

AGM REPORT



AGM Agenda

Joyce Cunningham, Presiding

1. Call to Order
2. Welcome
3. Establish Quorum
4. Adoption of Agenda
5. Approval of Minutes
6. Treasurer's Report
7. Acceptance of Reports:
 - President
 - Website Manager
8. Amendment of By-Law Number 5
9. Report from OLA Advocacy Committee
10. Introduction of OLBA's 2012 Council
11. Incoming President's Address
12. Adjournment

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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.



Like many of my predecessors, I began the year believing that there was plenty of time to achieve great things. I soon discovered that the months fly by... and while much has been accomplished, much remains on the plate.

The 2011 council was at full strength again this year and we were able to fill vacancies in a timely fashion. Its members were **Jane Hilton**, Past President; **Frances Ryan**, Vice-President, Website Manager and North Eastern Representative for part of the year; **Lynn Humfress-Trute**, Treasurer and South-western Representative; **Beth Phieffer**, Secretary, Editor of Inside OLBA and Central East Representative; **Jacqueline Houde**, Super Conference Planner and Eastern Representative; **Kim Vares**, Super Conference planner and North West Representative; **Don Lynch**, Bursary Officer and Central West Representative; **Shelagh Harris**, Mid Central Representative for half of 2011; **Sheila Taylor** Mid Central Representative the other half of 2011; and **Don Carter**, newly appointed North Eastern Representative.

For the past 2 years, the Council of OLBA has governed itself according to the Strategic Plan. This past year, we also integrated the objectives outlined in that plan with the priorities of the OLA Strategic Plan. Although we initially found this challenging, we did come to realize that there were many similarities between the two plans and that the four priorities of the OLA Plan (Growing Career Paths and Potential, Collaborating to Extend Libraries' Strategic Voice, Strengthening our Organization and Transforming Ideas into Solutions) meshed well with the objectives and action plans of the OLBA initiatives.

Objective #1: Leadership by Design

- ◆ The tenth and final workshop of Networking with our Peers was held in London in May. The workbook was updated to reflect the reality that we are now in the first year of our term rather than the last.
- ◆ Follow up networking sessions were organized

and conducted in two areas of the northwest. The Thunder Bay group met in April and the Dryden group met in October.

- ◆ We entered into a contract with AndrewesLoucks to update "One Place to Look." This included reviewing, weeding and general maintenance, removing broken links as well as searching out and adding new materials.
- ◆ We updated "Effective Board Governance" by removing references to materials that were no longer available and providing links to useful webinars.
- ◆ I have had preliminary discussions with Michelle Arbuckle, Education Coordinator, to explore possibilities for resources and how those could fit in with the Educational Institute.

- ◆ Frances Ryan and Beth Phieffer presented a session on Networking With Our Peers at the OLSN conference in Sudbury in May.

Objective #2: Communication

- ◆ Beckie MacDonald, the Manger of Member Services has made progress in updating the membership list and contacting boards. This will be improved greatly in the near future when the new technology is implemented.
- ◆ At the last AGM, I stated that I hoped that we would have 50% of the library boards as members. While we have not yet reached this goal we are very close.
- ◆ In June we received the report on marketing and communication prepared by Leslie Yeates of ROCG. Since then we have established a marketing committee (Sheila Taylor, Lynn Humfress-Trute and Kim Varies) to study the report and make recommendations for implementing some of the suggestions.
- ◆ We have used a variety of methods including newsletters, Inside OLBA, the web page, listservs, social networks such as Facebook and Twitter, emails and the OLA Community Website to try to improve communication with the membership.
- ◆ Jane Hilton has written articles about effective governance and the role of board members for both Inside OLBA and AccessOLA.
- ◆ Several Councillors attended Southern Ontario Library Trustee Council meetings to provide information about OLBA, its mandate, its initiatives and the resources it provides.

Objective #3: Positioning, Presence and Profile

- ◆ As Vice-President and President, Frances Ryan and I served on the OLA Board. We are both serving on

"...much has been accomplished, much remains on the plate..."

the committee that is preparing a major revision of By-Law No. 1 which will be presented at the June OLA AGM.

- ◆ I have also served on the OLA Strategic Planning Core Team. We look at the strategic plan and make suggestions about priorities and tactics, the role of the staff and the opportunities for the Divisions.
- ◆ I served on the Public Library Services Awards jury selecting a short list of library submissions for the Minister's Awards that are announced at Super Conference.
- ◆ Once again, OLBA offered travel bursaries to five first time board members in the North West, the North East and Ottawa Valley in order that they be able to attend Super Conference. One education bursary was also provided to a graduating student from a Library and Information Science program.

Objective #4: Partnerships

- ◆ OLBA continued to be an Associate Member of the Federation of Ontario Public Libraries.
- ◆ In September, the OLBA council and the OPLA council met jointly to discuss areas of mutual interest and explore ways that we might collaborate in the future.
- ◆ Several councillors participated in the webinars offered

by Ontario Library Services North. Jane Hilton presented the webinar entitled "The Board as a Team."

- ◆ I was part of a panel discussion at the OLSN conference in May on the topic of Library Board/Municipal Council Relationships.

I have found my year as President to be busy but rewarding. My association with other members of the OLA Board has led to a new appreciation of the strength and depth of our organization. At the OLBA Council I have been impressed by the dedication and knowledge revealed.

I wish to thank all those on the OLA Board and on the OLBA council who have helped to make my year interesting and, I hope, productive. Finally I want to express my deep thanks to Shelagh Paterson and the rest of the staff of OLA for their support, their expertise and their enthusiasm.

Joyce

Website Manager's Report

Frances Ryan

OLA began upgrading its website in the Fall of 2011. The efforts to produce an excellent new website are evident and as each phase unfolds, new features will be added.

By teleconference, consultants Randee Loucks and Margaret Andrewes, President Joyce Cunningham and I met with Manager of Operations, Helios He, to discuss OLBA's transition to the new webpage layout. Randee and Margaret were able to update the Leadership by Design pages prior to the transition and made significant observations and suggestions for our new website presentation, thus allowing for a seamless move.

Website highlights include:

- ◆ The move by the OLA to provide consistency within each Divisional page has created a new look.
- ◆ A new navigation bar which appears uniformly across the top of all web pages, allowing ease of navigation.
- ◆ A navigation box on the upper left corner of each Divisional page, allowing the user to explore information specific to OLBA.
- ◆ A well-designed search capacity allowing faster access to pages within the site.

OLBA will be seeking a willing council member to assume the webmaster duties as I move on to the President's position. My thanks to Helios He and Brian Pudden for their technical guidance and support; to Randee and Margaret for their contributions to our planning and implementation... and to Joyce for keeping us all on track.

Frances

Call to Order:

By President Jane Hilton on 4 Feb 2011, at 5:30pm

Establish Quorum:

In attendance: 24 members. Quorum established.

Welcome:

President Jane Hilton welcomed everyone to the 2010 AGM

Approval of Agenda:

Moved by Margaret MacLean to approve as written; seconded by Andrew Porteous; CARRIED

Approval of Minutes: AGM 2010

Moved by Dave Jones to approve as written; seconded by Esrick Quintyn; CARRIED

Introductions

Jane introduced the 2010 OLBA Council to those present in the room and thanked the members for their many contributions over the past year.

Acceptance of Reports: President's & Treasurer's

Moved by Marie Kingma to accept the reports as written. Seconded by Beth Phieffer. CARRIED

Introduction of OLBA Council 2011

The 2011 OLBA Council was introduced by Jane Hilton, Outgoing President and welcomed Joyce Cunningham as OLBA's President for 2012

Incoming President Remarks

Joyce Cunningham stirred the audience with her inspirational words! Speaking of her goals for her term of office, Joyce indicated that her objectives for OLBA will remain the same as her predecessor's but will be amplified. Regarding membership numbers, Joyce spoke to the fact that perhaps as a reflection of economic climes, membership has sagged slightly to 33% of the potential number of eligible boards, but it is her dream that this will increase to 50% during her tenure. Joyce also spoke to the audience of the many values that Leadership by Design offers to all Public Library Board members as an outstanding resource to assist them with the role and responsibilities commensurate with their positions.

Recognitions

- ◆ Jane thanked past President Margaret Wicklum for more than 11 years with OLBA, and presented her with a small token of our appreciation;
- ◆ Thanks were extended to Super Conference planners, Beth Phieffer and Eleanor Jourard for a job well done on the planning of workshops and speakers sponsored by OLBA; and
- ◆ Ian Hunter was thanked for his valuable contributions over the years as OLBA's volunteer Website Manager.

Adjournment

There being no further business to discuss, Joyce called for adjournment.
Moved by Esrick Quintyn to adjourn at 6.15pm.

*Following the AGM, the attendees were invited
to attend a small reception generously sponsored by OLA*



The table below shows OLBA's budget and expenditures for the period 1 Jan 2011 to 31 Dec 2011. The figures show an unaudited, allocation and distribution of funds provided by OLA. OLA will submit a complete, audited statement at its AGM.

- ◆ Other than fees paid by OLBA to engage the services of a consultant to review our published materials etc. and from this review, develop a 2-year marketing communications plan, there were no extraordinary expenditures for the fiscal year.
- ◆ A slight increase in travel expenses has been realized due to an increased representation on Council from Northern Ontario.

High on Council's agenda for the next fiscal year is the ongoing maintenance of Leadership by Design. It is important to Council that the information contained within the program is relevant and current... and provides an exemplary resource tool to its Membership to assist them in their role as a PL Board Member. Keeping the Leadership by Design site updated will require the services of a researcher/consultant and in addition it is OLBA's intent to ensure that one of its resources, "Cut to The Chase" is offered in both official languages, so funds must be obtained for the payment of these services.

OLBA Council has decided that all of the resource materials contained in Leadership by Design will be made available and accessible to every PL Board... regardless of their membership status. However, it is Council's hope that more Public Library Boards in Ontario will purchase the very affordable membership to OLBA and by their contribution, the costs associated with this resource will be defrayed.

Finally in closing, I would like to convey sincere appreciation to OLA's Manager of Operations, Helios He and Accountant Mark Sawh, for their unfailing and patient support to me during my term as Treasurer. Lynn

OLBA Budget & Expenditures 2011

Expense: OLBA Council	Budget 2011	YTD Total	Budget 2010	Actual 2010
Professional Development	-	-	\$3,200	-
Professional Membership—FOPL	500	-	\$500	500
Telephone	300	136	\$300	60
Catering	1500	1673	\$1,500	1202
Travel	22400	16987	\$24000	14501
Non-OLA Travel, etc.	2600	1641	-	2299
Awards	5000	761	\$3,000	3934
Printing	3000	1347	\$3,000	-
Supplies	500	-	\$500	1687
Delivery	3000	1414	\$3,000	251
Support Services	300	795	\$5,000	1823
Total	\$39,500	\$25,745	\$44,000	\$28,134
Expense: OLA Education—OLBA				
Telephone	2000	-	2000	-
Delivery	-	13	-	-
Support Services	2750	5375	5000	-
Total	\$4,750	\$5,388	\$7,000	-

**OLBA Annual General Meeting Friday February 3, 2012.
Notice of By-Law Amendment.**

Note: OLA is currently reviewing its By-Laws with the purpose of updating language and aligning the By-Laws with current practices. The following changes are proposed for these reasons. (Italics) represent removal of text. New wording is in **BOLD**.

CURRENT BY LAW	PROPOSED CHANGE	RATIONALE
<p>NAME</p> <p>1.The name of the division herein constituted shall be the Ontario Library Boards' Association, a Division of the Ontario Library Association and shall hereinafter be referred to as the "Division" and the Ontario Library Association shall be referred to as the "Corporation"</p>	<p><i>(and the Ontario Library Association shall be referred to as the "Corporation.")</i></p>	<p>The phrase is not needed in By Law #5</p>
<p>OBJECTS</p> <p>2. The object of the Division is to foster, encourage and improve public library service for all the people in the Province of Ontario and promote the welfare of libraries.</p> <p>a. By stimulating public interest in the establishment and support of libraries</p> <p>b. By securing needed legislation and improved government grants</p> <p>c. By furthering co-operation between trustees, members of the Ontario Library Boards' Association, other members of the Ontario Library Association and trustees of municipal, provincial and national governments to raise library standards, improve service and reduce costs</p> <p>d. By providing opportunities for trustees to discuss problems and exchange ideas with each other</p> <p>e. By working toward improvement and extension of library services where needed in the Province of Ontario.</p>	<p>OBJECTS</p> <p>2. The object of the Division is to foster, encourage and improve public library boards' capacity to achieve excellence in library governance in order to provide optimal public library service for all people in Ontario.</p> <p><i>(a. By Stimulating public interest in the establishment and support of libraries</i></p> <p><i>b. By securing needed legislation and improved government grants</i></p> <p><i>c. By furthering co-operation between trustees, members of the Ontario Library Boards' Association, other members of the Ontario Library Association and trustees of municipal, provincial and national governments to raise library standards, improve service and reduce costs</i></p> <p><i>d. By providing opportunities for trustees to discuss problems and exchange ideas with each other</i></p> <p><i>e. By working toward improvement and extension of library services where needed in the Province of Ontario.</i></p>	<p>The revised wording more clearly states the object or "purpose" of the Division.</p> <p>Subsections a, b, c, d, and e are action statements. Action statements should be part of a vision statement or a strategic plan.</p>

	<p>Add: MEMBERSHIP: The members of the Division are those personal members of the OLA who are also public library board members on public library boards in Ontario.</p>	<p>A definition of Membership is required in bylaws.</p>
<p>COUNCIL 3. The affairs of the Division shall be managed by the duly elected Council in a manner consistent with By-Law No. 1. a. The composition of the Council shall be:</p> <ul style="list-style-type: none"> ◆ The Past President ◆ The President ◆ The Vice President (President-Elect ◆ One representative from each duly constituted region ◆ Executive Director (non-voting) <p>Provided that each of the foregoing, except the Executive Director, are personal members in good standing of the Division at the time of their election and throughout their term of office.</p>	<p>Add: However, in the event that the vice-president or the president or the past president is no longer a board member on a public library board in Ontario, he shall remain on Council for the duration of his term.</p>	<p>This would eliminate the possibility of one of these people being removed from council because s/he was no longer on a public library board.</p>
<p>b. The Vice-President shall serve the first year after election as Vice-President, the second year as President, the third year as Past President.</p> <p>c. Each councillor shall serve for the term of three years. One third of the council shall be retired annually.</p> <p>d. A Secretary and Treasurer shall be chosen by the Council from the Councillors each year. If there is no candidate from the Councillors, the existing Executive Committee may appoint member-at-large to the positions.</p> <p>e. No councilor shall serve as a councilor for more than two consecutive terms.</p>	<p>c. The term of office of a councillor is three years. One third of the council shall be retired annually.</p> <p>d. A Secretary and Treasurer shall be chosen by the Council from the Councillors each year. If there is no candidate from the Councillors, the Council may appoint members- at large to the positions.</p>	<p>Wording is more accurate and clear since some councillors may not serve for the full three years.</p> <p>This is current practice. There is no Executive Committee on the Council.</p>

<p>REGIONS</p> <p>4. The Division shall be composed of eight regions:</p> <ol style="list-style-type: none"> 1. Southwestern 2. Central region – West 3. Central Region – Mid 4. Central region – East 5. Toronto 6. Eastern Region 7. Northern region – West 8. Northern region – East <p>The members of a region are those members of the Division who are active trustees in that particular geographic area.</p>	<p>The members of a region are those members of the Division who are Public Library Board Members in that particular geographic area.</p>	<p>The Public Library Act uses the term “Board Member” not “Trustee”.</p>
	<p>Note: sections will be re-numbered as required.</p>	

INCOMING PRESIDENT'S MESSAGE

FRANCES RYAN

OLBA sets out this year in its mission to increase its membership, to ensure library boards are aware of membership opportunities, and to continue to update and make available the various components of *Leadership by Design*, OLBA's board development programme for Public Library Boards in Ontario. This outstanding programme may be viewed and its resources downloaded from OLBA's website at www.accessola.org > Divisions > OLBA > Leadership by Design

and with her continued participation and contribution as Past-President for 2012, I look forward to continuing to promote and accommodate the education and support of Ontario's Public Library Board Members.

We encourage you to be an active member by participating in the discussions or posing questions on the OLA Community interactive website, www.accessola3.com

On behalf of the OLBA Council, I thank you for your interest and participation, and I look forward to serving as your President through another productive year.

We have had a productive year under the guidance of Joyce Cunningham for which we thank her,

Frances

2012 – 2013 OLBA COUNCIL

Positon	Name	Contact Information
President	Frances Ryan	fryan@shaw.ca
Vice-President	Kim Vares	kvares@shaw.ca
Past President	Joyce Cunningham	joycec@jam21.net
Regional Representatives		
Southwestern	Lynn Humfress-Trute	trute@execulink.com
Central – West	Don Lynch	dlynch@snpl.ca
Central – Mid	Shelia Taylor	staylor@condar.ca
Central – East	Beth Pheiffer	bphieffer@sympatico.ca
Toronto	VACANT	
Eastern	Jackie Houde	jhoude@cogeco.ca
Northern West	Irene Moore	irenem1@bell.net
Northern East	Don Carter	doncarter88@yahoo.ca

Check out OLBA's website at:
www.accessola.com>Divisions>OLBA

For membership information please contact
Beckie McDonald,
Manger, Member Services
at:
bmacdonald@accessola.com