

Agenda / Ordre du jour

49th Annual General Meeting / 49e Assemblée Générale Annuelle

Saturday May 14 2022 / le samedi le 14 mai 2022
online / en ligne

1. Call to order / Ouverture
2. Adoption of the Agenda of the 49th Annual General Meeting / Adoption de l'ordre du jour de la 49e assemblée générale annuelle
3. Adoption of the Minutes of the 48th Annual General Meeting / Adoption du procès-verbal de la 48e assemblée générale annuelle
4. Reports / Rapports
 - . Board of Directors / Conseil d'administration
 - . President / Président
 - i. Treasurer / Trésorière
 - ii. Conference Coordinator / Coordinatrice de la conference
 - a. Committees / Comités
 - . Presidential Award / Prix du président
 - i. Award for Innovation / Prix de l'innovation
 - ii. 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 members 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

Minutes / Procès-verbal

48th Annual General Meeting / 48e Assemblée Générale Annuelle

Friday May 14, 2021 / le vendredi le 14 mai 2021

Online / En ligne

Minutes / Procès-verbal

1. Call to Order/Appel à l'ordre

Meeting called to order at 12:19 p.m. Quorum: 13 people required for quorum: 0 proxies, 27 members were present online. Quorum was met.

The meeting was Chaired by Vincent Elit (President), Kate Terech (Parliamentarian).

2. Adoption of the Agenda of the 48th Annual General Meeting/ Adoption de l'ordre du jour de jour de la 48e assemblée générale annuelle.

No additions or changes to the Agenda. Motion to adopt the Agenda by Kate Terech, seconded by Mary Doyle. **Motion – Carried.**

3. Adoption of the Minutes of the 47th Annual General Meeting/ Adoption du procès verbal de la 47e assemblée générale annuelle.

Moved by Liz Aldrey, seconded by Barbara Cope to adopt the Minutes from the 76th 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.

iii. Conference Report/ Rapport de conférence

Janna Munkittrick-Colton presented the Conference Coordinator's Report. The full report is available online and as an attachment to these minutes.

Moved by Linda Landreville, seconded by Penni Chalk 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. Sharon Wigney was the Chair of the Committee, and a verbal report was given at the meeting. The 2021 Presidential Award was given to Barbara Cope. An in-person awards ceremony will be held when public health restrictions are reduced.

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 – Yuli Sato

Mohawk College – Deborah Boulton

Seneca College – Victoria Dattoli

Elections of Officers

Liz Aldrey will be parliamentarian for the nominations and elections.

President

Janna Munkittrick-Colton nominated Vincent Elit, seconded by Sarah Goodyear

No other nominations.

Moved to close by Barbara Cope, seconded by Kate Terech.

Motion Carried

Vincent Elit acclaims the position.

President-Elect

No Nominations

Moved to close by Sarah Goodyear, seconded by Kate Terech.

Motion Carried

Position Vacant.

Treasurer

Janna Munkittrick-Colton nominated Lori O'Connor, seconded by Penni Chalk.

No other nominations.

Motion to close by Janna Munkittrick-Colton, seconded by Penni Chalk.

Motion Carried

Lori O'Connor acclaims the position.

External Communications Coordinator

Kate Terech nominated by Lori O'Connor, seconded by Kelly Sobie.

No other nominations.

Motion to close by Lori O'Connor, seconded by Kelly Sobie.

Motion Carried

Kate Terech acclaims the position.

Internal Communications Coordinator

Sarah Goodyear nominated by Brenda Holz, seconded by Kate Terech.

No other nominations

Motion to close by Barbara Cope, seconded by Kelly Sobie.

Motion Carried

Sarah Goodyear acclaims the position.

Conference Coordinator

Janna Munkittrick-Colton nominated by Mary Doyle, seconded by Lori O'Connor.

No other nominations

Motion to close by Brenda Holz, seconded by Sarah Goodyear.

Motion Carried

Janna Munkittrick-Colton acclaims the position.

Chapter Coordinator

Jeka Dupont nominated by Janna Munkittrick-Colton, seconded by Linda Landreville.

No other nominations.

Motion to close by Barbara Cope, seconded by Penni Chalk.

Motion Carried

Jeka Dupont acclaims this position.

Motion to adopt the committee reports as presented moved by Liz Aldrey, seconded by Janna Munkittrick-Colton. **Motion Carried.**

5. Unfinished Business/Affaires en suspens

- In 2017, a Committee was struck to assist with the dissolution of Chapters. Tracy was the Chair, and the committee did do the work that was tasked. Additional review by the Board will be completed.
- Mary Doyle asked about the future of the School Chapter.
- Janna Munkittrick-Colton discussed the luncheon discussion that was scheduled at the 2020 conference, however cancelled due to the pandemic. She mentioned that it is still the intention of the Board for us to do. Pam Casey suggested doing a Special Zoom Meeting. Janet agreed this is an important conversation, and that there is an advantage to building this conversation.
- The plan is to have a session scheduled in June to discuss Chapters, as the session unfortunately was cancelled at this year's conference due to technical difficulties with another session.

6. New Business/Affaires nouvelles

- We have seen a lot of success at this year's conference. We had a lot of speakers that wanted to share in the new virtual space, and it allowed us to reach a wider range of the membership (with no travel/accommodations costs).
- The Board will explore a series of Lunch and Learn sessions through the year, as an added benefit of membership. They would be similar to our 45-minute style workshops, and could be run during lunch hours.
- Two sessions recommended are the Chapter Discussion and the Revamping your Early Reader Collection which did not occur during this conference.
- Both Kate and Janet agree with reinforcing ongoing professional development following the annual conference. It also allows us to do deep dives on specific topics, and creating relationships with other organizations/library community.
- Tiffany introduced herself as the Association's Archivist, and thanked members for documents they have been sending. Documents can be sent at archives@oaltabo.on.ca.
- It was asked that the Board posts our position email addresses on our website.

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 2020/2021 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, Kate Terech, Janna Munkittrick-Colton, Jeka Dupont, Tiffany Ribeiro and Mary Doyle.

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 Barbara Cope, seconded by Linda Landreville. **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 and Pauline Gordon and the entire Board of Directors Team who planned and organized the 2021 conference. We also sent thank yous to all of our speakers, and our panelists from the

Crime Writers of Canada. Following the conference, we welcome all feedback on our first virtual only conference.

10. Future Conferences/Prochaines conférences

Janna reported that a 2022 Conference plan will be included in the next board meeting. Durham College 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 we investigate holding a hybrid conference with a mix of in person and virtual attendees and presenters.

11. Adjourned/Ajournement

Moved by Tracy Morgan to adjourn the meeting, seconded by Liz Aldrey. **Motion Carried.** The 48th Annual General Meeting of OALT/ABO is hereby adjourned at 1:48 p.m.

President's Report / Rapport du Président

49th Annual General Meeting / 49e Assemblée Générale Annuelle

Saturday May 14 2022 / le samedi le 14 mai 2022
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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 2021 Board of Directors, including Lori O'Connor, Kate Terech, Sarah Goodyear, Janna Munkittrick-Colton and Jeka Dupont, the Appointed Officers including Tiffany Ribeiro, Jessica Hymers, Tamara Monster and Mary Doyle and the Appointed Executive Officers of the 4 Chapters.

On Saturday May 04, 2021, the 48th Annual General Meeting of OALT/ABO was called to order via Zoom Meetings. Having obtained quorum through a combination of proxyholders and members present the membership proceeded with the business of the Association. Most of the Board positions were filled except for the position of President-Elect which remained vacant.

During the meeting, the Presidential Awards Committee announced the 2021 recipient as Barbara Cope who is a member of Ottawa Chapter/Section d'Ottawa.

The Board of Directors ("the Board") met for the first time on June 03, 2021, via the Associations' online meeting software (Zoom Meetings). Over the course of the year the Board met formally 10 times. All of our Board meetings this year took place online. Members of the Association also attended Advisory Committee meetings of the Algonquin and Mohawk Colleges' Library and Information Technician Programs.

Communications & Programming

In March 2022, we released the Winter 2022 Issue of [NewsLETTER/NouvELLES](#). This special issue introduced our Board of Directors team, a Conference Recap from 2021, our Lunch and Learn Series, an update from the Archives, and a look at our Membership Anniversaries and introduced new members.

In 2021, we announced our Professional Development Lunch & Learn Series. Sessions hosted included:

[Chapter Discussion](#) (with Jeka Dupont and Linda Landreville)

[Revamping your Early Reader Collection](#) (with Lindsay Shaw)

[2021 Shop Talk Sessions](#) with each Chapter

[Oshawa's Black History – One Family's Story](#) (with Jennifer Weymark)

[Support your Mental Health and Return to Work](#) (Canadian Mental Health Association)

Following these sessions, we compiled the results of our short survey, to provide feedback to the Professional Development Committee for future sessions.

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 retrieve these electronic files. All Committees and Chapters also are now using Google as their document management platform.

The Board continues our work on membership engagement and communications with our membership and the wider library community. The association further shares news and events on Facebook, Twitter, Instagram and LinkedIn. We also maintain the OALT/ABO Discussion list, which contains 226 members (as of May 1, 2022).

At the end of 2021, our social media following included:

- Facebook 643 fans
- Twitter 906 followers

- Instagram 136 followers
- LinkedIn 662 followers

A summary of our social media highlights can be found at the end of this report [[PDF version](#)].

Student Engagement

The Board recognized the OALT/ABO Outstanding Student Award winners of the three college programs, including: Yuli Sato, Deborah Boulton (Mohawk), and Victoria Dattoli (Seneca).

This year we held virtual Student Meet and Greets at all 3-college programs. These included 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 October 13th. Students who attended this session had some great questions, and we received positive feedback from attendees.

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 a Zoom Meeting on October 7th. Students who attended this session had some great questions, and we received positive feedback from attendees.

OLA Super Conference

This year, the 2022 OLA Super Conference again was virtual. The Board of Directors took part in the 2022 Virtual Expo, with many visits from conference attendees during the conference. 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 went 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-nine 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) 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 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

Treasurer's Report / Rapport de la Trésorière

49th Annual General Meeting / 49e Assemblée Générale Annuelle

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	Year to date Jan. 1, 2021 to Dec. 31, 2021	Previous year to date Jan. 1, 2020 to Dec. 31, 2020
Cash on hand – December 31, 2020	37,299.65	–
Revenue:		
Membership Fees ¹	4,316.00	2,850.00
Chapter Fees ²	430.00	406.00
Conference ³	4,156.00	1,480.00
Corporate Sponsorship	0.00	
Miscellaneous ⁴	8,378.66	4,421.50
Total	17,280.66	9,157.50
Expenses:		
Conference ⁵	1,062.08	1,875.00
Chapter Expenses		
Chapter Remittance ⁶	166.00	172.00
Refunds/Return cheques ⁷	4,374.80	20.00
Chapter Subsidy	0.00	0.00
Meeting Expenses		
Socials, Rentals & Other Fees ⁸	452.00	162.66
Travel/Parking	0.00	826.00
Accommodation	0.00	633.96
General Business		
Operating expenses ⁹	48.57	0.00
Banking fees ¹⁰	62.13	35.27
Online banking fees ¹¹	773.86	706.16
Postage/Postal Box Rental ¹²	839.94	224.87
Website ¹³	759.72	484.77
Professional Fees ¹⁴	865.08	1,730.16
Awards/Presidential Gifts ¹⁵	76.78	0.00
Total	9,480.96	6,850.85
Final Details:		
Cash on hand – December 31, 2021	44,992.82	–

Halton-Peel Chapter \$4,635.42
School Chapter \$3,447.00
Toronto Chapter \$7,385.10
Ottawa Chapter/Section d'Ottawa \$2,291.58

Notes to the OALT/ABO Financial Statement

1/2 **Membership fees** received in 2021 were \$4,316.00 and **Chapter fees** collected were \$430.00.

3 **Conference Income** \$4,156.00

4 **Miscellaneous** – Toronto Chapter funds have been recovered. A cheque for \$4,232.80 was sent to OALT/ABO on advise from the CIBC website. The cheque bounced because the account was in the processing of becoming dormant. The former member was able to go to their local branch and make arrangements to close the account and transfer the balance mins the bank fees to OALT/ABO. **\$4,088.00** has been added to the Toronto Chapter Funds. We received income of **\$57.86** from Event for Lunch and Learn sessions.

Total Revenue from 2021 : \$17,280.66

5 **Conference Expenses** – Conference fees were **\$\$1,062.08**

6 **Chapter Remittance** – \$166.00 was paid to Ottawa Chapter/Section d'Ottawa.

7 **Refunds/Returned Cheques** – **\$4,374.80** This amount consists of the returned Toronto Chapter cheque of \$4,232.80, a \$60.00 conference refund and a \$20.00 membership over payment.

8 **Socials and Rentals** – OLA Exhibition Booth **\$452.00.**

9 **Operating Expenses** – 48.57 for stamps and printer ink.

10 **Bank Fees** – \$62.13

11 **Online Bank Fees** – \$773.86

12 **Postage/Post box rental** – \$839.94 Canada Post Mail Forwarding Fees for 2020 and 2021 and Post Box rental

13 **Website** – Software and maintenance costs \$759.72

14 **Professional Fees** – Insurance Policy for 2021 equals \$865.08

15 **Awards** – Plaque \$76.78

Total Expenses for 2021 : \$9,480.96.

In 2021, the association made a profit of \$3,711.70

Membership & Chapters

All Chapters
December 31, 2021

Income	Details	Balances
Halton Peel 6 members	Opening Balance Jan. 2021	4,531.42
	Chapter fees collected	104.00
	Balance as of Dec. 31, 2021	4,635.42
School 1 member	Opening Balance Jan. 2021	3,439.00
	Chapter fees collected	8.00
	Balance as of Dec. 31, 2021	3,447.00
Toronto 12 members	Opening Balance Jan. 2021	3,185.10
	Chapter fees collected	112.00
	Funds recovered	4,088.00
	Balance as of Dec. 31, 2021	7,385.10

Ottawa Chapter/Section d'Ottawa has 16 members and a bank balance of \$2,291.58

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

Membership Statistics

2021	2020	2019
\$4316.00 received in membership fees	\$2,838.00 received in membership fees	\$3,5180.00 received in membership fees
151 members total 66 Full 57 Student 11 Group 14 Retired/Unemployed 1 Associate 2 Lifetime	115 members total 52 Full 31 Student 12 Group 15 Retired/Unemployed 3 Associate 2 Lifetime	138 members total 63 Full 39 Student 18 Group 15 Retired/Unemployed 1 Associate

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

49th Annual General Meeting / 49e Assemblée Générale Annuelle

Saturday May 14 2022 / le samedi le 14 mai 2022

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The 49th OALT/ABO Conference: "Route 49: Virtual Pathway to Learning" was our second virtual conference. It was another successful conference with 61 attendees. Many people registered for entire conference and there were even more registered for single days; some registered as non-members and we received some new members. We had 26 full registrations; 17 non-members and 18 student/retirees.

We had 21 sessions over the last 5 days, which included 35 speakers. The majority of our sessions this year were live.

We had two special programs: Tuesday evening we held a games night which was filled with laughter and glitches and was followed by a successful social which went on for over an hour; Thursday evening we held an SF Canada Extravaganza where three authors spoke about their publications and their adventures to publish and self-publish their poems, short stories and novels. They also have created their own publishing companies to ensure their books go to print. SF Canada also offered two webinars produced by two authors to enhance our line up. They also have donated an e-book for each registrant and the OALT/ABO have purchased one to go out to each registrant. They will be emailed out after the conference. There may even be a third one donated by one of the authors.

Our Board were very helpful and supportive of the Conference committee in their efforts to plan and organize our workshops and events.

We would like to thank the members of the Board of Directors, with special mentions to: Vincent Elit who took care of the technical support behind the scenes; Lori O'Connor for taking care of our finances; Sarah Goodyear for coordinating with our volunteer moderators; and Kate Terech for managing our social media, communications, and design of our conference program.

The Conference Committee would like to recommend that we produce a hybrid conference for 2023 being held in Oshawa; likely at Durham College with some trips to local places. We will offer some virtual workshops/webinars as well for the ones that can't travel. The recommended dates are May 10th to 13th, 2023. It will be our **50th anniversary**. I am planning on having a planning meeting on Saturday June 11 at 1:00 p.m. via ZOOM. Bring your ideas or email conference@oaltabo.on.ca with suggestions. I already have 4 workshops and even a couple with French so we are on the road to another successful conference.

Respectfully submitted,

-Original signed by Janna Munkittrick-Colton

Janna Munkittrick-Colton

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

Ontario Association of Library Technicians/Association des bibliothécaires de l'Ontario
info@oaltabo.on.ca | <https://oaltabo.on.ca/>