



AGM Agenda Item 3

**ANNUAL GENERAL MEETING  
MINUTES – JUNE 2010**

**JUNE 6 – 7, 2010, EDMONTON, ALBERTA**

**PRESENT:**

Barrie Public Library  
Bibliothèque et Archives nationales du Québec  
Burlington Public Library  
Calgary Public Library  
Coquitlam Public Library  
Edmonton Public Library  
Fraser Valley Regional Library  
Hamilton Public Library  
Library and Archives Canada–Bibliothèque et Archives Canada  
Markham Public Libraries  
Mississauga Library System  
Oakville Public Library  
Oshawa Public Library  
Ottawa Public Library  
Regina Public Library  
Richmond Hill Public Library  
Surrey Public Library  
Thunder Bay Public Library  
Vancouver Public Library

Jefferson Gilbert, Executive Director

Al Davis  
Hélène Roussel  
Maureen Barry  
Gerry Meek  
Rhian Piprell  
Linda Cook  
Rob O'Brennan  
Ken Roberts  
Sean Berrigan  
Catherine Biss  
Anne Murphy  
Lori Sims  
Ian Heckford  
Barbara Clubb  
Jeff Barber  
Jane Horrocks  
Beth Barlow  
Gina La Force  
Paul Whitney

**REGRETS:**

L'Institut Canadien de Québec, Le Réseau des bibliothèques de la Ville de Québec  
Bibliothèque de Gatineau  
Bibliothèque de Laval  
Bibliothèque de Montréal  
Brampton Public Library  
Cambridge Public Libraries  
Greater Victoria Public Library  
Halifax Public Library  
Kitchener Public Library  
London Public Library  
Richmond Public Library  
Saskatoon Public Library  
St. Catharines Public Library  
Toronto Public Library  
Vancouver Island Regional Library  
Vaughan Public Library  
Whitby Public Library  
Windsor Public Library  
Winnipeg Public Library

Jean Payeur  
Carole Laguë  
Jean-Francois Roulier  
Louise Guillemette-Labory  
Adele Kostiak  
Greg Hayton  
Lee Teal  
Judy Hare  
Sonia Lewis  
Susanna Krimmer Hubbard  
Greg Buss  
Zenon Zuzak  
Lilita Stripnieks  
Jane Pyper  
Rosemary Bonanno  
Margie Singleton  
Ian Ross  
Jean Foster  
Rick Walker



**Welcome and Networking. The Chair called the meeting to order at 9:00 AM**

## **1. QUOROM ESTABLISHED**

## **2. ADOPTION OF AGENDA**

MOTION:

Moved by Linda Cook

THAT the AGM Agenda be accepted.

CARRIED

## **3. APPROVAL OF THE 2009 AGM MINUTES:**

- The 2009 AGM Minutes were approved in the Fall. However, they should have been approved at the next AGM, there was one minor change noted in the Fall.

MOTION:

Moved by Ian Heckford

THAT the 2009 AGM Minutes be approved.

CARRIED

## **4.1 CHAIR REPORT – 2009 ACHIEVEMENTS FOR CULC/CBUC**

Overall 2009 was a very busy year where CULC/CBUC made great strides forward with the strategic plan and a national agenda making sure that people know who CULC/CBUC is and what CULC/CBUC does.

### **Major Achievements**

- 2010–2012 Strategic Plan for the organization
- Formally introduced CULC/CBUC to Library and Archives Canada at a meeting with Sean Berrigan and new Librarian and Archivist of Canada, Dr. Daniel Caron.

### **Knowledge Transfer**

- Hired a vendor, scoped an agreement to build a new front-end and back-end of the CULC/CBUC website. Introduced at the OLA Super Conference in early 2010.
- Translated all back-log of core CULC/CBUC documents
- Hosted two well-attended meetings in Montreal (June) and Markham (October), including a one-day future-focused think tank in Markham.

### **Research**

- New Counting Opinions Key Performance Indicator tool launched and first data (2008) collected by more than 35 systems. Six non-member systems bought subscriptions.
- Pre-2008 KPI data was verified and corrected as required after migration of past data to the CO system.
- Lots of input from members and subscribers used to refine and improve definitions for 2009 collection.
- Conducted an HR Inventory. Those who participated will find some of their historical data inputted into the KPI system.
- CULC/CBUC and Counting Opinions did a KPI demo for Tables des 100,000+ in Quebec November.
- Finished the Social Inclusion Audit and Toolkit. Edited, translated, and printed.
- Presented a session on the Social Inclusion Audit and Toolkit at the OLA Super Conference, and at the Zagreb MetLib conference.
- Created five YouTube videos with Betty Ferreira on how to get started with the Social Inclusion Audit and Toolkit in support of the document.



### **Organizational Resiliency**

- Executive met five times by teleconference.
- Activated a Nominations Action Group
- Underwent first annual Audit; held first CULC/CBUC Annual Meeting
- Canada Revenue Agency reviewed CULC/CBUC through a GST Audit.
- Developed and implemented a new budget procedure.
- Centralized accounting function; moved to Simply Accounting
- Sold copies of the Social Inclusion Audit. Working with ULC to partner for US sales.

### **Advocacy**

- Issue involvement: CNIB/IELA; Google; Copyright Consultations; LAC; HR Summit; National Reading Summit; National Union Catalogue;
- Developed and delivered a five session stream of Education for OLA Super Conference. The sessions went very well and evaluations were very positive.
- Sent a representative (Greg Hayton) to the ULC/Google Meeting in New York City; Met with representatives from CLA, CARL and Google around the Canadian implications for Google Book Search.
- Chair and/or Executive Director met with the following groups:
  - Canadian Library Association
  - American Library Association
  - International Federation of Library Association
  - Table des 100,000+ @ Premier Congrès des milieux documentaires 2009
  - Urban Libraries Council
  - Library and Archives Canada
  - Canadian Association of Research Libraries
  - Council on Access to Information for Print-Disabled Canadians
  - Institute for Competitiveness and Prosperity
  - International Federation on Ageing
  - CNIB Library – National and Regional
  - Provincial and Territorial Public Library Council
  - Wellesley Institute and Laidlaw Foundation

#### **MOTION:**

Moved by Ian Heckford

THAT the report by the Chair be approved

CARRIED

## **4.2 TREASURERS' REPORT**

Prior period adjustments: during the 2009 audit (Spring 2010) it was decided by the auditor that the revenues from the KPI project that was collected in 2008 was for the 2009 KPI project. Invoices for the KPI project were sent out in December 2008 and two payments were received in 2008. Other revenue was from annual membership dues. CULC/CBUC was incorporated in March 2008 and year-end was December 31. The Auditor reversed an earlier decision and decided that the money be tied to the calendar year. Payments can still be made early it will just be accrued for the following year. To reflect this change the 2008 figures have been re-stated a little differently in the 2009 Audit. Both 2008 and 2009 numbers are shown in the Audit.

In the Audit under Current Liabilities there is a GST Payable total, the government sent CULC/CBUC a letter in May 2009 stating that CULC/CBUC is not eligible for GST even if you don't have to pay it. The auditor says we do need to pay GST, the KPI project is clearly a GSTable activity, and CULC/CBUC owes the government. The total owed has been calculated and set aside, the ED will be meeting with the auditor and CRA to resolve the issue so that CULC/CBUC are not penalized in future years.



HST takes affect in Ontario on July 1, 2010 and future invoices will reflect this.

CULC/CBUC is slowly establishing a small operational surplus so as to not be entirely dependent on membership payments being received in January, the operational budget will also allow CULC/CBUC to take advantage of opportunities as they arise.

In 2009 there was not a budget for travel. In the original contract with the ED there was an ambiguity in regards to the payment of travel expenses that was not addressed until 2010. Also Regina Public Library covered some of the Chairs' travel. The experiences from 2009 were used to establish a basis for 2010 to accommodate the different travel requirements and set up a budget for the Executive to travel on behalf of CULC/CBUC as a CULC/CBUC expense.

MOTION:

Moved by Gerry Meek

THAT the 2009 Audit be accepted.

CARRIED

#### **6. APPOINTMENT OF AUDITOR:**

MOTION:

Moved by Ian Heckford

THAT Harris & Chong LLP be appointed the 2010 Auditor.

CARRIED

#### **7. NOMINATIONS COMMITTEE:**

- The following slate of candidates was presented by the Nominations Committee.
- Past Chair: Jeff Barber, Regina Public Library
- Chair: Carole Laguë, Bibliothèque de Gatineau
- Vice Chair: Lori Sims, Oakville Public Library (by being nominated Lori was removed from the Nominations Committee)
- Secretary: Maureen Barry, Burlington Public Library (Maureen will serve the final year in the Secretary post that the new Vice Chair vacated to be Vice Chair.)

MOTION:

Moved by Ken Roberts

THAT the nominations for executive positions be accepted.

CARRIED UNANIMOUSLY

MOTION:

Moved by Barb Clubb

THAT the Annual General Meeting be adjourned

CARRIED

#### **MEETING ADJOURNED**