately cancelled due to Covid19. Conference Coordinator, Janna Munkittrick-Colton reported that all deposits except for \$750 for the banquet have been refunded. The caterer offered a credit good for 5 years instead of a full refund. Janna wished to thank the committee members for all their work on the conference.

Moved by Liz Aldrey, seconded by Jeka Dupont to adopt all three reports as written and presented.

**Motion Carried.**

### **b. Committees/ Comité**

#### **i. Presidential Award / Prix du président**

A Presidential Award committee was stuck this year. The committee is currently preparing their report and results will be available in June.

#### **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.

#### **iv. Outstanding Student Award**

Algonquin College - Emma Russell

Durham College – Quinn Salverda

Mohawk College – Elizabeth (Lynne) Fascinato

Seneca College - Emily Spencer

## **Elections of Officers**

Liz Aldrey will be parliamentarian for the nominations and elections.

### **President**

Jeka Dupont nominated Vincent Elit, seconded by Tiffany Ribeiro  
No other nominations.  
Vincent Elit acclaims the position.

**Motion Carried**

### **President-Elect**

No Nominations  
Moved to close by Tiffany Ribeiro, seconded by Vincent Elit.  
Position Vacant.

**Motion Carried**

### **Treasurer**

Jeka Dupont nominated Lori O'Connor, seconded by Janna Munkittrick-Colton.  
No other nominations.  
Motion to close by Kelly Sobie, seconded by Linda Landreville.  
Lori O'Connor acclaims the position.

**Motion Carried**

### **External Communications Coordinator**

Kate Terech nominated by Sarah Goodyear, seconded by Tiffany Ribeiro.  
No other nominations.  
Motion to close by Jeka Dupont, seconded by Lori O'Connor.  
Kare Terech accepted the position.

**Motion Carried**

### **Internal Communications Coordinator**

Sarah Goodyear nominated by Vincent Elit, seconded by Kate Terech.  
No other nominations.  
Motion to close by Jeka Dupont, seconded by Janna Munkittrick-Colton.  
Sarah Goodyear accepted the position.

**Motion Carried**

### **Conference Coordinator**

Janna Munkittrick-Colton nominated by Jeka Dupont, seconded by Mary Chisholm.  
No other nominations  
Motion to close by Pam Casey, seconded by Vincent Elit.  
Janna Munkittrick-Colton acclaims the position.

**Motion Carried**

### **Chapter Coordinator**

Jeka Dupont nominated by Tiffany Ribeiro, seconded by Sarah Goodyear.  
Motion to close by Lori O'Connor, seconded by Vincent Elit.  
Jeka Dupont acclaims this position.

**Motion Carried**

Motion to adopt the committee reports as presented moved by Jeka Dupont, seconded by Liz Aldrey.  
**Motion Carried.**

## **5. Unfinished Business/Affaires en suspens**

No unfinished business.

## **6. New Business/Affaires nouvelles**

i) Pam Casey asked why we have a school chapter with no members? Brief discussion followed on school chapters. This is the first year without a school chapter.

\*Chapter needs at least 3 members to hold a vote and officially close. Some members volunteered to join the chapter for this purpose.

\*Mary Chisholm expressed an interest in reviving the school chapter.

\*Suggestion that we wait until the COVID-19 situation is resolved before closing the chapter.

\*More discussion/promotion needed for chapters.

\*Volunteers needed to run chapters. Jeka will investigate if there is any interest.

Moved by Janna Munkittrick-Colton, seconded by Lori O'Connor to work with any interested parties to revive the School Chapter  
**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 2019/2020 Board, who have served the Association so well in the past year.

Vincent personally thanked the Board for their efforts over this past year and on behalf of the association gave the Board members a token of gratitude. These were mailed out before this meeting.

Lori O'Connor, Sarah Goodyear, Heather Casson, Janna Munkittrick-Colton, Jeka Dupont, Tiffany Ribeiro and Mary Chisholm.

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

President: Vincent Elit

Treasurer: Lori O'Connor

External Communications Coordinator: Kate Terech

Internal Communications Coordinator: Sarah Goodyear

Conference Coordinator: Janna Munkittrick-Colton

Chapter Coordinator: Jeka Dupont

Moved to accept the slate of directors by Pam Casey, seconded by Kelly Sobie.

**Motion Carried.**

## **9. Thanks to Conference Committee/Remerciements au comité d'organisation de la conférence**

Vincent thanked Janna Munkittrick-Colton and her team of volunteers including Melanie Taylor-Ridgeway, Sharon Doyle, Shanna Giguere and Maggie Hulte who planned and organized the 2020 conference. Unfortunately, due to the current circumstances of COVID-19, we were unable to host the conference this year.

## **10. Future Conferences/Prochaines conférences**

Janna reported that a 2021 Conference plan will be included in the next board meeting. Sudbury is being considered as a possible location with a webinar aspect to be included in case COVID-19 is still an issue. It was suggested that the distance to Sudbury is too far and would reduce the number of attendees. It was suggested that we investigate holding a hybrid conference with a mix of in person and virtual attendees and presenters.

## **11. Adjourned/Ajournement**

Moved by Janna Munkittrick-Colton to adjourn the meeting, seconded by Lori O'Connor.

**Motion Carried.**

The 47<sup>th</sup> Annual General Meeting of OALT/ABO is hereby adjourned at 1:43PM



# 48<sup>th</sup> Annual General Meeting 48<sup>e</sup> Assemblée Générale Annuelle

Friday May 14, 2021 / le vendredi le 14 mai 2021  
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, Kate Terech, Sarah Goodyear, Janna Munkittrick-Colton and Jeka Dupont, the Appointed Officers including Tiffany Ribeiro and Mary Doyle and the Appointed Executive Officers of the 4 Chapters.

On Saturday May 02, 2020, the 47<sup>th</sup> Annual General Meeting of OALT/ABO was called to order electronically via WebEx. 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 which remained vacant.

The Board of Directors ("the Board") met for the first time on May 21<sup>st</sup>, 2020, via the Associations' online meeting software (Google Meet). Over the course of the year the Board met formally 10 times. All of our Board meetings this year took place online using either Google Meet or Zoom, due to the ongoing COVID-19 pandemic, which began in March 2020. Members of the Association also attended Advisory Committee meetings of the Algonquin and Mohawk Colleges' Library and Information Technician Programs.

## Communications

In June 2020, we released the Summer [2020 Special Issue of NewsLETTER/NouvELLES](#). This special issue will introduce our Board of Directors team, highlight our historical online Annual General Meeting and provide a 2021 conference update. We will also provide you with our COVID-19 resource center, with resources as libraries and workplaces begin to open, as well as stories from members working from home.

In September 2020, we released our 2020 edition of the [Salary and Library Survey](#). This year's analysis is based on 138 responses to the English survey and 4 responses to the French survey. All questions were optional and not every respondent answered each question. Some questions were asked per job, so respondents reporting more than one library-related position submitted multiple answers.

In December 2020, we released our [Fall/Winter 2020 Issue of NewsLETTER/NouvELLES](#). This issue provides a look at the Association's Archives, a sneak peek at our 2021 Conference, as well as stories from LIT Students, and working from home at the Thorold Public Library. We also celebrate Liz Aldrey's lifetime membership.

Again, this year the Board continued with 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 continues to share news and events on Facebook, Twitter, Instagram and LinkedIn. We also continue to maintain the OALT/ABO Discussion list, which contains 208 members (as of April 1, 2021).

At the end of 2020, our social media following included:

- Facebook 634 fans
- Instagram 113 followers
- Twitter 891 followers
- LinkedIn 613 followers

A summary of our social media highlights can be found at the end of this report.

## **Student Engagement**

The Board recognized the OALT/ABO Outstanding Student Award winners of the four college programs, including: Emma Russell (Algonquin), Quinn Salverda (Durham), Elizabeth (Lynne) Fascinato (Mohawk), and Emily Spencer (Seneca).

This year we held virtual Student Meet and Greets at all 3-college programs. These include Algonquin College Mohawk College and Seneca College

**Algonquin** College – The Executive of the Ottawa Chapter/Section d’Ottawa and Board of Directors hosted a virtual Meet and Greet via Zoom on November 5<sup>th</sup>. There were approximately 15 students in attendance, as well as members from the Ottawa Chapter/Section d’Ottawa.

**Mohawk** College – This year we held two Zoom meetings, taking place on November 9 and November 10. Students who attended these sessions had some great questions, and we received positive feedback from attendees.

**Seneca** College – This year we held two Blackboard Collaborate sessions, taking place on November 17 and November 19. We had approximately 30-40 students attending each session.

## **OLA Super Conference**

This year, the 2021 OLA Super Conference went virtual. The Board of Directors took part in the 2021 Virtual Expo, with many visits from conference attendees during the conference. As of February 26<sup>th</sup>, we had 440 individuals visit our virtual booth, which is available until the end of August 2021 on the OLA Super Conference platform. Thank you to Mary Doyle as the Library Technician Stream Planner.

Every year we look forward to our annual conference as an important time to connect, share and learn together. This year, due to the ongoing COVID-19 pandemic, our planning and conference is going virtual. Thank you to Janna and her conference team for their planning, and execution of our conference. Please communicate with the Conference team with your feedback.

For forty-eight 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,

*-Original signed by Vincent Elit*

Vincent Elit

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

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

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# 48<sup>th</sup> Annual General Meeting 48<sup>e</sup> Assemblée Générale Annuelle

Friday May 14, 2021 / le vendredi le 14 mai 2021  
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## Treasurer's Report / Rapport de la Trésorière

### OALT/ABO Financial Statement December 31, 2020

Cash on hand December 31, 2019 **\$35,376.69**

*Year-to Date*    *Previous YTD*  
*Jan 1/20 to Dec 31/20*    *Jan 1/19 to Dec 31/19*

#### Revenue

Membership Fees	2,838.00	3,518.00
Chapter Fees	398.00	638.00
Conference	1,480.00	9,570.75
Corporate sponsorship	0.00	1,650.00
Miscellaneous	4,421.50	151.65
<b>Total</b>	<b>9,137.50</b>	<b>15,528.40</b>

#### Expenses

<b>Conference</b>	1,875.00	6,855.97
<b>Chapter Expenses</b>		
Chapter Remittance	172.00	570.00
Refunds/Return cheques	0.00	240.00
Chapter Subsidy	0.00	716.95
<b>Meeting Expenses</b>		
Socials, Rentals & other fees	162.66	2775.34
Travel/Parking	826.00	1,635.19
Accommodation	633.96	573.02
<b>General Business</b>		
Operating expenses	0.00	33.90
Bank fees	35.27	42.99
Online bank fees	706.16	982.98
Postage/Postal Box Rental	224.87	506.75
Website	848.77	1,031.37
Professional Fees	1,730.16	0.00
Awards/Presidential Gifts	0.00	195.00
<b>Total</b>	<b>6,850.85</b>	<b>16,159.46</b>

Cash on hand Dec. 31, 2020

**\$37,663.34**

Halton-Peel                    \$4,531.42  
School Chapter                \$3,439.00  
Toronto Chapter                \$3,185.10

# Notes to the OALT/ABO Financial Statement

**Member fees** received in 2020 were **\$2,838.00**, and **chapter fees** collected were **\$398.00**.

**Miscellaneous - \$4,421.50** - \$4,415.42 was received from Halton Peel chapter, funds were deposited in the associations account. \$6.08 were visa charges returned and adjustment.

**Total Revenue for 2020: \$9,137.50**

**Chapter remittance –\$172.00** was paid to Ottawa Chapter/Section d'Ottawa.

**Conference expenses** – Conference fees and expenses were refunded. The Conference caterer gave us a credit that is valid for 5 years.

**Meeting expenses** – OLA and executive meeting that was held in Kingston. Total \$1,622.62

**Postage/Postal box rental** – postal box rental \$224.87

**Professional fees** – Insurance policy for 2019 & 2020 equals \$1,730.16

**Total Expenses for 2020: \$6,850.85**

In 2020, the association made a profit of **\$2,286.65**

## Membership & Chapters

Income	Details	Balance
Halton Peel 10 members	Opening Balance Jan. 2020	8.00
	Chapter funds added to OALT/ABO	4,415.42
	Chapter fees collected	108.00
	<b>Balance as of Dec. 31, 2020</b>	<b>4531.42</b>
School Chapter 2 members	Opening Balance Jan. 2020	3,423.00
	Chapter fees collected	16.00
	<b>Balance as of Dec. 31, 2020</b>	<b>3,439.00</b>
Toronto Chapter 9 members	Opening Balance Jan. 2020	3,077.10
	Chapter fees collected	108.00
	<b>Balance as of Dec. 31, 2020</b>	<b>3,185.10</b>

Ottawa Chapter/Section d'Ottawa has 15 members and a bank balance of \$2,314.08

\*Note: The Ottawa Chapter/Section details can be found on their website, and was approved at their Chapter Annual General Meeting.

### Membership Statistics

2020	2019	2018
<ul style="list-style-type: none"> <li>• \$ 2,838.00 received in membership fees</li> <li>– 113 members total</li> <li>– 52 Full</li> <li>– 31 Students</li> <li>– 12 Group</li> <li>– 15 Retired/unemployed</li> <li>– 3 Associate</li> </ul>	<ul style="list-style-type: none"> <li>– \$3,518.00 received in membership fees</li> <li>– 138 members total</li> <li>– 63 Full</li> <li>– 39 Students</li> <li>– 18 Group</li> <li>– 16 Retired/unemployed</li> <li>– 1 Associate</li> </ul>	<ul style="list-style-type: none"> <li>– \$4,890.00 received in membership fees</li> <li>– 127 individual members</li> <li>– 35 group members</li> </ul>

Respectfully submitted,

*-Original signed by Lori O'Connor*

Lori O'Connor

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

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