



AGM Agenda Item 3

**ANNUAL GENERAL MEETING
MINUTES – MAY 2011**

MAY 29, 2011, DARTMOUTH (HALIFAX), NOVA SCOTIA PRESENT:

PRESENT:

Barrie Public Library
Burlington Public Library
Calgary Public Library
Bibliothèque de Gatineau
Halifax Public Library
Kitchener Public Library
Library and Archives Canada–Bibliothèque et Archives Canada
Markham Public Libraries
Bibliothèque de Montréal
Oakville Public Library
Ottawa Public Library
Regina Public Library
Thunder Bay Public Library
Saskatoon Public Library
Surrey Libraries
Vaughan Public Library
Vancouver Public Library
Windsor Public Library
Winnipeg Public Library
Executive Director, Jefferson Gilbert

Al Davis
Maureen Barry
Gerry Meek
Carole Laguë
Judy Hare
Sonia Lewis
Cecilia Muir
Catherine Biss
Pierre Meunier
Lori Sims
Barbara Clubb
Jeff Barber
Barb Philp
Anne-Marie Mathieu
Beth Barlow
Margie Singleton
Sandra Singh
Barry Holmes
Rick Walker

The Chair called the meeting to order at 3:47 pm.

1. QUOROM ESTABLISHED

2. ADOPTION OF AGENDA

MOTION:

Moved by Gerry Meek; Seconded by Beth Barlow

THAT the AGM Agenda be accepted.

CARRIED

3. APPROVAL OF THE 2010 AGM MINUTES:

MOTION:

Moved by Margie Singleton; Seconded by Barbara Clubb

THAT the 2010 AGM Minutes be approved.

CARRIED

4.1 CHAIR REPORT – 2010 ACHIEVEMENTS FOR CULC/CBUC

Overall 2010 was a very busy year where CULC/CBUC continued to make strides forward in terms of the strategic plan, organizational awareness and the national agenda making sure that people know who CULC/CBUC is and what CULC/CBUC does.

The Chair highlighted a number of achievements and noted that the entire list should be in the Minutes for the sake of completeness.



HIGHLIGHTS

- Released the SIA in French and English, print and online
- Launched a 'new' www.culc.ca
- Became a recognized National Association representing PL interests.
- Developed and extensively promoted the Vision Statement on Portable and Downloadable eContent for Public Libraries.

Knowledge Transfer

- Introduced INFORMATION SHARE bulletins that capture issue and operation based queries by members to the listserv
- All translation back-log of core CULC/CBUC documents completed; expanding to secondary documents.
- two well-attended meetings in Edmonton (June) and Hamilton (October).
- Planned and held first Idea Forum on Early Childhood Outcomes
- Listserv remains active and productive
- Approved concept of Study Tour – planned for 2011
- Built CEO Contract Database
- Conducted more than a dozen KPI training sessions on report

Research

- Substantial work around eBooks and their availability in public libraries. Vision Statement and series of meetings.
- Contracted with Lumos Research to develop a Trend document using 2000-2009 stored KPI data. Final release will be in 2011.
- Federation of Canadian Municipalities added a library metric to their XXX matrix.
- Continued work on long term employment strategy
- Created 5 YouTube videos on Social Inclusion that support the document.
- The SIA was the lone North American entry to the international library developed by the United Cities and Local Government NGO.
- 2009 KPI collection and report; filled in missing reports back to 2000 on www.culc.ca/kpis
- Added edit checks to KPI tool for 2010 to improve data integrity

Organizational Resiliency

- Executive met six times by teleconference.
- Activated a Nominations Action Group; a Task Force on eContent
- Underwent second annual Audit and settled all past issues with GST. The second audit restated the first audit and set a framework for the future.
- Developed and implemented a new budget procedure.
- Centralized accounting function; moved to Simply Accounting
- Working with LAC and member libraries to co-ordinate a series of Lest We Forget pilots; CULC/CBUC earned an administration fee.
- Met final requirements with the Wellesley Institute and received final payments.
- Reviewed Strategic Plan at the mid-way point.

Advocacy

- Issue involvement: Digital Economy; Copyright Consultation; IELA discussions; Foreign Investment in Cdn Book Industry; Long Form Census; National Union Catalogue.
- Developed and delivered a five session stream of Education for OLA Super Conference 2010 and 2011. 5 session stream @ CLA 2011.
- Sponsored 2nd National Reading Summit
- Chair and/or Executive Director and/or Past Chair met with the following groups:
 - Canadian Library Association
 - International Federation of Library Association
 - Table des 100,000+



- Urban Libraries Council
- Accessible Media Inc.
- Library and Archives Canada
- Canadian Association of Research Libraries
- Association for Canadian Book Wholesalers
- Canadian Publishers Council
- Association of Canadian Publishers
- BiblioCommons
- LAC on IELA and CNIB related issues
- Institute for Competitiveness and Prosperity
- International Federation on Ageing
- Provincial and Territorial Public Library Council
- Wellesley Institute and Laidlaw Foundation
- Federation of Canadian Municipalities
- Ontario Library Association & Knowledge Ontario
- FOPL
- Urban Institute

MOTION TO RECEIVE THE CHAIR REPORT:

MOVED BY BARRY HOLMES; SECONDED BY BARBARA CLUBB
THAT THE REPORT BY THE CHAIR BE APPROVED
CARRIED

4.2 TREASURER REPORT

The Treasurer provided the membership with a written report. He highlighted the investments; the transparency and accountability of the audit process and noted that the organization is in strong financial shape. He thanks the Executive Director for his work and the Executive for their support.

MOTION TO RECEIVE THE TREASURER REPORT:

Moved by Sonia Lewis; Seconded by Barbara Clubb
THAT the report by the Treasurer be approved
CARRIED

5.0 RECEIPT OF THE 2010 AUDIT

The Audit, by Harris & Chong LLP, was received. The Accounts Receivable number was noted as it was substantially higher and related to the fact all KPI and Membership Dues were invoiced prior to year-end. The Executive Director also told the membership that the Cash position was higher as the GIC came due shortly before year-end and was reinvested after December 31, 2010 at a rate of 1.3%.

MOTION TO RECEIVE THE TREASURER REPORT:

Moved by Beth Barlow; Seconded by Barb Clubb.
THAT the 2010 Audit be received.
CARRIED

6. APPOINTMENT OF AUDITOR:

MOTION:

Moved by Rick Walker; Seconded by Margie Singleton.
THAT Harris & Chong LLP be appointed the 2011 Auditor.
CARRIED



7. NOMINATIONS COMMITTEE:

- The following slate of candidates was presented by the Nominations Committee.
- Chair: Carole Laguë, Bibliothèque de Gatineau
- Vice Chair: Lori Sims, Oakville Public Library
- Past Chair: Jeff Barber, Regina Public Library
- Treasurer: Robert O'Brennan, Fraser Valley Regional Library
- Secretary: Maureen Barry, Burlington Public Library

MOTION:

Moved by Sonia Lewis; Seconded by Margie Singleton.

THAT the nominations for executive positions be accepted.

CARRIED UNANIMOUSLY

MOTION:

Moved by Gerry Meerk

THAT the Annual General Meeting be adjourned

CARRIED

MEETING ADJOURNED @ 4:12 LOCAL TIME.