

# Agenda / Ordre du jour

[Meeting Agenda \[PDF\]](#)

## **50th Annual General Meeting / 50e Assemblée Générale Annuelle**

**Saturday May 13 2023 / le samedi le 13 mai 2023**  
**In Person / En personne : Durham College, Oshawa Ontario**  
**Virtual / virtuel : online / en ligne**

1. Call to order / Ouverture
2. Adoption of the Agenda of the 50th Annual General Meeting / Adoption de l'ordre du jour de la 50e assemblée générale annuelle
3. Adoption of the Minutes of the 49th Annual General Meeting / Adoption du procès-verbal de la 49e assemblée générale annuelle
4. Reports / Rapports
  1. Board of Directors / Conseil d'administration
    1. President / Président
    2. Treasurer / Trésorière
    3. Conference Coordinator / Coordinatrice de la conference
  2. Committees / Comités
    1. Presidential Award / Prix du président
    2. Award for Innovation / Prix de l'innovation
    3. 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

# Minutes / Procès-verbal

**\*Please note that some accessibility changes may be made following the initial posting on our website. / Veuillez noter que certains changements en matière d'accessibilité peuvent être apportés après la publication initiale sur notre site Web.**

[Meeting Minutes \[PDF\]](#)

## **49th Annual General Meeting / 49e Assemblée Générale Annuelle**

**Saturday May 14 2022 / le samedi le 14 mai 2022**  
**Virtual / virtuel : online / en ligne**

1. Call to Order / Appel à l'ordre  
Meeting called to order at 12:19 p.m. Quorum: 14.9 people required for quorum: 1 proxy, 22 members were present online. Quorum for the meeting was met.  
Vincent Elit, President, chaired the meeting and Jeka Dupont acted as Parliamentarian.  
  
Attendance: Kate Terech, Vincent Elit, Tiffany Riberio, Barbara Cope, Brenda Holz, Janna Colton, Jeka Dupont, Sarah Goodyear, Linda Landreville, Michele Jean-Baptist, Sharon Wigney, Tamara Monster, Tracy Morgan, Jessica Hymers, Kelly Sobie, Lori O'Connor, Penni Chalk, Katie Schedlich, Liz Aldrey, Doug Wilford, Laura Ford
2. Adoption of the Agenda of the 49th Annual General Meeting / Adoption de l'ordre du jour de jour de la 49e assemblée générale annuelle  
No additions or changes to the Agenda. Motion to adopt the Agenda by Barbara Cope, seconded by Janna Colton. Motion – Carried.
3. Adoption of the Minutes of the 48th Annual General Meeting / Adoption du procès-verbal de la 48e assemblée générale annuelle  
Barbara Cope – a few times the last name of individuals is not in the minutes  
Tracy Morgan – a typo under section 6.1 – Committee was struck (not stuck); section 9 – Janna's name was Jan.  
Moved by Tracy Morgan, seconded by Linda Landreville to adopt the Minutes from the 48th 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 presented his President's Report; the full report is available online (<https://oaltabo.on.ca/49th-annual-president>) and as an attachment to these minutes. Kate

Terech noted that we did host an event at the OLA SuperConference event, which was open to all attendees this year.

ii. Treasurer / Trésorière

Lori O'Connor presented the Treasurer's Report; the full report is available online

(<https://oaltabo.on.ca/49th-annual-treasurer>) and as an attachment to these minutes.

Barbara Cope – As a non-profit corporation, is there a restriction on the amount of money held.

A response was given related to both the OBCA and NFP Acts

Tracy Morgan – Asked about the typographical change, regarding the notes (footnote 4)

iii. Conference Report / Rapport de la conférence

Janna Munkittrick-Colton presented the Conference Coordinator's Report. The full report is available online (<https://oaltabo.on.ca/49th-annual-conference>) and as an attachment to these minutes.

Brenda Holz – Why will there not be an in person conference next year? Explained that it will be a combination of onsite and virtual workshops.

Barbara Cope – The 25<sup>th</sup> anniversary, there were polo shirts. Hoping that the Board are working on something for the 50<sup>th</sup> annual conference.

Moved by Doug Wilford, seconded by Liz Aldrey to adopt all three reports as written and presented. Motion Carried.

5. Committees / Comité

i. Presidential Award / Prix du président

This year the Board of Directors did not receive any nominations, and therefore no committee was struck.

**ii. Award for Innovation / Prix pour l'innovation**

This year the Board of Directors did not receive any nominations, and therefore no committee was struck.

**iii. Nominating Committee / Comité des candidatures**

No written nominations were received by the committee.

**Elections of Officers**

Liz Aldrey will be parliamentarian for the nominations and elections.

**President**

Vincent Elit is willing to stand in the position.

No other nominations.

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

**Motion Carried**

Vincent Elit acclaims the position.

**President-Elect**

No Nominations

Moved to close by Doug Wilford, seconded by Janna Munkittrick-Colton.

**Motion Carried**

Position Vacant.

### **Treasurer**

Lori O'Connor is willing to stand in the position.

No other nominations.

Motion to close by Kate Terech, seconded by Janna Munkittrick-Colton.

### **Motion Carried**

Lori O'Connor acclaims the position.

### **External Communications Coordinator**

No nominations

Motion to close by Doug Wilford, seconded by Jeka Dupont.

### **Motion Carried**

Position Vacant

### **Internal Communications Coordinator**

No nominations

Motion to close by Barbara Cope, seconded by Linda Landreville.

### **Motion Carried**

Position Vacant

### **Conference Coordinator**

Janna Munkittrick-Colton is willing to stand in the position.

No other nominations

Motion to close by Tracy Morgan, seconded by Linda Landreville.

### **Motion Carried**

Janna Munkittrick-Colton acclaims the position.

### **Chapter Coordinator**

No nominations

Motion to close by Janna Munkittrick-Colton, seconded by Doug Wilford.

### **Motion Carried**

Position Vacant

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

### 6. Unfinished Business / Affaires en suspens

- Tracy Morgan is following up on the dissolution of Chapters work done in 2017. The update is that we are working on the Not-for-profit Corporations Act which will need to be worked on in the next while.

### 7. New Business /Affaires nouvelles

- There were no items of New Business

### 8. 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 2021/2022 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, Jessica Hymers, Tamara Monster and Mary Doyle.

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

President: Vincent Elit

Treasurer: Lori O'Connor

External Communications Coordinator: vacant

Internal Communications Coordinator: vacant

2023 Conference Coordinator: Janna Munkittrick-Colton

Chapter Coordinator: vacant

Moved to accept the slate of directors by Barbara Cope, seconded by Linda Landreville. **Motion Carried.**

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

Vincent thanked Janna Munkittrick-Colton, the Conference Team and our volunteer moderators. As previously mentioned, the 2022 Conference was initially planned as being in person, but due to the changing public health measures, the decision was made to do the conference virtually. We also would like to thank our speakers and authors from SF Canada. A survey will be sent out shortly after the conference, as well as links to the three books from the authors from SF Canada, who spoke at our SF Canada Extravaganza.

#### 11. Future Conferences / Prochaines conférences

There was a brief discussion earlier in the meeting, with some ideas of session, which Janna did take away, and we have our brainstorming meeting session scheduled for June 11<sup>th</sup>.

Question – Are there any plans for another conference in Ottawa in the future? The discussion is pending discussions of the new Ottawa Public Library – Library and Archives Canada building Tracy – Was appreciative that the conference was virtual, and is glad that we are trying to work on this for next year. Thanked the Board for the innovation.

#### 12. Adjournment / Levée de séance

Moved by Tracy Morgan to adjourn the meeting, seconded by Katie Schedlich. **Motion Carried.** The 49th Annual General Meeting of OALT/ABO is hereby adjourned at 1:41 p.m.

# President's Report / Rapport du Président

[President's Report \[PDF\]](#)

On behalf of the membership of the Ontario Association of Library Technicians/Association des bibliotechniciens de l'Ontario (OALT/ABO), I would like to first begin by thanking the members of the 2022 Board of Directors, including Lori O'Connor, Mary Doyle, Janna Munkittrick-Colton, and Eleni Gouliaras, the Appointed Officers including Jessica Hymers, Tamara Ozdemir and Mary Doyle and the Appointed Executive Officers of the 4 Chapters.

On Saturday May 14, 2022, the 49th Annual General Meeting of OALT/ABO was called to order via Zoom Meetings. Having obtained quorum through a combination of proxy holders and members present the membership proceeded with the business of the Association. Many of the Board positions were filled except for the positions of President-Elect, External Communications Coordinator, Internal Communications Coordinator and Chapter Coordinator.

The Board of Directors ("the Board") met for the first time on June 09, 2022, 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.

This year, the association will be celebrating our 50th anniversary as a bilingual association. The founding meeting of the association took place on Saturday October 27, 1973 at Humber College. The meeting was to discuss the formation of a Library Technician Association, and was chaired by Douglas Willford.

To quote from this meeting "In his opening remarks Doug Willford talked about the May seminar on Library technology, which Course Directors, Library Technician students and some Library Technician graduates attended. He stated that the idea of forming an association of some sort had been discussed at the seminar and that there was a feeling that the impetus to form an association must come from the employed technicians. ... The agenda included a) Formation of an association, b) Whether the association should be provincial or national, c) writing of a constitution, d) Holding a first annual general meeting and e) Whether or not the Canadian Library Technician Association (CLTA) exists as a legal association"

Report of the Founding Meeting of the OALT/ABO, Saturday October 27, 1973 (available in English / disponible en français)

## Communications & Programming

In 2022, we announced our Professional Development Lunch & Learn Series. Sessions hosted included:

[Ontario Archives: Yours to discover!](#) (June)

[Woodland Cultural Centre Museum Tour](#) (November)

The Board has continued with implementation of Google Not for Profit as our document management platform. This platform 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 245 members (as of May 1, 2023).

At the end of 2022, our social media following included:

- Facebook – 678 fans with 26 new fans
- Twitter -27 new followers
- Instagram 138 followers with 20 new followers
- LinkedIn 705 followers
- 104 Posts across all networks
- 17K impressions across all networks
- 11K users reached across all networks

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: Malini Srinivasan (Algonquin), Catherine Detzler (Mohawk).

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

**Algonquin** College – The Board of Directors attended the Algonquin Employer Meet and Greet in March 2023

**Mohawk** College – This year we held one Zoom meeting, taking place in November 2022. Students who attended these sessions had some great questions, and we received positive feedback from attendees.

**Seneca** College – This year we held in person sessions at Seneca College in February 2023. Students who attended this session had some great questions, and we received positive feedback from attendees.

### **OLA Super Conference**

This year, the 2023 OLA Super Conference was held both in person and virtually. The Board of Directors had several members in attendance at the conference, promoting the association and our annual 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 we have ventured into uncharted waters, and are hosting our conference in a hybrid format (both in person and online). 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 fifty 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*

Vincent Elit

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



# Treasurer's Report / Rapport de la Trésorière

## OALT/ABO Financial Statement December 31, 2022

	Year to date Jan. 1, 2022 to Dec. 31, 2022	Previous year to date Jan. 1, 2021 to Dec. 31, 2021
Cash on hand – January 1, 2022	44,992.82	–
Revenue:		
Membership Fees <sup>1</sup>	1,694.00	4,316.00
Chapter Fees <sup>2</sup>	198.00	430.00
Conference <sup>3</sup>	1,701.00	4,156.00
Corporate Sponsorship	0.00	
Miscellaneous <sup>4</sup>	63.67	8,378.66
Total	3,656.67	17,280.66
Expenses:		
Conference <sup>5</sup>	785.73	1,062.08
Chapter Expenses		
Chapter Remittance <sup>6</sup>	318.00	166.00
Refunds/Return cheques <sup>7</sup>	12.00	4,374.80
Chapter Subsidy	0.00	0.00
Meeting Expenses		
Socials, Rentals & Other Fees <sup>8</sup>	1,258.80	452
Travel/Parking <sup>9</sup>	111.62	0.00
Accommodation	0.00	0.00
General Business		
Operating expenses	0.00	48.57

	Year to date Jan. 1, 2022 to Dec. 31, 2022	Previous year to date Jan. 1, 2021 to Dec. 31, 2021
Banking fees <sup>10</sup>	59.55	62.13
Online banking fees <sup>11</sup>	772.90	773.86
Postage/Postal Box Rental <sup>12</sup>	576.45	839.94
Website <sup>13</sup>	1,303.87	759.72
Professional Fees <sup>14</sup>	1,048.68	865.08
Awards/Presidential Gifts <sup>15</sup>	350.00	76.78
Total	6,597.60	9,480.96

Final Details:

Cash on hand – December 31, 2022 42,051.89 –

Halton-Peel Chapter \$4,539.80

School Chapter \$3,447.00

Toronto Chapter \$7,433.10

Ottawa Chapter/Section d'Ottawa \$18.00

## Notes to the OALT/ABO Financial Statement

1/2 **Membership fees** received in 2022 were \$1,694.00 and **Chapter fees** collected were \$198.00.

3 **Conference Income** \$1,701.00

4 **Miscellaneous** – We received income **\$63.67** from Eventbrite for 3 Lunch and Learn Sessions.

**Total Revenue from 2022 : \$3,656.67**

5 **Conference Expenses** – Conference fees were **\$\$785.73**

6 **Chapter Remittance** – \$318.00 was paid to Ottawa Chapter/Section d'Ottawa.

7 **Refunds/Returned Cheques** – **\$12.00** membership overpayment.

8 **Socials and Rentals** – OLA Exhibition Booth and OLA travel expenses **\$1,258.80**.

9 **Travel** – Travel expenses of **\$111.62** were for Halton Peel.

10 **Bank Fees** – \$59.55

11 **Online Bank Fees** – \$772.90

12 **Postage/Post box rental** – \$576.45 Canada Post Mail Forwarding Fees and Post Box rental

13 **Website** – Software and maintenance costs \$1,303.87

14 **Professional Fees** – Insurance Policy for 2022 equals \$1,048.68

15 **Awards** – Indigo gift cards for Board departures – \$350.00

**Total Expenses for 2022 : \$6,597.60.**

In 2022, the association had a loss of \$2,940.93

## **Membership & Chapters**

All Chapters  
December 31, 2022

Income	Details	Balances
Halton Peel 6 members	Opening Balance Jan. 2022	4,635.42
	Chapter fees collected	16.00
	Chapter travel expense 2022	-111.62
	Balance as of Dec. 31, 2022	4,539.80
School 0 member	Opening Balance Jan. 2022	3,477.00
	Chapter fees collected	0.00
	Balance as of Dec. 31, 2022	3,447.00
Toronto 9 members	Opening Balance Jan. 2022	7,385.10
	Chapter fees collected	48.00
	Balance as of Dec. 31, 2022	7,433.10

Ottawa Chapter/Section d'Ottawa has 19 members.

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

#### Membership Statistics

2022	2021	2020
\$1,694 received in membership fees	\$4316.00 received in membership fees	\$2,838.00 received in membership fees
125 members total	151 members total	115 members total
46 Full	66 Full	52 Full
43 Student	57 Student	31 Student
16 Group	11 Group	12 Group
16 Retired/Unemployed	14 Retired/Unemployed	15 Retired/Unemployed
1 Associate	1 Associate	3 Associate
2 Lifetime	2 Lifetime	2 Lifetime

Respectfully submitted,

*-Original signed by Lori O'Connor*

Lori O'Connor

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

# Conference Coordinator's Report / Rapport de la Coordinatrice de la conférence

Our 2023 conference is our 50th anniversary conference.

The May 2023 Annual Conference will be a hybrid conference (both in person and virtually). We strategically separated the days into Technical; Public; School.

The Conference will take place from Wednesday May 10 until Saturday May 13, 2023.

The conference will be all day each day.

We are offering technical workshops on Wednesday. We are also visiting the Oshawa Museum on Wednesday afternoon to see a presentation called "Dressing Mrs. Passmore".

We are visiting the Oshawa Public Library on Thursday.

Friday we will be at Durham College with a variety of virtual and in-person workshops.

We offered the option to get swag for our 50th anniversary; which will come after the conference. We have had a small glitch with the provider, causing a small delay.

Our banquet will be at the Robert McLaughlin Art Gallery on Thursday evening. We have a special caterer and an award ceremony with a Presentation by the Durham Storytellers.

Friday night we are hosting a BBQ with a special panel discussion by three different genre authors about character development and a presentation about our 50 years.

We have two Library Technician students volunteering to moderate our virtual workshops.

The AGM will take place on Saturday May 13 at 12:15 p.m.

Respectfully submitted,

*-Original signed by Janna Munkitrick-Colton*

Janna Munkitrick-Colton