

**Atlantic Provinces Library Association**  
**79th Ordinary General Meeting**  
**Wu Conference Centre, University of New Brunswick, Fredericton, NB**  
**Saturday, June 9, 2018, 12:30 pm**  
**Draft Minutes**

**1. Call to Order**

Kathryn Rose called the 79th OGM to order at 12:36 pm.

**2. Establish Quorum**

Quorum was established.

**3. Adoption of agenda**

Agenda is to have items 27.3 and 27.5 deleted as they have already been changed.

**MOTION:** Maggie Neilson moved to accept the agenda as amended. Bill Slauenwhite seconded the motion. Motion carried.

**4. APLA Meeting Rules**

K. Rose introduced the meeting rules and asked all who participate to give their name and affiliation.

**5. Adoption of the Minutes of the 78th Ordinary General Meeting, Charlottetown, PEI, May 26th, 2017**

**MOTION:** Suzanne van den Hoogen moved to accept the minutes as circulated. Ella Nason seconded the motion. Motion carried.

**6. Business Arising from the Minutes**

**6.1. Resolutions**

**6.1.1. Event Code of Conduct**

K. Rose noted that this resolution was passed in 2017 and it was re-affirmed today.

**7. President's Report – Kathryn Rose**

As submitted; K. Rose thanked the executive for taking on some extra tasks this year.

**8. Past President's Report – Suzanne van den Hoogen**

As submitted. K. Rose thanked S. van den Hoogen for her work in updating documentation.

**9. Vice President/President Elect – Patricia Doucette**

As submitted.

## **10. Vice Presidents' Reports**

### **10.1. New Brunswick:** Courtney Boudreau

As submitted.

### **10.2. Newfoundland and Labrador:** Amanda Tiller-Hackett

As submitted; A. Tiller-Hackett informed everyone that the deadline for applications to the Margaret Williams Trust Fund is June 12<sup>th</sup>.

### **10.3. Nova Scotia:** Bill Slauenwhite

As submitted.

### **10.4. Prince Edward Island:** Grace Dawson

As submitted.

### **10.5. APLA Membership:** Carolyn DeLorey

As submitted.

## **11. Financial Examiner**

### **11.1. Report 2017/2018** – Peter Glenister

P. Glenister corrected via email that on pages 3 and 4 of his report, the standing order referenced should be 3.10 and not 3.11 as is in the document.

**MOTION:** Jennifer Richard moved the acceptance of the Financial Examiner's report as amended. Tanja Harrison seconded the motion. Motion carried.

### **11.2. Appointment of Financial Examiner 2018/19**

S. van den Hoogen thanked P. Glenister for his continued activity and patience.

**MOTION:** Gail Fraser moved the appointment of Peter Glenister as the APLA Financial Examiner for the 2018-2019 fiscal year. Lynn Somers seconded the motion. Motion carried.

## **12. Treasurer – Maggie Neilson**

### **12.1. Report 2017/18**

M. Neilson noted that this year's revenue is being kept in the General Fund.

**MOTION:** Cynthia Holt moved the acceptance of Treasurer's Report for the 2017-2018 fiscal year. Jocelyne Thompson seconded the motion. Motion carried.

### **12.2. Proposed 2018-2019 Budget**

M. Neilson clarified that the Association did not reach membership revenue goals last year and thus the revenue in these areas have been adjusted. J. Richard asked why memberships were

down. P. Doucette answered that there are more retirees and people have moved away and thus there is a shrinking base of members.

M. Neilson also clarified that the fund supporting the Somers scholarship had to be reinvested at a lower rate.

Total proposed revenues for 2018-2019 are: \$17 997.59

Total proposed expenses for 2018-2019 are: \$17 997.59

**MOTION:** Bill Slauenwhite moved the acceptance of the proposed budget for the 2018-2019 fiscal year. Elaine McInnis seconded the motion. Motion carried.

**13. Report of the APLA Bulletin Co-Editors** – Marc Harper and Kat Felix

As submitted.

**14. Finance** – Kathryn Rose

As submitted in the President's report.

**15. Communications Coordinator** – Kristel Fleuren-Hunter

As submitted.

**16. Webmaster** – Margaret Vail

No report submitted. K. Rose thanked M. Vail for her current work on the website.

**17. Advocacy** -- Jocelyne Thompson

As submitted. K. Rose noted that she has forwarded many advocacy emails to politicians in 4 regions on behalf of the committee and the campaign will be completed in the fall. J. Thompson indicated that she is stepping down as chair and Louise White will be coming in. K. Rose thanked J. Thompson for her great advocacy work.

**18. Memorial Award Committee** -- Kate Stewart

As submitted.

**19. Carin Alma E. Somers Scholarship Committee** – Patricia Doucette

As submitted; Nora Emerson has won the award and is going to Western University.

**20. Games at the Library** – Juanita Lewis

K. Rose announced that APLA is looking for volunteers to help J. Lewis for this activity.

**21. Nominations and Elections** – Suzanne van den Hoogen

**21.1. New Executive Introductions**

S. van den Hoogen introduced Trecia Schell as incoming VP/ President Elect, Jennifer Howard as VP PEI and Cynthia Holt as incoming Secretary.

**22. Committee on Committees and Interest Groups** – Patricia Doucette

S. van den Hoogen noted that this item needs to be changed to the Aims and Objectives Committee.

**23. Grow a Library** – Crystal Rose/Suzanne van den Hoogen

S. van den Hoogen indicated that a report will follow the conference but that over \$360 has been collected for the Burt award during the conference.

**24. CFLA-FCAB**

**24.1. Indigenous Matters** – Maggie Neilson

M. Neilson stated that there is nothing yet to report as the committee is still getting organized.

M. Neilson and S. van den Hoogen will be on teams to work on projects.

**24.2. Copyright** – Ann Smith

A. Smith reported that it has been a busy year with a brief submitted on the copyright board, creation of position papers on fair dealing, indigenous matters, mass digitization and orphan works.

**24.3. Cataloguing and Metadata** - Amy Lorencz

A. Lorencz was not in attendance but submitted a report directly to the executive and can be circulated upon request.

**25. Dalhousie University, School of Information Management Update** – Sandra Toze

As submitted.

**26. Nova Scotia Community College Library Technician Program Update** – Kristina Parlee

As submitted.

**27. Revisions to Standing Orders** – Suzanne van den Hoogen

**27.1. Standing Order 5.05: Bulletin Management Board**

**5.05 Bulletin Management Committee ~~Board~~**

**Membership:** The conveners shall be the Co-Editors. The members shall be the Co-Editors of the Bulletin, Communications, and Public Relations Committee Convener(s) and the Provincial Vice-Presidents.

**Terms of reference:**

- to arrange for the publication of the APLA Bulletin with a special concern for:
  - promptness of publication
  - format

- adequacy of distribution
- elimination of repetitive content.
- to solicit material for inclusion in the APLA Bulletin.
- to recommend to the Executive the appointment of the Co-Editors of the Bulletin with the term being staggered so at least one Co-Editor has a year of experience.

Respectfully submitted by Marc Harper, Bulletin Co-Editor: May 7, 2018

**MOTION:** P. Doucette moved the acceptance of the changes. S. van den Hoogen seconded the motion. Motion carried.

## 27.2. Standing Order 6.03: Communications and Public Relations Committee

### 6.03 Communications and Public Relations Committee

**Membership:** The convener shall be appointed by the Committee on Committees and Interest Groups for a two-year term. Membership shall include the following:

[Communications Coordinator \(convenor\)](#), APLA President, ~~APLA listserv postmaster~~, Vice- President for Membership, Co-editors of the APLA Bulletin, [and](#) webpage editor ~~and convener of the Francophone Interest Group~~. The committee may include other members.

#### Terms of reference:

- to publicize and promote the aims and activities of APLA to libraries and other related organizations and to the general public of the Atlantic Provinces.
- as a primary objective, to promote communication among members and to make the committee visible to all members of the Association.
- to maintain the APLA listserv.
- to maintain the APLA website.
- to edit the APLA Membership Directory.
- to assist the Bulletin Management Board as necessary in order to ensure the continuance of the APLA Bulletin as the publication of the Association.
- ~~• to organize a session at each annual conference to increase the visibility of the committee and communication among APLA members~~
- ~~• to provide at least one topical article a year on its activities, to be published in the APLA Bulletin~~

Respectfully Submitted by Kathryn Rose, President: May 7, 2018

**MOTION:** K. Rose moved the acceptance of the changes. S. van den Hoogen pointed out that the Committee on Committees and Interest Groups is now under the Aim and Objectives Committee and thus the standing order requires further changes and the motion is quashed. Motion not carried.

~~27.3. Standing Order 7.01: Committee on Committees and Interest Groups~~

**27.4. Standing Order 8.02: APLA Bulletin and other publications**

**Standing Order 8: APLA Bulletin and other publications**

---

**8.01** All publications, proceedings, and communications emanating from APLA shall be expressed using respectful language.

**8.02** The format of the APLA Bulletin shall be determined by the Bulletin Management Committee. ~~Board~~ the frequency shall be 4 times a year; the contents shall include, but are not limited to, news, articles, items of regional interest and book and media reviews;. ~~F~~for the benefit of serials librarians everywhere, the APLA Bulletin shall not change its title. **The Bulletin follows a set template which includes headers and footers containing Volume, Issue, and ISSN. Also, each submission follows template guidelines including font and colors for: The section to which the submission belongs, the title of the article, author and his or her affiliation, and the submission itself.**

**8.03** The minutes of the previous ordinary general meeting and reports from committees, interest groups and Executive members for the current year shall be published in the pre-conference issue of the APLA Bulletin and the resolutions from ordinary general meetings shall be published in the APLA Bulletin following the meeting.

Respectfully Submitted by Kathryn Rose, President: May 7, 2018

**MOTION:** M. Neilson moved the acceptance of the changes. Andre Vietinghoff seconded the motion. Motion carried.

~~27.5. Standing Order 9.01: CFLA and ASTED membership~~

**28. Annual Conferences – Reports**

**28.1. 2018 Fredericton, NB – Jocelyne Thompson**

J. Thompson gave a verbal report that there were 229 delegates and 42 vendors. E. Nason stated finances are expected to be in the black and thanked all the planners and staff with UNB Conference Services for their work over the past year and a half. J. Thompson acknowledged that there was concern over a request by vendors to obtain the contact information of the delegates in attendance. Conference organizers were uncertain about sharing this information

and ask the Executive to give advice the next group of conference organizers. A. LePage noted it should be clear to the registrant whether or not their information is being shared.

**Action item:** Executive to consider privacy and other concerns of sharing contact information with vendors at fall meeting. Executive will share options and/or advice to 2019 conference organizers.

**28.2. 2019 St. John's, NL - Amanda Tiller-Hackett**

A. Tiller-Hackett shared that the next conference will be June 5-8, 2019 at the Battery on Signal Hill. The theme is "Tip of the iceberg." A Wordpress website is currently available and will be updated as new information is available.

**28.3. 2020 Nova Scotia**

K. Rose noted that this is for information only.

**29. Awards – Kathryn Rose**

**29.1. APLA Merit Award Winner:** No recipient nominated this year.

**29.2. APLA First Timer's Grant Recipient:** Natasha Wells

**29.3. Carin Alma E. Somers Scholarship:** Nora Emerson

**29.4. APLA Memorial Award:** Kate Oland

**29.5. APLA Advocacy Award:** Jocelyne Thompson

**29.6. DAL SIM award winner:** Margaret Vail

**29.7. NSCC award winner:** Carl Harvey

**30. New Business - Kathryn Rose**

**30.1. Revisions to Executive Travel - mileage rate  
Guidelines for Executive meeting expenses**

The following were approved by the Executive on 21 February 1987 and revised on 6 October 1991 and again on 22 May 2003:

1. Executive members who live outside the area in which the meeting is held will have the following expenses reimbursed:

a. transportation from home city to meeting location: members will not be reimbursed more than the economy fare and should use seat sales and special offers whenever possible. If personal vehicles are used, members will be reimbursed at the rate established by CAUL-CBUA ~~\$0.38/km~~;

b. ground transportation to and from airport in home city and meeting location: members will be reimbursed up to and not exceeding the cost of a bus trip or equivalent transportation to and from the airport;

c. one night's accommodations: members will be reimbursed for one night's accommodation based on double occupancy at an economy hotel selected by the secretary or local arrangements representative;

d. meals for one day - members will be reimbursed for costs of three meals. Any meals which are concurrent with business meetings are covered under group expenses.

Breakfast \$8.00

Lunch \$10.00

Dinner \$24.00

K. Rose noted that this change was to introduce a more responsive rate and have it associated with other associations, i.e. CAUL-CBUA which bases its rate on ISI. The current rate for these associations is \$0.40/km.

**MOTION:** K. Rose moved to accept the changes in the Executive Travel policy contained in the Procedures manual. Tanja Harrison seconded the motion. Motion carried.

### **31. Resolutions – VP President-Elect**

There were 2 resolutions presented.

#### **Resolution 1: Conference Courtesy Resolution**

Be it resolved that APLA extends its appreciation to members of the Fredericton conference organizing committee, the speakers, exhibitors, sponsors and all who have contributed to the success of the conference.

Qu'il soit résolu que l'APLA exprime son appréciation et sa reconnaissance aux membres du comité organisateur du congrès de Fredericton, aux conférencières et conférenciers, aux exposants, ainsi qu'à tous ceux et celles qui ont contribué au succès du congrès.

**MOTION:** Moved by K. Rose; seconded by B. Smith. Motion carried.

#### **Resolution 2: APLA Event Code of Conduct, Reminder:**

Whereas the Atlantic Provinces Library Association (APLA) holds a conference, several business meetings, and may host or sponsor other events annually;

And, whereas APLA values an equitable, fair, and respectful forum for conducting business, offering professional development, socializing, and the discussion of ideas;



And, Whereas APLA does not tolerate harassment, discrimination, or disrespectful behaviour towards its members or guests at any of the aforementioned events;

Be it resolved that APLA reaffirm our adoption the Event Code of Conduct approved by the APLA Executive and adopted by the 2017 Conference Planning Committee.

**Code de conduite de l'APLA, rappel:**

Attendu que l'Atlantic Provinces Library Association (APLA) tient une conférence, organise plusieurs réunions d'affaires et peut accueillir ou commanditer d'autres évènements sur une base annuelle;

Et, considérant que l'APLA valorise un forum équitable et respectueux pour mener des affaires, offre du développement professionnel, de la socialisation et des échanges d'idées;

Et, attendu que l'APLA ne tolère pas de harcèlement, de discrimination ou de comportement irrespectueux envers ses membres ou invité(e)s à l'un des évènements susmentionnés;

Il est résolu que l'APLA reconduise son Code de conduite tel qu'approuvé par l'exécutif de l'APLA et adopté par le comité de planification de la conférence de 2017.

**MOTION:** Moved by K. Rose; seconded by P. Doucette. Motion carried.

**32. Inauguration of Incoming President**

Kathryn Rose welcomed Patricia Doucette as the incoming president.

**33. Adjournment**

P. Doucette motioned the adjournment of the meeting at 1:28 pm. M. Neilson seconded the motion.

Respectfully submitted by Becky Smith

## Appendix A: Standing Orders

### Recommendation to Change a Standing Order 5.05

**Existing Standing Order:** 5.05 Bulletin Management Board

#### 5.05 Bulletin Management Board

**Membership:** The conveners shall be the Co-Editors. The members shall be the Co-Editors of the Bulletin, Communications, and Public Relations Committee Convener(s) and the Provincial Vice-Presidents.

**Terms of reference:**

- to arrange for the publication of the APLA Bulletin with a special concern for:
    - promptness of publication
    - format
    - adequacy of distribution
  - to solicit material for inclusion in the APLA Bulletin
  - to recommend to the Executive the appointment of the Co-Editors of the Bulletin with the terms being staggered so at least one Co-Editor has a year of experience.
- 

#### Recommended wording change to Standing Order 5.05

#### 5.05 Bulletin Management ~~Committee~~Board

**Membership:** The conveners shall be the Co-Editors. The members shall be the Co-Editors of the Bulletin, Communications, and Public Relations Committee Convener(s) and the Provincial Vice-Presidents.

**Terms of reference:**

- to arrange for the publication of the APLA Bulletin with a special concern for:
  - promptness of publication
  - format
  - ~~adequacy of distribution~~
  - elimination of repetitive content.
- to solicit material for inclusion in the APLA Bulletin.
- to recommend to the Executive the appointment of the Co-Editors of the Bulletin with the term being staggered so at least one Co-Editor has a year of experience.

Respectfully submitted by Kathryn Rose, President: May 7, 2018

## Recommendation to Change a Standing Order 6.03

**Existing Standing Order:** 6.03 Communications and Public Relations Committee

### 6.03 Communications and Public Relations Committee

**Membership:** The convener shall be appointed by the Committee on Committees and Interest Groups for a two-year term. Membership shall include the following: APLA President, APLA listserv postmaster, Vice- President for Membership, Co-editors of the APLA Bulletin, webpage editor, and convener of the Francophone Interest Group. The committee may include other members.

**Terms of reference:**

- to publicize and promote the aims and activities of APLA to libraries and other related organizations and to the general public of the Atlantic Provinces
- as a primary objective, to promote communication among members and to make the committee visible to all members of the Association
- to maintain the APLA listserv
- to maintain the APLA website
- to edit the APLA Membership Directory
- to assist the Bulletin Management Board as necessary in order to ensure the continuance of the APLA Bulletin as the publication of the Association
- to organize a session at each annual conference to increase the visibility of the committee and communication among APLA members
- to provide at least one topical article a year on its activities, to be published in the APLA Bulletin

---

### Recommended wording change to Standing Order 6.03

### 6.03 Communications and Public Relations Committee

**Membership:** The convener shall be appointed by the Committee on Committees and Interest Groups for a two-year term. Membership shall include the following: Communications Coordinator (convener), APLA President, APLA listserv postmaster, Vice- President for Membership, Co-editors of the APLA Bulletin, and webpage editor and convener of the Francophone Interest Group. The committee may include other members.

**Terms of reference:**

- to publicize and promote the aims and activities of APLA to libraries and other related organizations and to the general public of the Atlantic Provinces.
- as a primary objective, to promote communication among members and to make the committee visible to all members of the Association.

- to maintain the APLA listserv.
- to maintain the APLA website.
- to edit the APLA Membership Directory.
- to assist the Bulletin Management Board as necessary in order to ensure the continuance of the APLA Bulletin as the publication of the Association.
- to organize a session at each annual conference to increase the visibility of the committee and communication among APLA members
- to provide at least one topical article a year on its activities, to be published in the APLA Bulletin

Respectfully Submitted by Kathryn Rose, President: May 7, 2018

## Recommendation to Change a Standing Order 8.02

**Existing Standing Order:** 8.02 APLA Bulletin and other publications

### **Standing Order 8: APLA Bulletin and other publications**

**8.01** All publications, proceedings, and communications emanating from APLA shall be expressed using respectful language.

**8.02** The format of the APLA Bulletin shall be determined by the Bulletin Management Board; the frequency shall be 4 times a year; the contents shall include, but are not limited to, news, articles, items of regional interest and book and media reviews; and for the benefit of serials librarians everywhere the APLA Bulletin shall not change its title.

**8.03** The minutes of the previous ordinary general meeting and reports from committees, interest groups and Executive members for the current year shall be published in the pre-conference issue of the APLA Bulletin and the resolutions from ordinary general meetings shall be published in the APLA Bulletin following the meeting.

---

### **Recommended wording change to Standing Order 8.02**

#### **Standing Order 8: APLA Bulletin and other publications**

**8.01** All publications, proceedings, and communications emanating from APLA shall be expressed using respectful language.

**8.02** The format of the APLA Bulletin shall be determined by the Bulletin Management CommitteeBoard the frequency shall be 4 times a year; the contents shall include, but are not limited to, news, articles, items of regional interest and book and media reviews; For the benefit of serials librarians everywhere, the APLA Bulletin shall not change its title. The Bulletin follows a set template which includes headers and footers containing Volume, Issue, and ISSN. Also, each submission follows template guidelines including font and colors for: The section to which the submission belongs, the title of the article, author and his or her affiliation, and the submission itself.

**8.03** The minutes of the previous ordinary general meeting and reports from committees, interest groups and Executive members for the current year shall be published in the pre-conference issue of the APLA Bulletin and the resolutions from ordinary general meetings shall be published in the APLA Bulletin following the meeting.

Respectfully Submitted by Kathryn Rose, President: May 7, 2018

Draft Minutes APLA OGM June 9, 2018 Fredericton, NB