

Ontario
Library Boards'
Association

AGM Report

FEBRUARY

2011 Annual
General
Meeting

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AGM AGENDA

1. Call to Order
 2. Establish Quorum
 3. Welcome
 4. Approval of Agenda
 5. Approval of Minutes of AGM 2010
 6. Acceptance of Reports:
 - President's
 - Treasurer's
 7. Introduction of OLBA Council, 2011
 8. Incoming President's Address
 9. Other Business
 10. Adjournment
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OLBA Website:
www.accessola.com/olba

OLBA MISSION

The Ontario Library Boards' Association is a centre of excellence in governance for public library boards in Ontario.

OLBA VISION

The Ontario Library Boards' Association (OLBA) is a leader and recognized authority in public library governance and community leadership development. Connected and responsive to its members, OLBA is a valued partner within the public library system.

OLBA VALUES

We believe...

- ♦ that public libraries are essential to the quality of life of the people of Ontario and vital to the educational, economic, social and cultural development of the province;
- ♦ that public library boards must continue to be independent and citizen-based in order to fulfill their governance mandate and provide excellence in public library service as a fundamental pillar in the development of vibrant communities throughout Ontario;
- ♦ that a sound partnership between each public library board and its Chief Executive Officer is essential to strong library leadership locally, regionally and provincially;
- ♦ that a collaborative relationship between each public library board and its municipal council is critical to effective public library governance.

Report From The President



The Ontario Library Boards' Association (OLBA) is one of the six divisions of the Ontario Library Association. We are a unique division because we represent the governors of public libraries whose goal it is to ensure that each community has the best library service possible. OLBA continues to be a dynamic association widely recognized and respected as an authority on library governance. We can only accomplish this through our membership.

In 2010 and for the first time in three years, OLBA had a full slate of councillors. Your OLBA council consisted of: Vice President, **Joyce Cunningham**; Past President, **Margaret Wicklum**; Treasurer and Northeast Councillor, **Frances Ryan**; Secretary and Southwest Councillor, **Lynn Humfress-Trute**; Superconference Coordinator, *InsideOLBA* Editor and Central East Councillor, **Beth Phieffer**; Toronto Public Library liaison and MidCentral Councillor, **Shelagh Harris**; Superconference Coordinator and Eastern Councillor **Jackie Houde**; Northwester Councillor, **Kim Vares**; and Central West Councillor, **Robert Taylor**. **Ian Hunter** continued to provide excellent articles for *AccessOLA* and maintain the OLBA website, joined this year by **Karen Dubeau**.

Like each President before me, I started out with what seemed like an incredible amount of time to accomplish an ambitious number of initiatives, but as the year progressed, I realized how quickly a year can disappear.

During 2010, we built on previous accomplishments and continued to strengthen OLBA. While the values of OLBA remained unchanged, Council approved a new mission and vision statement. In March, the 2010-2013 Strategic Plan and the 2010 Work plan were introduced which set out four strategic objectives.

Strategic Objective #1: Leadership By Design

OLBA's Leadership by Design (LBD) will be fully developed, sustainable, copyrighted and integral to public library board development.

- ♦ A web-based orientation tutorial was developed to expand access and promote greater participation of the Leadership by Design program. With the help of our consultants, **Randee Loucks** and **Margaret Andrewes**, the tutorial is user-friendly and helps board members better understand the resources that are available so they can get the help they need, when they need it. Volunteer members reviewed the first edition and based on their feedback, a revised version was launched. The tutorial is now available for everyone on the OLBA website.
- ♦ The sixth element of LBD, *Networking with Our Peers*, was a series of nine workshops offered across Ontario and attended by over 150 library leaders. We collated the reports from each workshop and a final report will include the survey results from participants. These very successful workshops examined the attributes of leadership, provided tools to assess leadership capacity and strengthened relationships between Chairs and CEOs. Legacy documents were also discussed as a tool to assist with the seamless transition to a new library board.
- ♦ To maintain currency, *One Place To Look* was updated and additional resources, such as succession planning documents, were added.

Strategic Objective #2: Communication

OLBA Communications will be effective in meeting members' needs, planned and coordinated, inclusive and interactive, and focused on encouraging dialogue and building relationships between OLBA members.

- ♦ A new Manager of Member Services for the Ontario Library Association was hired to update the membership database with current information. Beckie Macdonald has made great strides over the past six months in updating the OLBA membership data that will be of great assistance to

councillors when connecting with board members in their regions.

- ◆ A Communications Plan was developed and a marketing expert brought on board to assess our communication materials and make recommendations on how to communicate more effectively with our members. In March, a postcard was created and distributed at external venues to raise the profile of the OLBA.
- ◆ An External Relations Committee chaired by **Shelagh Harris** was established in June. The objectives of this committee were to strengthen liaisons, promote OLBA as a centre for excellence and serve as a resource for tools to educate library board members. In addition, the committee would pursue partnership opportunities with organizations that have common interests with OLBA.
- ◆ OLBA provided updates on Leadership by Design to CLTALK, the publication of the Canadian Library Trustees Association that distributes its newsletter nationally.
- ◆ Councillors attended Southern Ontario Library Trustee councils and provided participants with detailed reports and updates on OLBA activities and accessible professional development opportunities. At the OLSN Conference in May, Margaret Andrewes, a Town of Lincoln Councillor and I delivered a presentation on *Municipal and Library Board Relations*.

Strategic Objective #3: Positioning, Presence and Profile

OLBA will be informed and knowledgeable about OLBA members' governance and community leadership issues, trends and needs. The association will be recognized as a primary resource for governance information and active in achieving OLA's goals. OLBA will be valued as a vital and dynamic organization by members and the broader public library community.

- ◆ As President and Vice President of OLBA, Joyce Cunningham and I served on the OLA Board of Directors. With our experience in policy and governance, I drafted the Conflict of Interest policy which was approved by the OLA Board in March 2010.
- ◆ The new OLBA Strategic Plan and 2010 Work plan were posted on the website and council assessed progress on a semi-annual basis.
- ◆ OLBA councillors and OLS – North consultants attended a training session in late February to ensure the success of the *Networking with Our Peers* workshops. This last element of the LBD program focused on providing leadership development opportunities and building supportive networks for public library leaders.
- ◆ Two new councillors, Robert Taylor and Kim Vares had the chance to review and provide feedback on the OLBA Orientation manual with Lynn Humfress-Trute creating a new and improved version.
- ◆ In September, I served on the Public Library Services Awards jury selecting a short list of library submissions for the Minister's Award for Innovation and the Angus Mowat award. The winners are to be announced at Superconference 2011.
- ◆ In order to better understand technology trends, OLA staff member Beckie Macdonald provided council with an educational session on key communication tools and social networking strategies.
- ◆ Five travel bursaries were offered to first time board members who were OLBA members in the North-western and North-eastern regions as well as the Ottawa Valley. One education bursary was provided to a graduating student from a Library and Information Science program at the University of Toronto.
- ◆ Since self-evaluation is integral to assessing the effectiveness of a board, the OLBA Council completed a questionnaire in December and while the ratings were high overall, opportunities for improvement will be considered in 2011.

Strategic Objective #4: Partnerships

OLBA partnerships will be targeted with clearly defined expectations for outcomes aligned with priorities, be collaborative and productive.

- ♦ OLBA continued as an associate member of the Federation of Ontario Public Libraries. In July, I sent a letter on behalf of OLBA to the Chair of FOPL in support of their efforts to achieve a better funding model for public libraries.
- ♦ OLBA councillors and SOLS/OLSN consultants jointly delivered the nine, *Networking with Our Peers* workshops (five in Northern Ontario and four in Southern Ontario). OLBA councillors attended SOLS Trustee Council meetings in the spring and fall and as President of OLBA, I attended the OLSN Conference in Sudbury.
- ♦ In October, OLBA held a meeting with the Ontario Public Library Association council to identify synergies and discuss topics of mutual interest such as membership, awards and newsletters. Both divisions solicit and evaluate submissions for the James Bain and W.J. Robertson awards, the winners of which are announced during Superconference.
- ♦ At the December meeting, the Ontario Hospital Association's, Centre for Governance Excellence (CGE) made a presentation to Council on Current Challenges, Priorities and Upcoming Initiatives. The session was most informative since CGE and OLBA both have a mandate to strengthen governance of boards with the only difference being the sectors served.

In conclusion, while 2010 has been a challenging year, I would like to take this opportunity to express my appreciation for the unwavering support of my fellow councillors, Shelagh Paterson, Executive Director and all the staff at OLA. They lightened the load and contributed greatly towards making 2010 a successful and productive year in advancing excellence in library governance.

Respectfully submitted by

Jane Hilton

OLBA President 2010

MINUTES FROM AGM 2010

1. Call to order at 5:15 pm

Jane Hilton (Incoming OLBA President) welcomed everyone present (39 members) and conveyed regrets from President Margaret Wicklum, who was unable to attend due to a family emergency. Quorum was established.

2. Approval of Agenda.

Moved by George Saarinen and Seconded: that the agenda be approved as presented.

MOTION CARRIED

3. Approval of Minutes.

Moved by Dave Jones and Seconded: that the minutes of the AGM January 2009 be approved as presented.

MOTION CARRIED

4. Business Rising

At the OLBA AGM held in Jan 2009, Resolution 1 from Ottawa Public Library was deferred by vote to OLBA council for their review and subsequent recommendation to the membership. After careful consideration, OLBA Council's decision was a recommendation that Resolution 1, as it had been presented, be defeated. Therefore it was:

Moved by Joyce Cunningham and Seconded: that the Membership of OLBA defeat Resolution 1 as presented by Ottawa Public Library

For: 9; Against: 4; Abstained: 25

MOTION DEFEATED

Moved by John Swartz and Seconded: that Resolution 1 is brought to the floor for discussion.

MOTION CARRIED

Moved by Alan Halberstadt and Seconded: to note and file Resolution 1 as presented by Ottawa Public Library.

MOTION CARRIED

Moved by Charles Campbell and Seconded:

- ◆ whereas the per household grant to Ontario public libraries has not been increased in more than ten (10) years; and
- ◆ whereas the percentage of funding responsibility for providing ongoing public library services has shifted more and more to the municipal level; and
- ◆ Whereas in times of economic decline, more and more citizens turn to their public library for materials, information and support; and
- ◆ Whereas a strong public library service that is jointly and equitably funded by both municipal and provincial government sectors, collectively benefits all public libraries and citizens throughout the province;

Be it resolved that the Ontario Library Boards' Association actively support the Federation of Ontario Public Libraries in its efforts to advocate on a provincial level for a better funding model.

For: 36 Against: 2

MOTION CARRIED

5. Acceptance of Reports

A printed, AGM report had been distributed to the attendees. This included:

- ◆ President's Report - Margaret Wicklum
- ◆ Past President's Report - Lynn Humfress-Trute
- ◆ Treasurer's Report - Frances Ryan
- ◆ Webmaster's Report - Ian Hunter

Moved by Alan Halberstadt and Seconded: to accept the reports as presented.

MOTION CARRIED

6. Introduction of OLBA Council 2010

Jane announced the result of the election for Vice President and introduced 2010 OLBA council as follows:

- | | |
|---------------------|--|
| President | - Jane Hilton |
| Vice President | - Joyce Cunningham |
| Past President | - Margaret Wicklum |
| Treasurer | - Frances Ryan/North-Eastern Region Rep |
| Secretary | - Lynn Humfress-Trute/South-Western Region Rep |
| Beth Phieffer | - Central Region East Rep |
| Jackie Houde | - Eastern Region Rep |
| Shelagh Harris | - Mid-Central Region Rep/ rep to Toronto PL |
| Volunteer Webmaster | - Ian Hunter |

Jane mentioned that there are vacancies on OLBA Council for the North West, Toronto and Mid Central regions and invited interested parties to contact her.

7. Incoming President's Address

Incoming President Jane Hilton outlined the focus of OLBA for the year 2010, the upcoming *Networking with Our Peers* Workshops and OLBA's new Communication and Strategic Plans. Jane thanked Beth Phieffer and Eleanor Jourard who are both from Belleville PL Board, for their excellent work as OLBA's co-conveners for Super Conference 2010.

8. Other Business from the Floor

Hearing none, the President called for adjournment.

9. Adjournment

Moved by Esrick Quintyn to adjourn at 6:45 pm.

*Following the meeting, the attendees were invited
to attend a reception generously sponsored by
Ken Haycock and Assoc.*

Treasurer's Report

Frances Ryan

The table below shows the expenses incurred by OLBA council for the period Jan. 1, 2010 to Dec. 31, 2010.

Please note that these are not audited statements; they are an extract from OLA's budget, showing the funds allocated to OLBA. OLA will be submitting complete, audited statements for the same period at their AGM.

Expenses incurred for the program Leadership by Design are not shown as they are allocated by OLA to Special Projects and the funds are administered by SOLS as part of the \$15 million

grant awarded by the Ministry of Culture.

OLBA is pleased to report that at the time of reporting, it has come in under-budget for 2010.



I would like to thank OLA's Manager of Operations, Helios He, for his support and guidance throughout the year.

Frances Ryan

OLBA Treasurer 2010

Statement of Expenses, OLBA 2010

EXPENSE	Annual Budget 2010	YTD Actual	Actual vs Budget %	Annual Budget 2009
Professional Development	\$ 3200	\$ -	-	\$ 1,200
Professional Memberships	\$ 500	\$ 500	100%	\$ -
Telephone	\$ 300	\$ 60	19.9%	\$ 300
Catering	\$ 1,500	\$ 994	66.2%	\$ 1,500
Travel, etc.	\$ 24,000	\$ 14,501	60.4%	\$ 20,000
Travel, etc. - Non OLA		\$ 2,299		-
Awards	\$ 3,000	\$ 3,394	131.1%	\$ 3,000
Printing	\$ 3,000	\$ 1,687	56.2%	\$ 4,000
Supplies	\$ 500	\$ 251	50.2%	\$ 200
Delivery	\$ 3,000	\$ 1,827	60.9%	\$ 1,800
Support Services	\$ 5,000	\$ 1,873	37.5%	\$ 5,000
TOTAL EXPENSE	\$ 44,000	\$ 27,925	63.5%	\$ 37,000

LEADERSHIP BY DESIGN

<http://accessola.com/olba/LBD/index.php>

*Leadership by Design... for everyone... Board Chairs,
Board Members and CEO's.*

The resource designed for you to take what you need when you need it, to deal with common issues and challenges and to build leadership and governance skills.

Are you a new Public Library Board Member? Are you somewhat overwhelmed by the huge learning curve you're facing? Are you feeling confused as to your various roles and responsibilities? Are you a CEO who has a new slate of Board Members? Are you a seasoned Board Member who is facing a new challenge?

If you have answered "Yes" to any of these questions then OLBA's online resource, **Leadership by Design**, is the place to answer all of your questions about your role and responsibilities under the Public Libraries Act; to provide direction when facing new challenges; to discover the knowledge gaps that exist within the Board; and to assist with the development of Board training.

Go to <http://accessola.com/olba/LBD/index.php> and click on the red oval in the centre. Immediately you will be connected to an interactive tutorial on how to use **Leadership by Design**.



As you explore each of the modules, you will discover a wealth of resources designed to assist you in your role as Public Library Board Member. Check the site frequently as more and more updates and new resources are added on a regular basis.

Here are some comments from some of the attendees who responded to the question, "What was the most significant thing you took away from your Networking with Our Peers Workshop experience?"

- ♦ "Everyone has similar issues and most (Members) need more training. That won't happen unless we individually take responsibility to make it happen. We can't sit back and wait for it to be handed to us."
- ♦ "The vast quantity of information available on the OLBA website. This will help new trustees."
- ♦ "We're hoping to institute a training schedule for all Board Members so we can cover a module every second month or so. This is a priority, and not just for new Board Members."

So please consider making Leadership by Design an integral part of your board training and development. If you require any further information or have any questions, please contact your Regional Representative; contact information available on OLBA website.

LEADERSHIP BY DESIGN - to take what you need when you need it!



www.accessola.com/olba

2011 President:
JOYCE CUNNINGHAM

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**ONTARIO LIBRARY
BOARDS' ASSOC.**

*Promoting Sound
Leadership and Good
Governance practices for
Ontario's Public Libraries*

OLBA MEMBERSHIP

Membership is inexpensive and carries many benefits:

- Issues of *Inside OLBA*, a periodic newsletter containing updates and information pertinent to Board development.
- Reduced registration fees for OLA programs and professional development.
- Bursaries for new trustees to attend Super Conference.
- Updates on key issues affecting Public Library Boards via email.
- Participation in OLBA's signature *Leadership by Design* program.

How to Join:

- Trustees have a unique membership registration with OLA and you become a member of OLA and OLBA when you join. Contact the OLA office to have you board registered. Retired trustees are welcome too and can join directly on our website.
- See fee schedule and further information at:

www.accessola.com/olba

OLBA COUNCIL 2011

Executive:

President:	Joyce Cunningham
Vice President:	Frances Ryan
Past President:	Jane Hilton

Regional Representatives:

South Western	Lynn Humfress-Trute
Central West:	Don Lynch
Mid Central:	Shelagh Harris
Central East:	Beth Pheiffer
Eastern:	Jackie Houde
North East:	Frances Ryan
North West:	Kim Vares

Volunteers:

Website Managers:	Ian Hunter Karen Dubeau
Super Conference:	Eleanor Jourard