

OLBA 2008 Annual General Meeting

OLBA is on the Web!

<http://www.accessola.com/olba/bins/index.asp>

January 2009

Message from The President



**Lynn Humfress-Trute OLBA
President 2008**

It was with some trepidation that I began my tenure as President of OLBA this time last year. I had come to council in 2007 as a very green library board trustee, and I naively accepted the role of VP thinking that this was an easy role to assume...all I had to do was to facilitate the meetings in the absence of the President. I should have read the small print which stated that the role of VP included being the President-Elect!

However, thanks to the tremendous support given to me by my fellow OLBA councilors, their incredible dedication to the mandate of OLBA and their inces-

sant emails that kept me on the straight and narrow, my job has been rewarding, exciting and fulfilling.

First, let me begin this message with thanks to you for your attendance at this AGM. It is overlooked many times that library board members are community volunteers; but as a board member myself, I know the sacrifice that many of you have made... you leave behind your jobs and family and are often forced to use up some of your annual vacation time in order for you to be here; and for that I am very grateful.

This year, OLBA made new partnership ventures and strengthened bonds to form good working relationships with OPLA, SOLS and OLSN. In February, I had the pleasure to be invited to attend a SOLS board meeting to make a presentation on the work that OLBA is doing within trustee education. We were warmly accepted by SOLS and as a result, we promote and consult each other in many areas relating to the promotion of sound library governance.

In May I attended the OLSN conference in Sudbury to introduce one of the new elements of our Leadership by Design program. New friends were made and I

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AGM AGENDA

1. Call to Order
2. Welcome
3. Approval of Agenda
4. Approval of 2008 Minutes
5. Business Rising from Minutes
6. Acceptance of Reports:
 - President's
 - Treasurer's
 - Past President's
 - Northeastern Rep
 - Org Review
7. Resolutions
8. Elections of New Officers
9. Incoming President
10. Adjournment

QUORUM:

As Defined in OLA Constitution:

A quorum is composed of at least 5% of the individual membership (954) of OLBA; therefore 48 attendees at OLBA AGM will form a quorum

President's Message... cont'd

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came away with a deeper understanding of the problems that are inherent within northern Ontario and First Nation library boards along with a greater commitment to further the governance education opportunities for library board members in the North. The warmth and hospitality that was extended to me during my visit was wonderful.

In June, the two councils of OPLA and OLBA met to discuss mutual concerns and determine ways in which we could work together. It was a great meeting and since then, OPLA President Cindy Weir and I have been able to communicate regularly on issues common to both divisions.

However, the most exciting work this year has been in the promotion of sound library governance by the now famous and internationally renowned (modesty is not my forte) Leadership By Design program. In March we were given a grant by The Ontario Trillium Foundation so we could further develop this wonderful tool. I am very sure that most of you have looked at the website: <http://accessola.com/olba/LBD/index.php> to peruse the informative elements that make up the program... but if not, well just do it!

As the primary resource for Ontario public library trustees to find the information and make the connections they need, OLBA's Leadership By Design is a comprehensive leadership development program created and developed by two wonderful women, Margaret Andrewes and Randee Loucks. Their extraordinary dedication to ensure that Ontario Public Library Board trustees are provided every opportunity to attain the high standards needed to provide Ontario's public libraries with excellence in leadership, is in itself inspiring. OLBA council and I are very grateful to them for their work. One feature of LBD that is not widely known is how transferrable its resources are to other boards outside of the library world. I have had notes from many not for profit board of directors within Ontario and far beyond, thanking OLBA for the ability to use this resource on line, without charge.

"... the most exciting part of this year has been the promotion of sound library governance through Leadership By Design..."

As you can tell, the work that goes on within OLBA council is enriching and rewarding to its members. But we need our membership to become more involved. At the present time we have a vacancy for a SW Ontario representative on council, as well as an editor for our publication "Inside OLBA". Are you able to spare a little more of your precious time to give to your fellow library board members? If so please come up after the meeting and see me or, contact me at: trute@execulink.com. I would love to hear from you.

One other thing that I must mention is membership. OLBA exists thanks to the small membership fees that we ask. If your board is not a member, I would ask you to please consider membership at your next meeting... it's really quite inexpensive; details are on our website, "Becoming a Member."

Now for some special thanks! I would like to mention the support that I received from Cathy Dowd, Past President of OLBA. Cathy's mentorship of me this year has been outstanding and I could not have been an effective President without it. Cathy leaves OLBA this year and she will be sorely missed. I will try to follow in her footsteps in my support of our incoming President, Margaret Wicklum and her VP, Jane Hilton. I am confident that I pass the leadership of OLBA to extremely competent hands.

To my fellow council members, thank you for your unwavering support during my term of office; I cannot begin to explain how appreciative I am and I know that you will continue in this manner with Margaret and Jane. I would be remiss if I failed to mention the incredible work done on our website by our website manager, Ian Hunter. Ian has spend countless volunteer hours in researching stories for Headline News and keeping our website current, interesting and informative. Thank you Ian.

Last but not least, I would like to thank a special group of staff members who work at OLA. Led by Shelagh Pateron, OLA staff work tirelessly to expedite many matters on behalf of OLBA. Thank you for your immense support.

It has been an honour and privilege to be your President this past year. Thank you.

Minutes: Annual General Meeting 2008

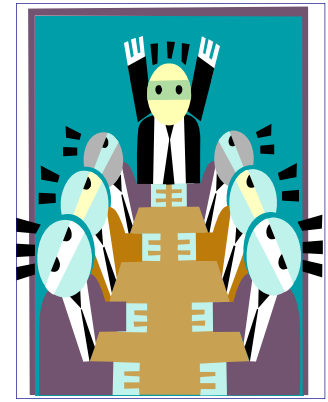
- 1.0 Call to order at 5:15 p.m on Thursday, Jan 31st 2008
- 2.0 President Catherine Dowd welcomed those present, recognizing that there were 32 people in attendance.
- 3.0 It was established that there was a quorum for the voting that would be taking place.
- 4.0 **Moved by Joyce Cunningham, seconded by Margaret McLean, that the agenda be approved as circulated. Carried.**
- 5.0 **Moved by Margaret McLean, seconded by Andrew Porteous, that the minutes of the 2007 Annual General Meeting be approved as circulated. Carried.**
- 6.0 There was no business arising from the 2007 AGM meeting.
- 7.0 President Catherine Dowd gave her report, thanking departing member Bob Ernest, representing Central West, for his dedication to OLBA, and in particular his work on *Inside OLBA*, and to Doreen Horbach, departing Past President. Cathy then extended a welcome to the newest members of Council, Jane Hilton, representing Central Eastern Region, and Marilyn Stewart, representing Northeastern Region. Other highlights of the report included the history of *Cut to the Chase*, our very successful tool for trustees, and announcement of the launch of the second phase of the Leadership by Design project, One Place to Look. The full text of her report is posted on the OLBA website.
- 8.0 Treasurer Margaret Wicklum gave her report, indicating that we again appear to have ended our fiscal year well within our budget. The budget for 2008 will be presented to OLA shortly, so has not yet been approved. The \$2000

- we had budgeted for sharing a booth with FOPL at the AMO conference in Ottawa in August was diverted to subsidize attendance at SuperConference for one trustee from the Northwest and one from the Northeast, chosen by lottery. We await news of our share of a Trillium grant to continue with further phases of our Leadership by Design project.
- Moved by Andrew Porteous, seconded by Claudette Robertson, that the Treasurer's report be accepted as presented. Carried.**
- 9.0 The individual councillors' reports were included in the overall President's Report this year.
- 10.0 Jan Harder, from the Ottawa Public Library, asked for trustee support in her library's bid to lobby the Ministry of Culture for an increase in funding to libraries, which have been flat-lined for over 10 years. Jan will assist Quentin Esrick as OLBA conference organizer for Super Conference 2009.
- 10.01 Don Hamilton, from the Greater Victoria Public Library Board, representing the Canadian Library Trustees Association, asked for communication from trustees to develop national level participation in CLTA initiatives.
- 10.02 Don commended OLBA for our "brilliant" *Cut to the Chase*, and explained the difference between British Columbia Library Boards' Association and OLBA. In BC, BCLBA is government supported, and therefore all library boards are automatically members, unlike OLBA, which is a paid membership organization. However, he stressed that our goals are the same.
- 10.03 Joyce Smith was chosen as Trustee of the Year, and will receive her award at the Awards Dinner this evening.

- 11.0 Doreen Horbach was nominated by Jan Harder, seconded by Janie Fischbacher of New Tecumseth Public Library as the OLBA representative for Central West, replacing Bob Ernest, whose term is up. There being no other nominations, Doreen was acclaimed.
- 11.01 Margaret Wicklum was acclaimed as incoming Vice President, leaving a vacancy in the Eastern Region.
- 12.0 Incoming President Lynn Humfress-Trute spoke to the meeting, thanking all those who had worked with her last year, especially outgoing Past President Cathy Dowd.. She encouraged all trustees to communicate with OLBA, using it as a resource for better library governance, and stated her intent to work on getting information out to all library boards.
- 13.0 **Moved by Marilyn Stewart, that the meeting be adjourned.**

The meeting was adjourned at
6:00 p.m.

Submitted by:
Margaret Wicklum,
Recording Secretary, OLBA



2008 Treasurer's Report

... Jane Hilton, OLBA Treasurer

The 2008 audited report is not yet available, however OLBA exceeded its allocated 2008 budget of \$22,900.00 as a result of higher than anticipated costs of board meetings and board approved initiatives throughout the year.

At the end of December, we had spent an estimated \$28,530.00 for an over expenditure in the region of \$3,600.00.

The initiatives, which have served the membership well, included travel subsidies to the Ontario Library Association conference held in Toronto, for board members from the Northeast and Northwest region which were not budgeted for. As well, some very suc-

cessful outreach initiatives were carried out in 2008. OLBA councillors SOLS trustee council meetings showcased OLBA and the President attended and represented OLBA at the OLS-N conference. In the previous year, travel costs were lower since there were a number of OLBA councillor vacancies which have now been filled.

OLBA has upgraded its website to accommodate the new elements of the Leadership by Design program, in particular the respected and valued online reference library – One Place to Look.

A change in the catering arrange-

ments were necessary due to the relocation of OLA offices resulting in a higher than anticipated cost for the catering services for the OLBA meetings.

Printing costs for *InsideOLBA* were also higher than budgeted since publication costs increased for the three issues produced in 2008.

The budget for 2009 has been presented to the OLA but has not yet been approved.

Leadership By Design

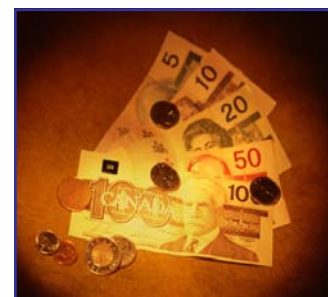
The Leadership by Design project ended the year under the estimated budget of \$44,000. In March 2008, the Ontario Library Association received an Ontario Trillium Foundation (OTF) province-wide grant of \$31,000 to help fund a research project and further develop the OLBA's Leadership by Design program.

The project was completed between April and December 2008 and OLA has submitted its final project report to OTF.

Submitted by:

Jane Hilton,

OLBA Treasurer



		Ontario Library Boards' Association 2008 Budget		
		2007	2008 Actual	2008 Budget
Expenses				
Code	Partnerships & Promotion		1157.70	800.00
6060	Materials, Memberships	500.00		
6130	Telephone, Fax, etc.	32.00	273.76	200.00
6210	Catering	597.00	1,144.93	500.00
6220	Travel, Accommodation	7,283.00	19,342.09	13,400.00
6240	Awards	825.00	957.23	700.00
6410	Printing	1004.00	3,741.19	2,500.00
6420	Supplies	48.00	136.57	300.00
6510	Delivery	976.00	1,776.25	2,500.00
	Support services			2,000.00
	TOTAL	\$11,265.00	\$ 28,529.72	\$24,900.00
	Variance		(\$3,629.72)	
LEADERSHIP BY DESIGN (LBD)				
Revenue				
	Trillium Grant		31,000.00	
Expenses				
	Professional Materials		810.00	
	Travel		7,497.28	
	Awards		11,108.79	
	Support Services		3,045.23	
	Catering		329.23	
	Delivery		17,437.17	
	Supplies		2,022.00	
	LBD EXPENSES sub-total		\$42,249.70	
	Variance		(\$11,249.70)	

Appointed as OLBA Councillor in September 2008, to complete the term of Margaret Stewart who has returned to Southern Ontario, I attended my first Council meetings in September and December 2008.

My first contact with the Library Boards in the Northeastern membership area was when I followed up with a reminder to all Board Chairs, encouraging them to apply for one of two subsidies being offered to first-term Library Board members wishing to experience Super Conference. This e-mail contact followed Joyce

Cunningham's (Northwestern membership area) post on the website of Ontario Library Service North reminding OLBA members to apply.

Six entries for the bursary draw were received and the winners were contacted by OLBA Secretary Ian Hunter on January 10. On January 23, I followed up with the winners by telephone to personally congratulate them and invite them to our annual meeting and reception during Super Conference 2009.

Congratulations to the enthusiastic winners:

- Nancy Adams, Chair, Mattawa Public Library Board
- Grant Tunnicliffe, Timmins Public Library Board

We look forward to meeting them both and hope that they enjoy their first OLA Super Conference and all that it has to offer!

Submitted by:

Frances Ryan, OLBA Councillor

Past President's Report

In 2008 my areas of responsibility on OLBA Council included:

- Attending a meeting, along with other members of Council, with the SOLS Board to describe the Leadership By Design program and to demonstrate the modules that were in effect at that time.
- Acting as a liaison between OLBA Council and the two current coordinators for OLBA sessions at Super Conference 2009, Beth Pheiffer, Belleville Public Library Board and Esrick Quintyn, Oshawa, Public Library Board.
- In 2008 I attended the Spring and Autumn Trustee Council Four meetings on behalf of our Mid-Central Region Councillor.
- I edited, and contributed articles to, the Fall 2008 issue of 'InsideOLBA'

Submitted by:

Catherine Dowd

Past President OLBA

Organizational Development Committee ...Submitted By Jane Hilton

In 2008, the Organizational Development Review Committee further refined the Terms of Reference to review organizational processes and to focus on issues of membership.

Toronto representation

The OLBA has had longstanding difficulties obtaining representation for the Toronto region on the OLBA council. The Organization Development Review Committee developed different options for Council to consider with a recommendation to address this deficiency. It was decided that until there is a Toronto representative who can serve on council, the councillor for the Mid Central region will act as a liaison between OLBA and the Toronto Public Library.

Membership Model

The Committee examined the types of membership available for Board members and the process for renewal. These included individual personal memberships as well as the present model of a block/board membership. In the end, Council opted to maintain the present board type membership but to consider more effective mechanisms to increase the communication between OLBA and board members.

The OLBA membership brochure and form was revised so that it might serve as a more effective marketing tool.

OLBA Members

A revised list of library boards with OBLA membership was compiled, including reviewing the renewal process as a preliminary step towards improving the 34% rate of membership. In addition, the OLBA activities of providing a listserve, publishing the 'InsideOLBA', awarding outstanding board members, developing Super Conference sessions and initiating the Leadership by Design program were scrutinized for determining whether they met memberships' needs. While a formal evaluation has not been completed, there are plans to review what's available in an ongoing effort to provide board members with the support they need to be effective board members.