

# Federation of Ontario Public Libraries

**Meeting of the Board of Directors**

**Minutes Friday, Oct. 7th, 2016**

*10:00 am – 2:30 pm*

**Toronto Reference Library – 789 Yonge Street – Founders Room**

Attendees: Margie Singleton, Ian Ross, Jennifer La Chapelle, Kathy Fisher, Margaret MacLean, Julia Merritt, Margaret MacLean, Sheri Mishibinijima, Wayne Greco, Pam Ryan, Stephen Abram

Regrets: Vickery Bowles, Sabrina Saunders, Paul Ainslie, Terri Pope, Dianne LeBreton, Anand Date, Sonya Doyle, Amanda Simard, Diane Kelly, Maureen Barry

Staff: Stephen Abram

Guest(s): None

# AGENDA

1. **Call to Order**

FOPL Board of Directors meeting called to order at 10:20 am

1. **Regrets**

As noted

1. **Declarations of Conflict of Interest** 
   1. Stephen Abram: consulting to PLs (Waterloo PL/Edmonton PL, St Marys PL, EGPL, Caledon PL, Sarnia Lambton PL, and investments in Library start-ups, teaching at iSchool (U of T) as well as in a partnership.
   2. No further conflicts noted
2. **Approval of Agenda**

MOTION

Motion to Approve the FOPL Board of Director’s Agenda of Friday, Oct. 7th 2016

Moved By:

*Margaret MacLean*

Seconded By:

*Jennifer La Chappelle*

/All in Favour

1. **Approval of Minutes** *June 10th 2016*

MOTION

Approve the minutes of June 10, 2016

Moved By:

*Kathy Fisher*

Seconded By:

*Jennifer La Chappelle*

/All in Favour

1. **FOPL CHAir Report**

MOTION

*That the verbal report of the FOPL 2016 chair be received.*

Moved By:

*Julia Merritt*

Seconded by:

*Ian Ross*

/All in Favour

1. **Executive Director Report**

MOTION**:**

*That the report of the FOPL Executive Director be received as circulated.*

Moved By:

*Margaret MacLean*

Seconded By:

*Wayne Greco*

/All in Favour

1. **Treasurer’s Report**

MOTION:

*It is recommended that the Federation of Ontario Public Libraries Board receive the Treasurer’s Report for the period ended August 31st, 2016*

Moved By:

*Pam Ryan*

Seconded By:

*Ian Ross*

/All in Favour

MOTION:

*It is recommended that the Federation of Ontario Public Libraries Board approve the annual write-off of unpaid membership fees in the amount of $25,550.00 for 2016.*

Moved By:

*Pam Ryan*

Seconded By:

*Ian Ross*

/All in Favour

1. **Committees and Task Forces** 
   1. The CELUPL meeting is scheduled for Nov. 4, 2016 and the ED is attending and on the agenda.

MOTION:

*Receive the oral reports of committees*

Moved By:

*Julia Merritt*

Seconded By:

*Margaret MacLean*

/All in Favour

1. **Report on Board Nominations and Process**

The board chose to leave the three positions unfilled and fill them at the AGM in February.

MOTION:

Move to strike a nominations committee at FOPL Nov. meeting.

Moved By:

*Jennifer La Chappelle*

Seconded By:

*Ian Ross*

/All in Favour

1. **Admin Hiring Progress** 
   1. The admin assistant job ad will be posted Oct. 12, 2016. Hiring should be before our next board meeting.
   2. The position description has been changed to allow FOPL to take on more bookkeeping from TPL and reduce the burden and create more flexibility and modernity in our operations.
2. **Marketing Plan Project** 
   1. Open Media Desk Update
   2. Tagline Initiative

MOTION:

*Receive the reports on our marketing projects.*

Moved By:

*Jennifer La Chappelle*

Seconded By:

*Margaret MacLean*

/All in Favour

1. **FOPL Statistics Project Update**

MOTION:

*That the FOPL Statistics Project update and report on custom reports be received*

Moved By:

*Sheri Mish*

Seconded By:

*Kathy Fisher*

/All in Favour

MOTION:

Move that FOPL will invest $750.00 to create a peer comparison report on Ontario First Nation libraries

Moved:

*Jennifer La Chappelle*

Seconded by:

*Ian Ross*

/All in Favour

1. **Marketing Project and Tagline**

The ED presented the next phase in a provincial-wide marketing initiative, a social media marketing campaign coordinated and funded by FOPL Twinfish. This phase will include the establishment of an Open Media Desk to create, share and distribute a vast array of marketing tools for a small group of pilot members.

MOTION: Moved that the board receives the reports on our marketing and tagline initiatives.

These initiatives are housed at <http://www.oplw.ca> and <http://www.ThinkAboutLibraries.ca>

Moved By:

*Jennifer La Chappelle*

Seconded By:

*Margaret MacLean*

/Passed

1. **Libraries 2025 Summit**

The ED reported that the Libraries 2025 Website was launching at <http://symposia.library.on.ca/>

1. **Government Relations Strategy DOC 15**

The Board agreed that the public library funding review was our top priority in the near term.

MOTION: To receive the government relations strategy.

Moved By:

*Julia Merritt*

Seconded By:

*Jennifer La Chappelle*

/Passed

1. **STRATEGIC PLAN**

Margie distributed a revised and updated copy of our strategic plan which was discussed.

MOTION

Move that the Strategic Plan be formatted and edited by the ED and that it be brought to November’s meeting for approval and communication to members.

Moved:

*Wayne Greco*

Seconded by:

*Jennifer La Chappelle*

/All in Favour

**In CAMERA**

MOTION: To move in camera.

Moved By:

*Wayne Greco*

Seconded By:

*Jennifer La Chappelle*

/Passed

Kathy Fisher was disconnected from the teleconference accidentally during the in camera portion.

1. **Correspondence**
2. The board agreed to acknowledge the bookkeeper for her letter and thank her for her diligence.
   1. MOTION:

Move to reimburse Stephen Abram and Margie Singleton for personal funds that were advanced to Monica Mixemong on FOPL’s behalf to cover payroll issues.

Moved By:

*Pam Ryan*

Seconded by:

*Ian Ross*

/All in Favour

1. **Executive Director Performance Review**

The ED left the meeting. The Board reviewed the documentation of the executive director’s / Lighthouse Consulting Inc. performance review. The ED Returned and was apprised of the performance review.

The Board requested a list of 2016/17 ED goals for their November meeting.

1. **Lighthouse Consulting Contract**

The Board asked for a compensation policy for their November meeting. At that time the Lighthouse consulting contract will also be reviewed.

MOTION

Move to extend the Lighthouse Consulting Inc. contract until the review is complete.

Moved By:

*Margie Singleton*

Seconded by:

*Ian Ross*

/All in Favour

MOTION:

Move to open session

Moved By:

Julia Merritt

Seconded By:

*Margaret MacLean*

/All in Favour

MOTION:

To approve all actions taken In camera

Moved by:

*Julia Merritt*

Seconded by:

*Margaret MacLean*

/All in Favour

1. **2016 Meeting Schedule**

**NOTE: The BoD meeting for Nov. 25 was moved to Nov. 18 to avoid conflict with OLA Board meeting.**

* Nov. 18
* A teleconference in Jan. 2017 to approve the audit report
* The AGM on the first day of OLA Super Conference on Feb. 2, 2017
* A board meeting will be held for one hour before the AGM
* At our November meeting it was suggested that we review FOPL 2017 meeting dates (and try to know OPLA, OLA, SOLS, OLBA dates)

**Other Business**

MOTION: Adjournment at 2:30 pm

Moved By:

*Jennifer La Chappelle*

Seconded By:

*Ian Ross*

/Passed