

# Agenda / Ordre du jour

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[oaltabo.on.ca/51st-annual-agenda](http://oaltabo.on.ca/51st-annual-agenda)

May 5, 2024

## 51st Annual General Meeting / 51e Assemblée Générale Annuelle

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**Saturday May 25 2024 / le samedi le 25 mai 2024**

**Virtual / virtuel : online / en ligne**

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1. Call to order / Ouverture
2. Adoption of the Agenda of the 51st Annual General Meeting / Adoption de l'ordre du jour de la 51e assemblée générale annuelle
3. Adoption of the Minutes of the 50th Annual General Meeting / Adoption du procès-verbal de la 50e 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
  1. Not-for-Profit Corporations Act, 2010 / Loi de 2010 sur les organisations sans but lucratif
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

Posted in [Annual-General-Meeting](#)

# DRAFT – Meeting Minutes / PROJET – Procès-verbal de la réunion

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oaltabo.on.ca/50th-annual-minutes-draft

May 5, 2024

\*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.

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

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Saturday May 13 2023 / le samedi le 13 mai 2023

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Onsite / Sur place : Durham College

Virtual / virtuel : online / en ligne

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### 1. Call to Order / Appel à l'ordre

Meeting called to order at 12:19 p.m. On December 31, 2022, we had 125 members on the membership register. Quorum: 12.5 people required for quorum: 2 proxies, 11 people in person and 3 members virtually. Quorum for the meeting was met. Vincent Elit, President, chaired the meeting and Linda Landreville acted as Parliamentarian.

### 2. Adoption of the Agenda of the 50th Annual General Meeting / Adoption de l'ordre du jour de jour de la 50e assemblée générale annuelle

No additions or changes to the agenda. Motion to adopt the Agenda by Mary Doyle, seconded by Penni Chalk. **Motion – Carried.**

### 3. Adoption of the Minutes of the 49th Annual General Meeting / Adoption du procès-verbal de la 49e assemblée générale annuelle

A few name changes and typographical changes were made late in the day, and are reflected in the minutes that were shared on the screen.

Moved by Tracy Morgan, seconded by Barbara Cope to adopt the Minutes from the 49th 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.

##### **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.

###### **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.

###### **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.

Barbara Cope – Asked if there is any idea when the polo shirts will be sent out.

Vincent Elit – Responded that after the conference, we will be in touch.

Moved by Linda Landreville, seconded by Liz Aldrey to adopt all three reports as written and presented. **Motion Carried.**

##### **Committees / Comités**

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

This year, Janna Munkittrick-Colton was awarded the 2023 Presidential Award. The committee was Barbara Cope, Linda Landreville and Sharon Doyle.

###### **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 Janna Munkittrick-Colton, seconded by Barbara Cope.

##### **Motion Carried**

Vincent Elit acclaims the position.

### **President-Elect**

No Nominations

Moved to close by Penni Chalk, seconded by Mary Doyle.

### **Motion Carried**

Position Vacant.

### **Treasurer**

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

No other nominations.

Motion to close by Barbara Cope, seconded by Kerry McCauley.

### **Motion Carried**

Lori O'Connor acclaims the position.

### **External Communications Coordinator**

Mary Doyle is willing to standing in the position.

Motion to close by Kerry McCauley, seconded by Linda Landreville.

### **Motion Carried**

Mary Doyle acclaims the position.

### **Internal Communications Coordinator**

No nominations

Motion to close by Lori O'Connor, seconded by Barbara Cope.

### **Motion Carried**

Position Vacant

### **Conference Coordinator**

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

No other nominations

Motion to close by Penni Chalk, seconded by Mary Doyle.

### **Motion Carried**

Janna Munkittrick-Colton acclaims the position.

### **Chapter Coordinator**

No nominations

Motion to close by Janna Munkittrick-Colton, seconded by Kerry McCauley.

### **Motion Carried**

Position Vacant

Motion to adopt the committee reports as presented moved by Lori O'Connor, seconded by Kerry McCauley. **Motion Carried.**

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

There were no items of unfinished business.

## 6. New Business /Affaires nouvelles

- Linda Landreville – Started a discussion about getting together for a membership retention type of activity or workshop to increase membership engagement. Suggested possibly a virtual event, that could bring in more members (possibly students)
- Mary Doyle – Discussed the Seneca presentation visits, where the presentation was done to 4 classes of both 1st and 2nd year students. Also mentioned the social event at OLA SuperConference which we had been doing for many years, however didn't this year due to the risks of costs versus possible attendance.
- Vincent Elit – We tried doing the Meet and Greet events in the winter, but will try and move them back to the Fall this year.

## 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 2022/2023 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, Mary Doyle, Janna Munkittrick-Colton, Tamara Ozdemir, Tiffany Ribeiro and Jessica Hymers.

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

President: Vincent Elit

Treasurer: Lori O'Connor

External Communications Coordinator: Mary Doyle

Internal Communications Coordinator: vacant

2024 Conference Coordinator: Janna Munkittrick-Colton

Chapter Coordinator: vacant

Moved to accept the slate of directors by Kerry McCauley, seconded by Liz Aldrey. **Motion Carried.**

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

A huge thank you was sent out to all of the members who volunteered over the past several days of the Conference. This includes both in person and virtually, as well as at all of our various locations.

## 10. Future Conferences / Prochaines conférences

Discussions took place that we had a fair bit of transition over the last few years from virtual, and now to hybrid. It was mentioned that there weren't any objections to doing a hybrid conference in the future. It was noted that if we could advertise more engagement from online that would be great. Janna mentioned that we have started planning, and anticipate Hamilton next year, working with Mohawk College.

It was also discussed that we have worked with different technologies throughout the last few years, and that many organizations are continuing with either going hybrid or only in person.

#### 11. **Adjournment / Levée de séance**

Moved by Tracy Morgan to adjourn the meeting, seconded by Mary Doyle. **Motion Carried.**  
The 50th Annual General Meeting of OALT/ABO is hereby adjourned at 1:30p.m.

Posted in [Annual-General-Meeting](#)

# President's Report / Rapport du président

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[oaltabo.on.ca/51st-annual-president](https://oaltabo.on.ca/51st-annual-president)

May 5, 2024

## 51st Annual General Meeting / 51e Assemblée Générale Annuelle

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**Saturday May 25 2024 / le samedi le 24 mai 2024**

**Virtual / virtuel : online / en ligne**

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On behalf of the membership of the Ontario Association of Library Technicians/Association des bibliotechniciens de l'Ontario (OALT/ABO), I would like to begin by thanking the members of the 2023 Board of Directors, including Lori O'Connor, Mary Doyle and Janna Munkittrick-Colton, the Appointed Officers including Jessica Hymers and Mary Doyle and the Appointed Executive Officers of the Chapters.

On Saturday May 23, 2023, the 50th Annual General Meeting of OALT/ABO was called to order both in person at Durham College and virtually 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, Internal Communications Coordinator and Chapter Coordinator.

The Board of Directors ("the Board") met for the first time on June 08, 2023, via the Associations' online meeting software (Zoom Meetings). Over the course of the year the Board met formally 9 times. This year, all of our meetings took place virtually, with the exception of our March meeting, which was held both in person and virtually from Kingston. Members of the Association also attended Advisory Committee meetings of the Algonquin and Mohawk Colleges' Library and Information Technician Programs.

In 2024, the Ontario Association of Library Technicians/Association des bibliotechniciens de l'Ontario will be celebrating our 51st anniversary as a bilingual association. The founding meeting took place on Saturday October 27, 1973 at Humber College. The purpose of this meeting was to discuss the formation of a Library Technician Association, and was chaired by Douglas Willford.

We also celebrate the 50<sup>th</sup> anniversary of the Ottawa Chapter/Section d'Ottawa (formerly Ottawa Regional Branch/Section Regionale d'Ottawa) this year. To find out more about the history of this Chapter, I recommend checking out their newsletter archives, available on the Associations' website at the following link: <https://oaltabo.on.ca/print-archives/chapters-regional-branches/ottawa/>

## Communications & Programming

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The Board continues 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 are using Google as their document management platform.

The Board also 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, X (formerly known as Twitter), Instagram and LinkedIn. We also maintain the OALT/ABO Discussion list, which has 264 members (as of May 19, 2024).

At the end of 2023, our social media following included:

- **Facebook** 31 news fans (total 782) and followers and 12K impressions
- **X (formerly known as Twitter)** – 31 fans and followers (total 848) and 1.9 K impressions
- **Instagram Business** 17 new fans and followers (total 153) and 1.3K impressions
- **LinkedIn** 6 new fans and followers (total 730) and 1.9K impressions
- 83 Posts across all networks
- 17K impressions across all networks
- 13K 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

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The Board recognized the OALT/ABO Outstanding Student Award winners of the three college programs, including: Dorian Jensen (Algonquin College), Samantha Ogino (Seneca College) and Brooke Mayer (Mohawk College).

This year we held virtual and in person Student Meet and Greet at all three 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 2024.

**Mohawk College** – We held two Zoom meetings, taking place in October and November 2023. Students who attended these sessions had some great questions, and we received positive feedback from attendees.



**Seneca College** – We held a virtual session at Seneca College in early March 2024. Students who attended this session had some great questions, and we received positive feedback from attendees.

## **OLA Super Conference**

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This year, the 2024 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 made the decision to return to an in-person format. We will gather feedback from participants and members as we look towards next year. Thank you to Janna Munkittrick-Colton and her conference team for their planning, and execution of our conference. Please communicate with the Conference team with your feedback.

For fifty-one 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.

Before concluding, I would like to thank Lori O'Connor (who has been on the Board for 10 years), Mary Doyle (who has been on the Board for 7 years) and Janna Munkittrick-Colton (who has been our Conference Coordinator for the last 5 years) for continuing in their roles over the last number of years.

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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Posted in Annual-General-Meeting

# Treasurer's Report / Rapport de la Trésorère

oaltabo.on.ca/51st-annual-treasurer

May 5, 2024

## 51st Annual General Meeting / 51e Assemblée Générale Annuelle

Saturday May 24 2024 / le samedi le 24 mai 2024

Virtual / virtuel : online / en ligne

### OALT/ABO Financial Statement December 31, 2023

	Year to date Jan. 1, 2023 to Dec. 31, 2023	Previous year to date Jan. 1, 2022 to Dec. 31, 2022
Cash on hand – January 1, 2023	41,751.89	–
<b>Revenue:</b>		
Membership Fees <sup>1</sup>	3,100.00	1,694.00
Chapter Fees <sup>2</sup>	438.00	198.00
Conference <sup>3</sup>	4,413.75	1,701.00
Corporate Sponsorship	0.00	0.00
Miscellaneous <sup>4</sup>	0.19	63.67
<b>Total</b>	<b>7,951.94</b>	<b>3,656.67</b>
<b>Expenses:</b>		
Conference <sup>5</sup>	8,348.56	785.73
<b>Chapter Expenses</b>		
Chapter Remittance <sup>6</sup>	166.00	318.00
Refunds/Return cheques <sup>7</sup>	400.00	12.00
Chapter Subsidy	0.00	0.00
<b>Meeting Expenses</b>		
Socials, Rentals & Other Fees <sup>8</sup>	1,244.46	1,258.80

	<b>Year to date Jan. 1, 2023 to Dec. 31, 2023</b>	<b>Previous year to date Jan. 1, 2022 to Dec. 31, 2022</b>
Travel/Parking <sup>9</sup>	815.03	111.62
Accommodation <sup>10</sup>	794.70	0.00
<b>General Business</b>		
Operating expenses <sup>11</sup>	8.00	0.00
Banking fees <sup>12</sup>	51.38	59.55
Online banking fees <sup>13</sup>	912.90	772.90
Postage/Postal Box Rental <sup>14</sup>	230.52	576.45
Website <sup>15</sup>	1,053.77	1,303.87
Professional Fees <sup>16</sup>	994.68	1,048.68
Awards/Presidential Gifts <sup>17</sup>	474.88	350.00
<b>Total</b>	<b>15,494.88</b>	<b>6,597.60</b>
<b>Final Details:</b>		
Cash on hand – December 31, 2023	<b>34,206.95</b>	–

Halton-Peel Chapter \$4,607.80  
School Chapter \$3,467.00  
Toronto Chapter \$7,529.10  
Ottawa Chapter/Section d'Ottawa \$50.00

## Notes to the OALT/ABO Financial Statement

1/2 **Membership fees** received in 2023 were \$3,100.00 and **Chapter fees** collected were \$438.00.

3 **Conference Income** \$4,413.75

4 **Miscellaneous** – We received income **\$0.19** for VISA reimbursement.

**Total Revenue from 2023 : \$7,951.94**

5 **Conference Expenses** – Conference fees were **\$8,348.56**

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

7 **Refunds/Returned Cheques** – **\$400.00** for Polo shirts refund and membership overpayment.

8 **Socials and Rentals** – OLA Exhibition Booth and swag **\$1,244.46.**

9 **Travel** – Travel expenses of **\$815.03** for OLA SuperConference and Seneca College event.

10 **Accommodations** – OLA SuperConference **\$794.70**

11 **Operating Expenses** – Ontario Entity Profile Report – **\$8.00**

12 **Bank Fees** – **\$53.38**

13 **Online Bank Fees** – **\$912.90**

14 **Postage/Post box rental** – **\$230.52** Canada Post Mail Forwarding Fees and Post Box rental

15 **Website** – Software and maintenance costs **\$1,053.77**

16 **Professional Fees** – Insurance Policy for 2023 equals **\$994.68**

17 **Awards and Gift Cards** – **\$474.88**

**Total Expenses for 2023 : \$15,494.88.**

In 2023, the association had a loss of **\$7,542.94**

## Membership & Chapters

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Income	Details	Balances
<b>Halton Peel 9 members</b>	Opening Balance Jan. 2023	4,539.80
	Chapter fees collected	108.00
	<b>Balance as of Dec. 31, 2022</b>	<b>4,647.80</b>
<b>School 2 members</b>	Opening Balance Jan. 2023	3,447.00
	Chapter fees collected	20.00
	<b>Balance as of Dec. 31, 2023</b>	<b>3,475.00</b>
<b>Toronto 10 members</b>	Opening Balance Jan. 2023	7,433.10
	Chapter fees collected	104.00

Income	Details	Balances
	<b>Balance as of Dec. 31, 2023</b>	<b>7,537.10</b>

All Chapters  
December 31, 2023

Ottawa Chapter/Section d'Ottawa has 16 members.

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

2023	2022	2021
\$ 2,572.00 received in membership fees <ul style="list-style-type: none"> <li>• 110 members total</li> <li>• 39 Full</li> <li>• 48 Students</li> <li>• 9 Group</li> <li>• 11 Retired/unemployed</li> <li>• 1 Associate</li> <li>• 2 Lifetime</li> </ul>	\$ 3,138.00 received in membership fees <ul style="list-style-type: none"> <li>• 127 members total</li> <li>• 47 Full</li> <li>• 45 Students</li> <li>• 16 Group</li> <li>• 17 Retired/unemployed</li> <li>• 1 Associate</li> <li>• 2 Lifetime</li> </ul>	\$ 4,316.00 received in membership fees <ul style="list-style-type: none"> <li>• 151 members total</li> <li>• 66 Full</li> <li>• 57 Students</li> <li>• 11 Group</li> <li>• 14 Retired/unemployed</li> <li>• 1 Associate</li> <li>• 2 Lifetime</li> </ul>

Membership Statistics

Respectfully submitted,

*-Original signed by Lori O'Connor*

Lori O'Connor

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

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

Posted in [Annual-General-Meeting](#)

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

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[oaltabo.on.ca/51st-annual-conference](http://oaltabo.on.ca/51st-annual-conference)

May 5, 2024

## 51st Annual General Meeting / 51e Assemblée Générale Annuelle

---

**Saturday May 25 2024 / le samedi le 24 mai 2024**

**Virtual / virtuel : online / en ligne**

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The 51th OALT/ABO Conference : Libraries as lighthouses / Les bibliothèques comme phares ; was a successful conference with many first time attendees, and 48 registered attendees.

This was our first on-site conference since the pandemic and was well attended.

We had three sponsors : Carr MacLean, Mohawk College and Local 2022 Kingston Frontanac Public Library Workers.

We located ourselves at the Waterfront Conference Centre in Hamilton on the Bay. The view throughout the conference was distracting but was successful anyways.

We started our conference off Thursday morning with a couple of vendors (Carr Maclean and the Hamilton Hospice group). Our introduction started with Vincent Elit, President OALT/ABO and Janna Munkittrick-Colton welcoming everyone; then Nrinder Nann, City Councillor for Ward 3, Hamilton; and Lynn Coleman from Mohawk College.

We started off in a big fashion with Michelle Arbuckle, Executive Director of the Ontario Library Association (OLA) as our Keynote speaker. Many hilarious moments happened throughout; then led by Dolores Harms Penner a panel discussion followed with many thoughtful comments.

After a delightful lunch, SPARC brought 3 robots to demonstrate their products.

The rest of the workshops on Thursday and Friday were successful and engaging for everyone (even my interactive puppet program)!

Our Thursday night banquet was an unusual style for us but was casual with canapes being served throughout so that people could wander and have a social hour.

Vincent presented the Membership anniversaries and OALT/ABO Outstanding Student Award for Mohawk, Seneca and Algonquin Colleges.

We would like to thank the Waterfront Conference Centre for their attention to some of our special needs.

My recommendation for next year is to try to attract more sponsorships to help with the costs.

We had many students that attended the conference which might affect the costs and we did try to keep pricing on the low side with us moving to a 2-day conference.

If anyone would like to make suggestions for next year please email me at [conference@oaltabo.on.ca](mailto:conference@oaltabo.on.ca) . I received one request so far to do a workshop for next year! Thank you.

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  
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