



Atlantic Provinces Library Association

81st Ordinary General Meeting

Friday June 12th, 2020

9:45am, to start at 10:00am AST

Virtual, Join Zoom Meeting

<https://us02web.zoom.us/j/86878698976?pwd=MWdleXRKVVRLNDVvdjdlUFDkNDhoUT09>

The Atlantic Provinces Library Association represents libraries, librarians and library technicians across the region, all of whom sit on the unceded and traditional territories of First Peoples. In Newfoundland and Labrador, our libraries sit on the homelands of the Inuit of Nunatsiavut and NunatuKavut, the Innu of Nitassinan, the Beothuk and the Mi'kmaq peoples. In Prince Edward Island and Nova Scotia, we find our friends and colleagues situated on the territory of the Mi'kmaq. In New Brunswick, libraries are found on the land of the Wəlastəkwiyyik, Mi'kmaq, and Passamaquoddy Peoples. We at the Atlantic Provinces Library Association wish to express our sincerest gratitude to the First Peoples who share their ancestral homelands with us all.

1. Call to Order
2. Establish Quorum
3. Adoption of agenda
4. APLA Meeting Rules
5. Adoption of the Minutes of the 80th Ordinary General Meeting, St. John's, Newfoundland, June 9, 2019
6. Business Arising from the Minutes
7. President's Report – Trecia Schell
8. Past President's Report – Patricia Doucette
9. Vice President/President Elect – Ann Smith
10. Vice Presidents' Reports
 - 10.1. New Brunswick – Ruth Cox
 - 10.2. Newfoundland & Labrador – Andy Wood (June 2019-April 2020)
 - 10.3. Nova Scotia – Cate Carlyle
 - 10.4. Prince Edward Island – Beth Clinton
 - 10.5. Membership – Erin Alcock
11. Financial Examiner
 - 11.1. Report 2019/20 – Peter Glenister
 - 11.2. Appointment of Financial Examiner 2020/21 (Peter Glenister)
12. Treasurer – Terri Winchcombe
 - 12.1. Report 2019-2020 Budget
 - 12.2. Proposed Budget 2020-2021

Executive Committee Reports

13. Finance Committee – Trecia Schell, Terri Winchcombe
14. Aims & Objectives Committee – Ann Smith
 - 14.1. Continuing Education Interest Group – Cate Carlyle
 - 14.2. Information Literacy Interest Group – Courtney Pyrke
 - 14.3. Library Technicians Interest Group – Ann Smith
 - 14.4. Government Information Group – David S McDonald
15. APLA Bulletin Management Committee – Marc Harper and Kathryn Rose
16. Membership Committee – Erin Alcock
17. Carin Alma E. Somers Scholarship Committee – Ann Smith
18. Nominations Committee – Patricia Doucette

Standing & Special Committees

19. Advocacy Committee – Louise White
20. Communications Committee – Courtney Pyrke
 - 20.1. Webmaster – Margaret Vail
21. Continuing Education Committee – Trecia Schell
22. Memorial Award Committee – Kate Stewart
23. Games at the Library Committee – Jennifer Devlin

Other Reports

24. CFLA-FCAB – Ryan Lewis (Atlantic Regional Representative)
25. Dalhousie University, School of Information Management
26. Nova Scotia Community College Library Technician Program

27. Revisions to Standing Orders – Ann Smith/Trecia Schell
 - 27.1. **Standing Order 2.02 – Membership fees**, propose to delete the following membership category (due to the inactivity of the other association for 3+ years) ... “**o**) Joint APLA/APLNB : \$70” .
 - 27.2. **Standing Order 2.02 – Membership fees**, propose to delete the following membership category (due to the inactivity of the other association for 3+ years) ... “**p**) Joint APLA/NSALT : \$35” .
 - 27.3. **Standing Order 6.03 – Communications and Public Relations Committee**
Membership:
The convener shall be appointed by the ‘**Committee on Committees and Interest Groups**’ (suggested change to the current committee title, ‘Aims and Objectives Committee’) for a two-year term. Membership shall include the following: APLA President, APLA listserv postmaster (removed at 2019 OGM), Vice-President for Membership, Co-editors of the APLA Bulletin, ‘**webpage editor**’ (suggested change of position title to ‘**Technology Coordinator**’), and convener of the Francophone Interest Group. (removed at 2019 OGM) 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 'email' (suggested to add) listserv
- to maintain the APLA website, 'and social media accounts' (suggested to add)
- 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

1. Annual Conferences – Reports
 - 1.1. 2019 St. John's, NL – Kate Shore
 - 1.2. 2020/2021 Wolfville, NS – Maggie Neilson

2. Awards – Ann Smith/Trecia Schell/Patricia Doucette
 - 2.1. APLA Merit Award
 - 2.2. APLA First Timer's Grant Recipient (not awarded this year)
 - 2.3. Carin Alma E. Somers Scholarship
 - 2.4. APLA Memorial Award
 - 2.5. APLA Advocacy Award
 - 2.6. Dalhousie University – School of Information Studies, Graduating Student Award
 - 2.7. Nova Scotia Community College – Library and Information Technology Program, Graduating Student Award

3. Nominations and Elections – Patricia Doucette/Trecia Schell
 - 3.1. New Executive Introductions
 - 3.2. Recognition of Outgoing Executive Members
4. New Business – Trecia Schell
5. Resolutions – Ann Smith/Trecia Schell
 - 5.1. Resolution 1: Conference Courtesy Resolution
 - 5.2. Resolution 2: APLA Event Code of Conduct, Reminder:
6. Inauguration of Incoming President
7. Adjournment



Atlantic Provinces Library Association

80th Ordinary General Meeting

Saturday, June 8th, 2019

12:45-2 p.m. NDT

Conference Hall B2007, Emera Innovation Exchange, Memorial University of Newfoundland,

St. John's, Newfoundland

The Atlantic Provinces Library Association represents libraries, librarians and library technicians across the region, all of whom sit on the unceded and traditional territories of First Peoples. In Newfoundland and Labrador, our libraries sit on the homelands of the Inuit of Nunatsiavut and NunatuKavut, the Innu of Nitassinan, the Beothuk and the Mi'kmaq peoples. In Prince Edward Island and Nova Scotia, we find our friends and colleagues situated on the territory of the Mi'kmaq. In New Brunswick, libraries are found on the land of the Wəlastəkwiyyik, Mi'kmaq, and Passamaquoddy Peoples. We at the Atlantic Provinces Library Association wish to express our sincerest gratitude to the First Peoples who share their ancestral homelands with us all.

1. Call to Order – 12:48 p.m. NDT
2. Establish Quorum – 28+17=45 (Current membership is 310, quorum is 10%)
3. Adoption of agenda – Mover: Maggie Meilson; Seconder: Courtney Pyrke. Approved.
4. APLA Meeting Rules
5. Adoption of the Minutes of the [79th Ordinary General Meeting](#), Fredericton, NB, June 9th, 2018 - Mover: Kate Shore; Seconder: Amy Lorencz. Approved.
6. Business Arising from the Minutes – see
7. President's Report – Patricia Doucette/Trecia Schell - Read
8. Past President's Report – Kathryn Rose – As submitted.
9. Vice President/President Elect – Trecia Schell – As submitted.
10. Vice Presidents' Reports
 - 10.1. New Brunswick – Courtney Pyrke – As submitted.
 - 10.2. Newfoundland & Labrador – Kate Shore - As submitted
 - 10.3. Nova Scotia – Bill Slauenwhite – As submitted.
 - 10.4. Prince Edward Island – Jennifer Howard/Beth Clinton – As submitted.
 - 10.5. Membership – Carolyn DeLorey – As submitted.
11. Financial Examiner
 - 11.1. Report 2018/19 – Peter Glenister – Mover: Alison Ambi; Seconder: Terri Winchcombe. Approved.

- 11.2. Appointment of Financial Examiner 2019/20 – Mover: Maggie Neilson; Seconder: Tanja Harrison. Approved.

12. Treasurer – Maggie Neilson
 - 12.1. Report 2018-2019 – As submitted. Mover: Jennifer Richard; Seconder: Lynn Somers. Approved.
 - 12.2. Proposed Budget 2019-2020 - Mover: Courtney Pyrke; Seconder: Alison Ambi. Approved.

13. Report of the APLA Bulletin Co-Editors – Marc Harper and Kathryn Rose – As submitted. T. Schell thanked both for their migration of the past APLA Bulletins into an open archive. Jennifer Richard, Josh D’Entremont, Vincent?
14. Finance – Maggie Neilson – As submitted.
15. Communications Coordinator – Kristel Fleuren-Hunter – As submitted.
16. Webmaster – Margaret Vail - Mover – As submitted.
17. Advocacy Committee – Louise White – As submitted.
18. Memorial Award Committee – Kate Stewart – As submitted.
19. Carin Alma E. Somers Scholarship Committee – Trecia Schell – As submitted.
20. Games at the Library – Jennifer Devlin – As submitted.
21. Nominations and Elections – Kathryn Rose/Trecia Schell – As submitted.
 - 21.1. New Executive Introductions; Ann Smith, Terri Winchcombe, Ruth Cox, Cate Carlyle, Andrew Wood, Erin Alcock, Courtney Pyrke, Maggie Neilson, Beth Clinton, Amy Lorencz
 - 21.2. Departing Executive Thank-you
 - 21.3. Recognition of Outgoing Executive Members; Kathryn Rose, Cynthia Holt

22. Aims & Objectives Committee – Trecia Schell – As submitted.
23. Grow a Library – Kathryn Rose/Trecia Schell – As submitted.
24. CFLA-FCAB
 - 24.1. Indigenous Matters – Maggie Neilson. Submitted orally. IMC Red Team – compiling a group of case studies. How LAMs have integrated indigenization into their spaces.
 - 24.2. Copyright – Ann Smith – Submitted orally. Controlled digital lending. [Ask Ann for report]
 - 24.3. Cataloguing and Metadata - Amy Lorencz – As submitted.

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 – Kathryn Rose/Trecia Schell
 - 27.1. Standing Order 6.03: Communications and Public Relations Committee – removed APLA (listserv postmaster and) convener of the Francophone Interest Group. Mover: Maggie Neilson; Seconder: Kate Shore

28. Annual Conferences – Reports
 - 28.1. 2019 St. John’s, NL – Kate Shore – As submitted.
 - 28.2. 2020 Wolfville, NS – Maggie Neilson – Cross-pollinate, Cultivate, Change.

29. Awards – Kathryn Rose/Trecia Schell

- 29.1. APLA Merit Award Winner – Beth Maddigan
- 29.2. APLA First Timer’s Grant Recipient – Annalise Benoit
- 29.3. Carin Alma E. Somers Scholarship – Renee Caroline Belliveau
- 29.4. APLA Memorial Award – Patricia McCormick
- 29.5. APLA Advocacy Award – Jenn Carson
- 29.6. DAL SIM Award Winner – Jillian Pulsifer
- 29.7. NSCC Award Winner – Jakob Roberts

30. New Business – Trecia Schell

- 30.1. CFLA/FCAB Cataloging and Metadata Committee – Acknowledged Ryan Lewis as the new Atlantic region representative.

31. Resolutions – Trecia Schell

31.1. Resolution 1: Conference Courtesy Resolution

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

Résolution 1: Résolution de courtoisie de la conférence

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

Mover : Krista Godfrey; Seconder : Amy Lorencz

31.2. 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.

Résolution 2: 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 événements 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.

Mover : Kate Shore; Seconder : Crystal Rose

32. Inauguration of Incoming President
33. Moment of Reflection – Lloyd Melanson, Acquisitions Librarian, AST
34. Adjournment – 1:45 p.m.



APLA President Report Annual Report 2020

Trecia Schell

Executive Committee

Throughout the year, the Board's Executive committee have been in touch, with preparing the Finances, arranging the upcoming Board meetings, and keeping track of items for consideration our upcoming 2020 OGM.

- **The Partnership**

At the end of January, Ann Smith and I attended the Partnership's meeting on APLA's behalf, in Toronto. Many items were discussed, such as the support and promotion several of the membership services/streams of revenue that the Partnership network offers us – the Education Institute (EI) webinars, the Job Board, the CEC (Continuing Education Certificate) and *the Partnership Journal*. There was also a roundtable discussion and comparison with Associations' about their concerns and issues, and strategies.

- Ann and I also participated in *the Partnership's Journal's* search for candidates for the Editor position, and we are pleased to share that Norene Ericson, MLIS, PhD was our successful candidate.

Finance Committee

In November and December, the members of the Finance committee met in Halifax, with our banker – Jonathon Crotty, with TD. We also discussed the reinvestment options on several of our GICs – and chose the best option with the highest interest rate, and 14-month – 3-year renewal options. We were to meet again in March, but unfortunately due to COVID19, we were unable to do so, although we were able to accomplish the tasks needed (virtually). Please see the Treasurer's report for full details.

The 2019-2020 Budget closed with a surplus, that the committee will advise to invest an amount in the Memorial Award Trust, and the 1st Timers Conference Trust. The Carin E. Somers Scholarship Trust fund investment has done very well this past year.

The 2020-2021 Budget is cautiously optimistic and has been robustly prepared to see the association through a lean year of revenue, due to the postponement of our annual conference – and yet support meaningful opportunities for our members and community. Please see the Treasurer's and Financial Examiner's reports for full details.

- **General Activities Fund** - Several inquiries of interest, but unfortunately no applications have been received to date, and the annual deadline of 15 September has passed. (Although, applications can be considered throughout the year, as remaining funds permit.)

Aims & Objectives Committee

- Interest Groups

The interest in APLA IGs is growing, many thanks to the support of the Aims & Objectives committee, and the convener, Ann Smith. A very welcome return, and positive avenue for membership engagement and professional development this year, especially with the loss of our gathering at the annual conference.

- Committees

The committee has received several notices of terms finishing for a few Standing Committee convenors and committee members and has found new participants. And is seeking a co-editor for the APLA Bulletin Management Committee, as Marc Harper will be joining the Board as the incoming VP-President elect.

- Merit Award, Memorial Award, Carin Somers Scholarship, and the 1st Timers Conference Award –

calls to apply have all been posted and many applications received. Many thanks to the Committee convenors & the Aims & Objectives Committee. Deadline for applications is 31 March, annually.

Unfortunately, the 1st Timers' conference award will not be presented this year, as the conference has been cancelled.

Membership Committee

APLA membership survey was shared, and we look forward to considering the results over the summer, for guiding our membership support services and informing a membership drive in the coming year.

Many thanks to all who participated in the survey, and the Membership and Communications Committee for their initiatives.

Continuing Education Committee

The committee met briefly on January 20, 2020 to discuss the research and feedback gathered by the Continuing Education Interest Group, and several great options were provided for consideration at the 2020 Conference. In addition, the IG has created a survey for the APLA membership gathering feedback on PD learning preferences for consideration in upcoming plans.

• 2020 APLA Conference

The interest in this year's conference was incredible, and we looked forward to welcoming everyone to the Acadia University campus in beautiful Annapolis Valley, Nova Scotia in early June. Unfortunately, due to the arrival of COVID19, and the Provincial State of Emergency (with directions received from the Provincial Health authorities) – it was decided to cancel and postpone this year's conference – to next year. Many thanks to our outstanding 2020 & 2021 Conference organizing committee!

Advocacy Committee

The Advocacy Committee has had many conversations regarding the appointment of the new NBPLS Executive Director, in mid-February. An open letter was created and sent to Minister Holder, the minister responsible for the New Brunswick Department of Education, and shared with the New Brunswick premier and each of the provincial political parties, the Trustees of NB Public Libraries, provincial media, and APLA membership. The committee and the Board continue to monitor the situation, with the assistance of our VP- New Brunswick. Several media inquiries have been received and answered. Many thanks to Ruthie Cox, VP-NB and Marc Harper, APLA Bulletin Management Committee co-convenor for their valued advice and assistance!

Other...

- **CFLA –FCAB**

Several notices were received from APLA members completing their 3-year terms and new committee members were sought. Many thanks to all who volunteered their time and shared their expertise with our colleagues on behalf of APLA. And thank you, to all our APLA members stepping up to serve on these national committees. Ryan Lewis continues to be the Atlantic Regional representative to the CFLA- FCAB Board. The CFLA-FCAB 2020 forum was cancelled this spring, due to the pandemic and will be rescheduled to next year.

- **FMD**

Contact was re-established, and our association's membership with FMD was reaffirmed, and added to their website.

Respectfully submitted,

Trecia Schell, President 2019-2020



APLA Past-President Report

June 9, 2020

Patricia Doucette

Nominations Committee

Vacancies for the APLA Executive have all been filled for 2020/21 executive.

- Marc Harper (UMoncton) VP-President Elect
- Krystal Dionne (PEIPLS) VP Prince Edward Island
- Becky Smith (MUN) VP Nfld.
- Conference Coordinator 2021 (PEI) Grace Dawson
- Co-editor for the Bulletin was chosen by the Executive. Kathryn Rose

Merit Award

Louise White is the successful recipient of the 2020 Merit Award. Louise was notified on May 24th and a presentation, in which she will receive her certificate and lifetime membership, will occur at the online APLA OGM on Friday June 12th. Louise received her award by mail on May 29th.



Grow a Library Fund

This year the Grow a Library Fund will be donating the \$200 allotted in our APLA budget. Unfortunately, the cancellation of the conference severely affected the ability to procure donations.



APLA Vice President Elect Report May 2020

Ann M H Smith

Dear Colleagues,

This past year as APLA VP President-Elect has been a wonderful opportunity to work with many dedicated and passionate library workers in Canada and in the Atlantic Region. It has been a learning curve and a privilege to work with everyone. This report provides an overview of the activities of the Vice-President Elect for 2019-2020. Our APLA membership survey will provide insights into the directions we take in the 2020-21 year as we do a deep dive into the results and reach out to both existing and potential members. Over the Summer we will be considering the survey in detail to inform our future directions and examining the textual comments we received as part of the survey. The top-level results are below in the Membership Survey Section.

The Partnership

On behalf of APLA, both the President, Trecia Schell, and I attended the January 2020 Partnership Meeting in Toronto. The Partnership is Canada's national network of provincial and territorial library associations.

We discussed aspects of programs and member benefits for the associations in Canada in general. The environmental scan round table focused on membership fees and equity, diversity, and inclusion in associations. Destiny Laideo presented on developments in programs and webinars from the Education Institute. We welcomed the new Editor-in-Chief of the Partnership Journal, Dr Norene Erickson.

Advocacy

Many thanks to Louise White for Chairing the Advocacy Committee. The Advocacy Committee has been busy this year with issues impacting library workers in New Brunswick.

Membership Survey

We will be using the results of our membership survey as part of our deliberations over the Summer prior to running a membership drive. Many thanks to Margaret Vail, Marc Harper, Erin Alcock, and Courtney Pyrke for all their help with this.

APLA Membership Survey

Purpose of the APLA Membership Survey

APLA is considering our services to our membership. Input was sought via an online survey into the cost of membership and membership preferences surrounding news and opportunities from APLA. Respondents did not have to be an APLA member to complete the survey.

The survey was anonymous. The survey took approximately five minutes to complete. The survey was open for approximately three weeks from January 22nd, 2020, to February 14th, 2020. In total, there were 162 responses to the survey.

Number of Responses

There are a total of 162 responses to the survey. Just under three-quarters (73% or 118) of respondents are current members of APLA, with just over a quarter of respondents (27% or 44 members) not current APLA members.

Table 1 Total Number of Respondents by APLA Membership Status

| Membership Status | Number of Respondents |
|-----------------------------|------------------------------|
| Current APLA Members | 118 |
| Non-Members | 44 |
| Total Number of Respondents | 162 |

N (Number of people who responded) = 162

Respondents prefer to keep up with news and opportunities using the listserv email (45%), the APLA Bulletin (25%), Facebook Posts (10 %), Website Posts (10 %), Twitter Posts (7%, Other suggestions (3%).

Table 2 Preferences for Keeping Up With News and Opportunities from APLA

| How do you prefer to keep up with news & opportunities from APLA? | Number of Responses |
|--|----------------------------|
| Listserv email | 154 |
| APLA Bulletin | 87 |
| Facebook Posts | 35 |
| Website Posts | 34 |
| Twitter Posts | 25 |
| Other suggestions | 9 |

| | |
|---------------------------|-----|
| Total Number of Responses | 344 |
|---------------------------|-----|

N = 162

Satisfaction with the Cost of APLA Membership from APLA Members

The overwhelming majority (94% or 111 respondents) who currently hold a membership from APLA are satisfied with the cost of membership. The minority (4 % or 5 respondents) of APLA members expressed dissatisfaction with the cost of membership.

Table 3 Satisfaction with the cost of APLA membership from APLA members

| Are you satisfied with the cost of Membership? | Number of Respondents |
|--|-----------------------|
| Yes | 111 |
| No | 5 |
| Other reason, please share | 2 |
| Total Number of Respondents | 118 |

n = 118

Cost as a Factor In Non-Membership of APLA

32 percent or 14 participants indicated that their non-membership was due to cost. 41 percent or 18 participants indicated that their non-membership of APLA was not due to cost. 12 non-APLA members indicated they were not APLA members for reasons ranging from retirement, they forgot to renew, they renew at conference time, their job is not a typical library one, or there is no automatic payment for APLA membership.

Table 4 Is Non-membership of APLA Due to the Cost?

| Is it due to the cost of membership? | Number of Respondents |
|--------------------------------------|-----------------------|
| Yes | 14 |
| No | 18 |
| Other Reasons | 12 |
| Total | 44 respondents |

n = 44 (non APLA Members)

Committees and Interest Groups 2019-2020

| | |
|---|--|
| Executive Committees | Chair/Convenor |
| APLA Bulletin | Marc Harper/Kathryn Rose |
| Aims & Objectives | Ann Smith |
| Finance | Terri Winchcombe, Trecia Schell, Ann Smith |
| Nominations and Elections | Patricia Doucette |
| Games @ the Library | Jennifer Devlin |
| Membership | Erin Alcock |
| Carin Alma E. Somers Scholarship Trust | Ann Smith |
| Standing Committees | |
| Advocacy | Louise White |
| APLA Memorial Award | Kate Stewart |
| Communications & Public Relations | Courtney Pyrke |
| Website Moderator | Margaret Vail |
| Continuing Education | Trecia Schell |
| Resolutions Committee | Ann Smith |
| Grow A Library | Patricia Doucette |
| Interest Groups | |
| Continuing Education | Cate Carlyle |
| Information Literacy | Courtney Pyrke |
| Library Technicians | Vacant |
| Other | |
| APLA Archives | Jennifer Richard |
| CFLA Indigenous Matters | Seana Collins and Kathryn Rose |
| Annual Conference Committees | |
| Wolfville, 2020 (Postponed to Wolfville 2021) | Maggie Nielson |
| St John's, Newfoundland | Kate Shore and Alison Ambi |
| Fredericton, New Brunswick 2019 | Jocelyne Thompson and Ella Nason |
| | |
| | |

APLA Conference Programme Committee Co-Chair

The APLA Conference has been postponed until June 2021 in Wolfville. The Call for Proposals closed on January 31st, 2020. We are excited by the number, range, quality, and variety of the proposals we have received. All proposals which were accepted in June 2020 are automatically accepted into the June 2021 program. Our keynotes have already agreed to present at our conference in June 2021 in Wolfville.

Committee on Aims and Objectives, and Interest Groups

The committee on Aims and Objectives and the VP Membership and Communications Convener met to discuss the membership survey and to re-invigorate the interest groups. We have both met formally, and we have collaborated over email. An open call for interest group conveners was sent to the APLA listserv in December 2019. Open calls for additional or new members for interest groups were sent out in December 2019 and January 2020. Courtney Pyrke is the new convener of the Information Literacy interest group. Cate Carlyle is the convener of the new Continuing Education interest group. The new Continuing Education interest group has terms of reference and is already meeting with new and additional members. We are currently looking for a convener for the Library Technicians' interest group. We will seek input on a convener at the APLA OGM.

There is additional interest from APLA members in forming interest groups to consider forming a Government Information in Atlantic Canada interest group and an APLA interest group in the area of subject headings and decolonizing description.

Finance Committee

The committee met numerous times to discuss the current budget and to discuss the draft budget for 2019-20. Additional discussion and meetings occurred throughout the year via email. We feel that the budget is in good shape.

Carin Alma E. Somers Scholarship Trust Fund Committee

We posted notices of this grant through the APLA list serv and to our social media channels. Notice of the scholarship was forwarded to MLIS programs across Canada. We received seven applications for the scholarship. All seven applications met the criteria for the application. This year a joint award to two applicants is being made.

Resolutions Committee

This committee sits prior to the OGM.

Revisions to Standing Orders

Standing Order 2:02 The fees shall be:

- a) Library support staff: \$25.00
- b) Students: Free
- d) Unwaged: \$25.00
- d) Trustees: \$25.00
- e) Librarians: \$55.00

- f) Life Members: \$500.00
- g) Institutional Members: \$125.00
- h) Honorary Life Members: No fee
- i) Retired: \$25.00
- k) Joint APLA/NSLA Librarian: \$65
- l) Joint APLA/NLLA Librarian: \$65.00
- m) Joint APLA/NLLA Support Staff: \$30
- n) Joint APLA/NLLA Retired: \$30
- o) ~~Joint APLA/APLNB: \$70.00~~
- p) ~~Joint APLA/NSALT: \$35.00~~

The removal of these last two categories of membership is due to the inactivity of these associations for approximately three years.

6.03 *Communications and Public Relations Committee*

Membership: The convener shall be appointed by the ~~Committee on Committees and Interest Groups~~ **Aims & Objectives Committee** for a two-year term. Membership shall include the following: APLA President, ~~APLA listserv postmaster~~ (removed at 2019 OGM) Vice- President for Membership, Co-editors of the APLA Bulletin, ~~webpage editor~~ **Technology Coordinator**, and ~~convener of the Francophone Interest Group~~. (removed at 2019 OGM) 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 **email** listserv
- to maintain the APLA website, **and social media accounts**
- 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

The proposed changes are changes in title from the webpage editor, and bringing terminology and responsibilities up to date.

Respectfully submitted,

Ann M H Smith Vice-President Elect 2019-2020



APLA Vice President - New Brunswick Annual Report June, 2020

Submitted by: Ruth Cox

Since beginning my time with APLA last year, I have been learning a lot about how this Board and my position function. It has been a pleasure to serve and I am looking forward to what we will do together moving forward.

Membership Renewal

I stayed up-to-date with membership numbers and have been learning more about how to encourage new members to join. I have engaged with our membership about issues that are important to them.

In the coming year, I plan to expand our group by contacting a wider range of institutions like archives or museums to participate in APLA.

APLA Bulletin

I have been writing to organizations to submit to information about their work for the Bulletin.

Respectfully submitted,

Ruth Cox, Vice-President, New Brunswick
May 13, 2020



APLA VP, Nova Scotia Report June 2020 Cate Carlyle

Since my last report in February, I have continued to coordinate the APLA Continuing Education Interest Group and we meet online when schedules allow. Our simple online survey concerning education and professional development was active and accessible to APLA members (past and present) for two weeks in March. We will meet as a group on May 14th via Google hangout to discuss the data collected. Many thanks to APLA Webmaster Margaret Vail for facilitating the survey for us and forwarding the data.

The Continuing Education Interest Group proposal to present at the annual conference in June in Wolfville was also accepted but postponed until 2021 due to COVID 19.

In consultation with the APLA President, President Elect, Communications Coordinator and the Aims and Objectives Committee, I researched costs and the viability of an APLA presence at HalCon in the fall of 2019 and at Animartime in New Brunswick in June, 2020. The NSLA agreed to share a table at HalCon in the fall with us and share costs, but due to COVID 19 the idea was tabled for this year. I also contributed to the Aims and Objectives Committee's selection of a recipient for the Carin Somers Award, and contributed to the Merit Award winner selection. I reached out to NSCC to see if they would be presenting an APLA LIT award this year and to solicit a report for the OGM.

I continued to send reminders to members about membership, Partnership professional development opportunities, Bulletin submissions, and library related news and information via email and by tagging APLA on social media.

Respectfully submitted,

Cate Carlyle



APLA Vice President—Prince Edward Island Report

June 2020

Beth Clinton

Memberships

PEI members whose memberships have expired were contacted to renew their memberships. PEI Public Library staff were encouraged to become APLA members via internal communications.

APLA Bulletin

APLA Bulletin submissions have been submitted regularly for the past year's editions.

Vice President, Prince Edward Island

It has been a great pleasure to represent PEI on the APLA board. Krystal Dionne, Branch Technician with the PEI Public Library Service, is the incoming Vice President.

Respectfully submitted, Beth Clinton

May 11, 2020

To the members of the Atlantic Provinces Library Association

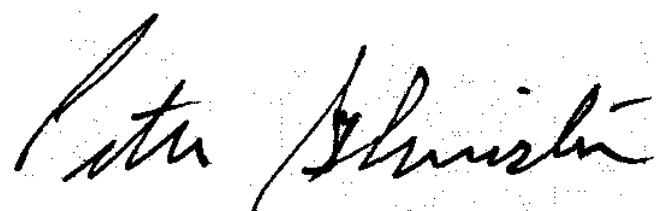
I have examined for integrity and accuracy the financial records of the Atlantic Provinces Library Association as at 31 March, 2020, including the statements of operations, functional expenses, changes in fund balances and changes in financial position for the year then ended. My examination was conducted in accordance with generally accepted auditing standards and, accordingly, included such tests and procedures as I considered necessary in the circumstances. In preparation for my review of the Association's records I corresponded with the Treasurer to receive the necessary documents and to clarify certain points.

In my opinion the Statement of Revenues and Expenditures and balance Statement represent fairly the financial position of the organization and its investments as at 31 March, 2020, and the results of its operations and the changes in its financial position for the year then ended in accordance with the notes to the Statement have been applied on a basis consistent with that of preceding years. As of that date, the aggregate of assets is \$119,949.60 and the Association's equity is \$119,493.13.

I included in my examination the current accounts of the Association, its investment accounts, and, in accord with Standing Order 3.11, the Carin Alma E. Somers Scholarship Fund. With respect to reports of previous years, the Association has continued to absorb the expense of tax return submission. The equity of the Somem Fund was \$83,127.90 as of 31 December, 2019.

Also in accord with Standing Order 3.11, I have examined the financial records of the APLA Memorial Awards Trust Fund and, in my opinion, the Statement of Revenues and Expenditures and the balance Statement represent fairly the financial position of the Trust Fund as at 31 December, 2019. Current investments are valued at \$40,650.48 and deposits of \$12,434.84 are in a current account creating an equity level of \$53,085.32.

At the discretion of the Executive, Standing Order 3.09 directs that up to \$1,000 of any annual operating surplus may be transferred to the Memorial Awards Trust Fund and Standing Order 3.15 that 50% of any annual conference surplus be divided between the Memorial Awards Trust Fund and the First Timers' Grant Fund; during 2019/2020 two transfers of \$1986.80 each, an amount exceeding the Standing Order limit of \$1000 but which compensates for the lack of any such transfers in the previous year.



Peter Glenister
Halifax, Nova Scotia
4 May, 2020



APLA Treasurer Report: 2019-2020 Fiscal Year

May 11, 2020

Terri G Winchcombe

Please find attached the Report of the Financial Examiner, Peter Glenister, for the period 1 April 2019-31 March 2020.

The Atlantic Provinces Library Association remains in good financial standing. As of March 31, 2020, our chequing account has a balance of \$14,030.80, our savings account has a balance of \$66,149.06, and our Stripe/Joinit account has a balance of \$0.00. The VISA carries a balance of \$0.03.

The 2019 APLA Conference generated a revenue of \$14,687.03. As per article 3.15 of the APLA Standing Orders, it is recommended that 50% of the conference revenue (\$7,343.52) is returned to the general revenue, while the remaining 50% (\$7,343.52) can be allocated to the Memorial Award Trust Fund, the First-Timer's Grant, or the general revenue (to balance the budget). At fiscal year end, the 2019-2020 APLA general fund realized a surplus of \$5,328, and the Finance Committee recommends that 50% of this surplus be invested (in equal amounts) to the APLA Memorial Trust Fund and the APLA First-Timer's Grant Fund.

Investments

As of March 31, 2020:

Carin Alma E. Somers Scholarship Trust Fund (\$83,128)

- GIC # 4959-8030413-15 matured on April 15, 2020 with a final amount of \$80,429.05. Interest earned, \$1,731.35.
- GIC # 4959-8030413-18, the principle from 8030413-15 reinvested with a balance of \$78,697.70, will mature on June 16, 2021 with an interest rate of 1.40%.
- GIC # 4959-8030413-13 has a balance of \$1,921.90 and will mature on May 16, 2021. Interest rate 0.66%.

First-Timer's Grant (\$42,628)

- APLA Mutual Funds account # 4959-1612399 has a balance of \$12,169.81, an increase of \$191.52 since January 1, 2019.
- GIC # 4959-8030413-16 has a balance of \$1,986.80 and will mature on April 25, 2022. Interest rate 0.66%.
- GIC # 4959-8030413-14 matured on March 18, 2020 with a final amount of \$28,471.36. Interest earned, \$871.43.
- GIC # 4959-8030413-17, the principle from 8030413-14 reinvested with a balance of \$27,599.93, will mature on May 25, 2021 with an interest rate of 1.30%.

Memorial Awards Trust Fund (\$53,085)

- Chequing account # 4959-3119353 has a balance of \$12,434.84.
- GIC# 4959-8707146-19 has a balance of \$6,214.41 and will mature on August 23, 2020. Interest rate 2.00%.
- GIC# 4959-8707146-20 has a balance of \$6,180.19 and will mature on December 17, 2020. Interest rate 1.90%.
- GIC# 4959-8707146-21 has a balance of \$28,254.88 and will mature on February 8, 2021. Interest rate 1.95%.

Respectfully submitted,
Terri G. Winchcombe
Treasurer, APLA

APLA 2019-2020 Approved Budget - Final Examined

| | Revenues | | | |
|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 2018-2019 Proposed | 2018-2019 Examined | 2019-2020 Proposed | 2019-2020 Examined |
| CONFERENCE FUND | | | | |
| General Conference | \$0.00) | \$11,920.77) | \$0.00) | \$14,687.03) |
| Seed | \$1,500.00) | \$0.00) | \$1,500.00) | |
| Subtotal | \$1,500.00) | \$11,920.77) | \$1,500.00) | \$14,687.03) |
| GENERAL FUND | | | | |
| Personal Memberships | \$4,300.00) | \$3,788.31) | \$6,275.00) | \$2,300.00) |
| Institutional Memberships | \$2,600.00) | \$2,960.70) | \$3,375.00) | \$2,195.00) |
| Joint Memberships - NSALT | \$0.00) | \$0.00) | \$0.00) | \$0.00) |
| Joint Memberships - APLNB | \$2,000.00) | \$1,024.37) | \$0.00) | \$0.00) |
| Joint Memberships - NLLA | \$1,000.00) | \$1,188.24) | \$1,400.00) | \$770.00) |
| Joint Memberships - NSLA | \$2,850.00) | \$1,673.48) | \$2,715.00) | \$2,240.00) |
| Subtotal | \$12,750.00) | \$10,635.10) | \$13,765.00) | \$7,505.00) |
| OTHER | | | | |
| The Partnership-Educ Instit | \$350.00) | \$180.00) | \$350.00) | \$0.00) |
| The Partnership Job Board | \$1,700.00) | \$1,649.63) | \$1,700.00) | \$1,047.34) |
| Merchandise Sales | \$0.00) | \$0.00) | \$0.00) | \$246.50) |
| Donation to CODE | \$200.00) | \$1,500.00) | \$200.00) | \$2,088.60) |
| Interest | \$30.00) | \$22.63) | \$30.00) | \$26.05) |
| First Timers GC Interest | \$360.00) | \$359.05) | \$360.00) | \$579.60) |
| Carin Somers Scholarship GC Interest | \$1,107.59) | \$1,312.34) | \$1,546.66) | \$2,323.61) |
| Subtotal | \$3,747.59) | \$5,023.65) | \$4,186.66) | \$6,311.70) |
| TOTAL REVENUE | \$17,997.59) | \$27,579.52) | \$19,451.66) | \$28,503.73) |

| | Expenditures | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| | 2018-2019 Proposed | 2018-2019 Examined | 2019-2020 Proposed | 2019-2020 Examined |
| CONFERENCE | | | | |
| Conference Seed Grant | \$1,500.00) | \$1,500.00) | \$1,500.00) | \$1,500.00) |
| 2019 Conference | | | | \$975.00) |
| Subtotal | \$1,500.00) | \$1,500.00) | \$1,500.00) | \$2,475.00) |
| MEMBERSHIP | | | | |
| Joint memberships remitted - NSLA/NSALT/APLNB/NLLA | \$1,400.00) | \$755.00) | \$1,000.00) | \$272.50) |
| Refunds | \$100.00) | \$5.00) | \$350.00) | \$95.00) |
| CFLA Membership | \$300.00) | \$300.00) | \$300.00) | \$300.00) |
| La Fédération des milieux documentaires/ASTED Membership | \$0.00) | \$0.00) | \$400.00) | \$400.00) |
| Subtotal | \$1,800.00) | \$1,060.00) | \$2,050.00) | \$1,067.50) |
| APLA AWARDS/GRANTS/SCHOLARSHIPS/PRIZES | | | | |
| Dal. SIM prize | \$500.00) | \$500.00) | \$500.00) | \$500.00) |
| NSCC prize | \$500.00) | \$500.00) | \$500.00) | \$500.00) |
| Merit Award | \$200.00) | \$0.00) | \$200.00) | \$135.13) |
| Games at the Library | \$175.00) | \$116.67) | \$175.00) | \$141.14) |
| Carin Somers Scholarship | \$1,107.59) | \$1,107.59) | \$1,546.66) | \$1,546.66) |
| First Timers Award | \$400.00) | \$400.00) | \$500.00) | \$500.00) |
| GAF Grant | \$800.00) | \$254.19) | \$500.00) | \$0.00) |
| IWB Conference | \$400.00) | \$400.00) | \$400.00) | \$400.00) |
| Hackmatack | \$600.00) | \$600.00) | \$600.00) | \$600.00) |
| Grow a Library Donation to CODE | \$200.00) | \$1,500.00) | \$200.00) | \$2,088.60) |
| Carin Somers income Tax preparation fee | \$400.00) | \$172.50) | \$175.00) | \$172.50) |
| Advocacy Award | \$500.00) | \$500.00) | \$500.00) | \$500.00) |
| Transfer to Memorial Award | \$0.00) | \$0.00) | \$0.00) | \$1,986.80) |
| Transfer to First Timer's Award | \$0.00) | \$0.00) | \$0.00) | \$1,986.80) |
| Subtotal | \$5,782.59) | \$6,050.95) | \$5,796.66) | \$11,057.63) |
| EXECUTIVE | | | | |

APLA 2019-2020 Approved Budget - Final Examined

Revenues

| 2018-2019 Proposed | 2018-2019 Examined | 2019-2020 Proposed | 2019-2020 Examined |
|-----------------------|-----------------------|-----------------------|-----------------------|
|-----------------------|-----------------------|-----------------------|-----------------------|

Expenditures

| 2018-2019 Proposed | 2018-2019 Examined | 2019-2020 Proposed | 2019-2020 Examined |
|-----------------------|-----------------------|-----------------------|-----------------------|
|-----------------------|-----------------------|-----------------------|-----------------------|

| | | | | |
|-----------------------------|--------------------|--------------------|--------------------|-------------------|
| Executive travel (meetings) | \$5,200.00) | \$4,830.78) | \$5,000.00) | \$4,997.92 |
| President's Travel | \$1,900.00) | \$1,944.07) | \$1,900.00) | \$1,387.46 |
| Executive Projects | \$125.00) | \$100.00) | \$125.00) | \$0.00 |
| Vice Presidents Fund | \$0.00) | \$0.00) | \$0.00) | \$0.00 |
| Committees/Interest Groups | \$0.00) | \$0.00) | \$0.00) | \$0.00 |
| Public Relations | \$150.00) | \$150.00) | \$150.00) | \$151.50 |
| Subtotal | \$7,375.00) | \$7,024.85) | \$7,175.00) | \$6,536.88 |

OTHER

| | | | | |
|---|--------------------|--------------------|--------------------|-------------------|
| Donations | \$0.00) | \$0.00) | \$0.00) | \$0.00 |
| APLA Domain/Web hosting & Membership management subscription | \$100.00) | \$53.98) | \$700.00) | \$688.61 |
| Registry of Joint Stocks | \$40.00) | \$37.40) | \$40.00) | \$0.00 |
| Postage | \$70.00) | \$0.00) | \$70.00) | \$61.76 |
| Supplies | \$25.00) | \$0.00) | \$25.00) | \$66.66 |
| Bank fees | \$60.00) | \$72.00) | \$70.00) | \$84.50 |
| Paypal fees/Membership program fees | \$340.00) | \$290.00) | \$600.00) | \$474.89 |
| Director's and Officer's Insurance | \$555.00) | \$575.00) | \$575.00) | \$575.00 |
| Miscellaneous | \$350.00) | \$332.21) | \$850.00) | \$1,221.17 |
| Subtotal | \$1,540.00) | \$1,360.59) | \$2,930.00) | \$3,172.59 |

| | | | | |
|--------------------------------|----------------|--------------------|----------------|-------------------|
| TOTAL REVENUES | \$17,997.59) | \$27,579.52) | \$19,451.66) | \$28,503.73 |
| TOTAL EXPENDITURES | \$17,997.59) | \$16,996.39) | \$19,451.66) | \$24,309.60 |
| REVENUES - EXPENDITURES | \$0.00) | \$9,083.13) | \$0.00) | \$4,194.13 |

APLA 2020-2021 Draft Budget

| | Revenues | | |
|--|-----------------------|-----------------------|-----------------------|
| | 2019-2020 Proposed | 2019-2020 Examined | 2020-2021 Proposed |
| CONFERENCE FUND | | | |
| General Conference | \$0) | \$14,687.03 | \$0) |
| Conference Seed Grant 1 | \$1,500) | | \$500) |
| Subtotal | \$1,500) | \$14,687.03 | \$500) |
| GENERAL FUND | | | |
| Personal Memberships | \$6,275) | \$2,300.00 | \$4,000) |
| Institutional Memberships | \$3,375) | \$2,195.00 | \$2,500) |
| Joint Memberships - NLLA | \$1,400) | \$770.00 | \$1,000) |
| Joint Memberships - NSLA | \$2,715) | \$2,240.00 | \$2,500) |
| Subtotal | \$13,765) | \$7,505.00 | \$10,000) |
| OTHER | | | |
| The Partnership-Educ Instit | \$350) | \$0.00 | \$350) |
| The Partnership Job Board | \$1,700) | \$1,047.34 | \$2,000) |
| Merchandise Sales | \$0) | \$246.50 | \$350) |
| Donation to CODE | \$200) | \$2,088.60 | \$200) |
| Interest(APLAGeneralfund savings account) | \$30) | \$26.05 | \$30) |
| First Timers GC Interest | \$360) | \$579.60 | \$580) |
| Carin Somers Scholarship GC Interest | \$1,547) | \$2,323.61 | \$2,000) |
| Operating surplus 2019-2020 | | | \$2,664) |
| Subtotal | \$4,187) | \$6,311.70 | \$8,174) |
| TOTAL REVENUE | \$19,452) | \$28,503.73 | \$18,674) |

1- 2020 conference postponed until 2021
 2 - not awarded this year due to
 conference postponement to 2021
 3 - carry forward from 2019/20 operating
 surplus to be dispersed this FY

| | Expenditures | | |
|---|-----------------------|-----------------------|-----------------------|
| | 2019-2020 Proposed | 2019-2020 Examined | 2020-2021 Proposed |
| CONFERENCE | | | |
| | | \$975.00 | |
| Conference Seed Grant 2021 | \$1,500) | \$1,500.00 | \$500) |
| Subtotal | \$1,500) | \$2,475.00 | \$500) |
| MEMBERSHIP | | | |
| Joint memberships remitted - NSLA/NLLA | \$1,000) | \$272.50 | \$700) |
| Refunds | \$350) | \$95.00 | \$0) |
| CFLA Membership | \$300) | \$300.00 | \$300) |
| La Fédération des milieux documentaires/ASTED Membership | \$400) | \$400.00 | \$400) |
| Subtotal | \$2,050) | \$1,067.50 | \$1,400) |
| APLA AWARDS/GRANTS/SCHOLARSHIPS/PRIZES | | | |
| Advocacy Award | \$500) | \$500.00 | \$500) |
| APLA Prize: Dal. SIM | \$500) | \$500.00 | \$500) |
| APLA Prize: NSCC | \$500) | \$500.00 | \$500) |
| Carin Somers Scholarship | \$1,547) | \$1,546.66 | \$2,324) |
| First Timer's Grant 2 | \$500) | \$500.00 | \$0) |
| Games at the Library | \$175) | \$141.14 | \$175) |
| General Activities Fund Grant | \$500) | \$0.00 | \$500) |
| Grow a Library Donation to CODE | \$200) | \$2,088.60 | \$200) |
| Hackmatack | \$600) | \$600.00 | \$600) |
| IWB Conference | \$400) | \$400.00 | \$400) |
| Merit Award (Pewter Cup) | \$200) | \$135.13 | \$200) |
| Carin Somers income Tax preparation fee | \$175) | \$172.50 | \$180) |
| Transfer to Memorial Award 3 | \$0) | \$1,986.80 | \$1,332) |
| Transfer to First Timer's Award 3 | \$0) | \$1,986.80 | \$1,332) |
| Subtotal | \$5,797) | \$11,057.63 | \$8,743) |
| EXECUTIVE | | | |
| Executive travel (meetings) | \$5,000) | \$4,997.92 | \$3,000) |

APLA 2020-2021 Draft Budget

Revenues

| | 2019-2020 Proposed | 2019-2020 Examined | 2020-2021 Proposed |
|--|-----------------------|-----------------------|-----------------------|
|--|-----------------------|-----------------------|-----------------------|

Expenditures

| | 2019-2020 Proposed | 2019-2020 Examined | 2020-2021 Proposed |
|--|-----------------------|-----------------------|-----------------------|
|--|-----------------------|-----------------------|-----------------------|

| | | | |
|----------------------------|-----------------|-------------------|-----------------|
| President's Travel | \$1,900) | \$1,387.46 | \$1,121) |
| Executive Projects | \$125) | \$0.00 | \$125) |
| Committees/Interest Groups | \$0) | \$0.00 | \$500) |
| Public Relations | \$150) | \$151.50 | \$300) |
| Subtotal | \$7,175) | \$6,536.88 | \$5,046) |

OTHER

| | | | |
|--|-----------------|-------------------|-----------------|
| Donations | \$0) | \$0.00 | \$0) |
| APLA Domain/Web hosting & Membership management subscription (Joint/Stripe) | \$700) | \$688.61 | \$710) |
| Registry of Joint Stocks | \$40) | \$0.00 | \$40) |
| Postage | \$70) | \$61.76 | \$125) |
| Supplies | \$25) | \$66.66 | \$70) |
| Bank fees | \$70) | \$84.50 | \$90) |
| Stripe fees/Membership program fees | \$600) | \$474.89 | \$375) |
| Director's and Officer's Insurance | \$575) | \$575.00 | \$575) |
| Miscellaneous | \$850) | \$1,221.17 | \$1,000) |
| Subtotal | \$2,930) | \$3,172.59 | \$2,985) |

| | | | |
|--------------------------------|-------------|-------------------|-------------|
| TOTAL REVENUES | \$19,452) | \$28,503.73 | \$18,674) |
| TOTAL EXPENDITURES | \$19,452) | \$24,309.60 | \$18,674) |
| REVENUES - EXPENDITURES | \$0) | \$4,194.13 | \$0) |

APLA Finance Committee – Annual Report 2019-2020

In November and December, the members of the Finance committee met in Halifax, with our banker – Jonathon Crotty, with TD. We also discussed the reinvestment options on several of our GICs – and chose the best option, a conservative risk with the highest interest rate, and 14 month -3 year renewal options (within the time span of the currently serving Board Executive). Online Banking options were also added this year. Two more GICs were renewed in 2020, in March and in April.

In mid-March, the Finance Committee held a virtual meeting, to discuss the closing of the old budget, and the preparations for the new budget year. APLA was well on track to finishing the year with a surplus due to 2019 Conference revenues and would be able to contribute to the 1st Timers Conference Trust fund, and the Memorial Award Trust. Due to the ongoing, and lasting concerns for public safety during the COVID 19 pandemic, it was decided to postpone the 2020 Annual Conference under advisement from provincial public health advisories, to next year. Therefore, the Board decided to postpone the two award deposits, until the Conference was able to confirm any outstanding costs incurred (above and beyond the annual Conference Seed amount).

In April, after the financial accounts were reviewed by Peter Glenister, our Financial Examiner, and the financial status of the 2020 to 2021 Conference was confirmed - the Finance Committee was able to recommend contributions to the Memorial Award and the 1st Timers Conference award.

The Finance Committee was to meet again with our investment advisor, in person at the end of March, but due to Provincial State of Emergency, and COVID19 safety measures – the meeting was not held.

The current budget is doing well, within guidelines. At the upcoming Board meeting, we will need to look towards discussing the upcoming 2020-2021 Budget, to be proposed for the OGM (and shared with the membership prior to the OGM).

Please see the Treasurer's report for full details on the status of the APLA general accounts and investments, in addition to the Memorial Award Trust, the Carin Somers Scholarship Trust, and the 1st Timers Conference Trust.

Awards -

- **General Activities Fund** - Several inquiries of interest, but unfortunately no applications have been received to date, and the annual deadline of 15 September has passed. (Although, there is room for applications to be received and considered throughout the year, as remaining funds permit.)
- **Merit Award, Memorial Award, Carin Somers Scholarship, and the 1st Timers Conference Award** – calls to apply have all been posted. Many thanks to the Committee conveners & the Aims & Objectives Committee. Deadline for applications is 31 March, annually.
 - The Merit Award, Memorial Award and Carin Somers Scholarship will all be awarded, virtually this year. The 1st Timers Conference Award will, regrettably not be awarded this year (due to the postponement of this year's conference, due to the pandemic.)

Respectfully submitted,
Trecia Schell (President), Terri Winchcombe (Treasurer), Ann Smith (VP-President-Elect)

Confining Educafion Interest Group

Submitted by: Cate Carlyle, Convenor

The APLA Confining Educafion Interest Group promotes confining educafion, professional development and lifelong learning for library and informafion centre staff and students in all sectors throughout the Atlanfic Provinces. The group convenes and/or promotes seminars or programs relafing to confining educafion and professional development and exchanges informafion regarding acvifities with similar groups across Canada and within the Canadian Federafion of Library Associafions (CFLA/FCAB).

MEMBERS: Cate Carlyle (Convener, VP NS, Mount Saint Vincent University), Marfin Chandler (McGill University), K-Lee Fraser (Cape Breton University), Lindsey MacCallum (Mount Saint Vincent University), Ben Mitchell (NS Department of Business), Melissa Scanlan (Halifax Public Libraries)

ACTIVITIES:

The group meets regularly via Google Hangouts as schedules allow and based on need. Our simple online survey concerning educafion and professional development was acvive and accessible to APLA members (past and present) for two weeks in March. We will meet as a group on May 14th via Google hangouts to discuss the data collected and how to proceed to meet the confining educafion needs of our membership. Many thanks to APLA Webmaster Margaret Vail for facilitafing the survey for us and forwarding the data.

Earlier this year, group member Ben Mitchell was insilled as the new APLA Educafion Liaison to the OLA Partnership.

The Confining Educafion Interest Group proposal to present at the annual conference in June in Wolfville was accepted but postponed unfil 2021 due to COVID 19. The group solicited the parficafion of a few "experts" for a panel discussion at the end of the session and have advised those volunteers of the postponement of the conference. The Interest group has also requested that when surplus APLA funds are available it would be beneficial to have some funding for interest groups to give honorariums to such expert parficafants, as well as for speakers and costs for providing other PD to the membership, and for any necessary (approved) group expenses that group members can't cover themselves. In addifion, the group suggested extra funds could also be allocated as an individual grant to a deserving individual who could not otherwise afford EI session registrafion fees.



APLA Contact Person for APLA Library Staff and Library Technicians Interest Group Report – Vice-President Elect May 2020

Ann M H Smith

This year the APLA Library Staff and Library Technicians Interest Group has not met. We are seeking a Convener for this group ready to commence after the APLA OGM. Open calls have been sent to the APLA listserv seeking a Convener for this group. If we do not have a Convener in place prior to the OGM we will ask for a Convener at the OGM.

Respectfully submitted,

Ann M H Smith Vice-President Elect 2019-2020



APLA Government Information Interest Group Report

May 2020

David McDonald

This year the library community in the Atlantic Provinces recognized the need for an interest group in Government Information. Ten individuals responded to my initial query on the APLA list-serv concerning the need for and interest in an interest group in the area of Government Information. Interest was expressed by the following:

Colleen Field (MUN)

Carolyn DeLorey (StFX)

Mike Beazley (Acadia)

Anita Cannon (Mt. A.)

Ruthie Cox (VP NB)

Dr. Sandra Toze – Director of the School of Information Management – Dalhousie University
Michèle LeBlanc - Chef de service, Bibliothèque de droit Michel-Bastarache – Université de Moncton
Sarah Gladwell – New Brunswick Public Libraries

Geoff Brown – Digital Scholarship and Government Information – Dalhousie University
Conor Falvey - Research Facilitator - Schulich School of Law - Dalhousie University

In addition the group has the support of all of the legislative librarians in Atlantic Canada.

Our proposal to present on the present state of government documents in Atlantic Canada was approved, and the conference will take place in 2021. My intention with this presentation is to provide a background for dialogue. After the presentation the group would then meet to discuss the various challenges and potential measures to improve the situation.

The following are the Terms of Reference for the Government Information Interest Group:

- Promote communications among members and to make the interest group visible to members of the Association.
- Convene workshops, seminars, or programs relating to government information
- Exchange information regarding activities with similar groups across Canada and within the Canadian Federation of Library Associations (CFLA).

Respectfully submitted,

David McDonald Convenor, Government Interest Group

Bulletin Co-editors

Marc Harper and Kathryn Rose

The bulletin editors thank everyone who submitted news stories this year. It has been great reading about the creative initiatives and exciting activities at libraries in Atlantic Canada.

Editors

Kathryn Rose has been technical editor for almost two years now. Marc Harper remains on as content editor; he has held this position since 2016. Marc will soon be taking on the role of Vice-President/President Elect of APLA and will be stepping down as Bulletin Editor. The original intention was to do this after the Spring 2020 issue. However, given the uncertain times we are living both professionally and personally because of COVID-19, Marc will remain editor for at least one more issue with the hopes that finding a replacement and finalizing transition documents can be done in a real office setting.

Archived Content

Our Bulletin continues to be uploaded in one PDF and each individual submission is also uploaded in its own PDF. Our complete archive from 1928 to today can be found on Open Journal Systems (OJS) [here](#).

Provincial VPs

APLA Bulletins are released with the help of four provincial VPs. These VPs play an important role in each publication as they make contacts within their provinces and make sure representatives from all institutions are aware that an issue is approaching so no potential submissions go unwritten.

Our VPs from New-Brunswick and Nova Scotia will be returning in 2020-21 and we would like to welcome Krystal Dionne as the new PEI VP. A new VP will be named for Newfoundland & Labrador in the near future.

The new provincial VPs are:

| | | |
|----------------------------------|----------------|-------------|
| New Brunswick | Ruth Cox | nb@apla.ca |
| Newfoundland and Labrador | TBA | nfl@apla.ca |
| Nova Scotia | Cate Carlyle | ns@apla.ca |
| Prince Edward Island | Krystal Dionne | pei@apla.ca |



APLA Webmaster Report

June 2020

Margaret Vail

Webmaster Activities in 2019/2020

- Website updates as requested by the other executive members and committee leaders
- Update and maintain security patches on the Drupal website
- Migrated APLA Drupal website to new webhost
- Created permanent website for APLA Conference (conference.apla.ca)
- Implemented new membership management software (JoinIt)
- Assisted with technical issues on OJS related to the APLA Bulletin

Plans for 2020/2021

- Develop new APLA website on Wordpress
- Prepare for transition to new webmaster for 2021/2022



APLA Memorial Award Committee Report May 2020

Committee Members: Kate Stewart (Convenor – Saint Mary’s University), Sarah Gladwell (New Brunswick Public Libraries), Alison Black (Halifax Public Libraries), Trina O’Brien Leggott (Prince Edward Island), Elyse Coombs (Newfoundland & Labrador Public Libraries)

The APLA Memorial Award supports the projects of members who wish to contribute to their professional development and to the library profession as a whole, through research, study, or other appropriate endeavor. This year, the award will be given to Lindsey MacCallum, Archives & Scholarly Communications Librarian at the Mount Saint Vincent University Library. Ms. MacCallum’s project explores the history of post-secondary Home Economics education in the Maritimes. Through original archival research, the collection of oral histories, and the creation of a public-facing digital collection, the project will highlight the largely unexplored history and impact of these programs. The project began in 2017 and the final steps involve the creation of a freely available digital collection. Ms. MacCallum requires funding for a student research assistant to help with digitizing material, creating metadata, and populating the digital collection. Once this project is digitized, it will no doubt be of interest to a whole range of people, including historians, archivists, and the general public. We look forward to Ms. MacCallum sharing her report in the APLA Bulletin upon completion of the project. The value of the award for this year is \$1000.00.

I would like to thank the members of the committee for their participation.

Respectfully submitted May 29, 2020.

Kate Stewart (Convenor)



APLA Games @Library Report 2019-2020 Annual Report

Jennifer Devlin (Games @ the Library Convenor)

Games @ Library Committee

The 2019 Games @theLibraryWeek was a success! Games @theLibrary week was held from Sunday, October 20 to Saturday, October 26 inclusively. A budget of \$175 was established for the event. The prize was an Amazon Fire HD 8 Tablet and a twenty-five-dollar Amazon gift card, which was won by Serena Mott at Nova Scotia Community College, Ivany Campus Library. A total of forty-five libraries participated, with a total of one thousand and sixty-two participants. Thank you to all involved!

Respectfully submitted,

Jennifer Devlin

CFLA-FCAB

APLA Report: Ryan Lewis (MUN)

National Forum

- The Second CFLA-FCAB National Forum was scheduled to be held in Winnipeg MB, on April 8, 2020, during the Manitoba Libraries Conference. Like other member associations, CFLA-FCAB had to make the difficult decision to cancel the Forum, due to the Covid-19 pandemic. Many thanks to our many volunteers for their support in the planning and (planned) execution of the Forum.

Executive Director

- CFLA-FCAB embarked on the hiring process for a fulltime Executive Director in the fall. The search remains open at this time, although Katherine McColgan's secondment ended on February 2, 2020. She will continue to support CFLA-FCAB's work one day per week until the position is filled.

Annual General Meeting

- The CFLA-FCAB AGM was held on January 29, 2020 and an update on CFLAFCAB's activities was held on January 30, 2020 as part of the OLA Super Conference.

Strategic Planning

- The Strategic Planning Working Group completed its mandate to develop the strategic priorities for CFLA-FCAB's first strategic plan. The Strategic Plan objectives are as follows:
Objective 1: Amplify the influence and impact of libraries in national and international public policy
Objective 2: Develop and monitor national policies and guidelines to advance library excellence
Objective 3: Raise the visibility of libraries as contributors to Canadian intellectual, social, and cultural life
Objective 4: Develop a sustainable organization to effectively support our Vision and Mission
More here: <http://cfla-fcab.ca/wp-content/uploads/2019/09/Strategic-Plan-Website.pdf>

Other Activities

- The Intellectual Freedom Committee has developed an annual intellectual freedom challenges survey, which can be accessed on the CFLA-FCAB website, along with reports from previous years. The committee is also working on an intellectual freedom toolkit. The Annual Challenge Survey provides a record of the nature and outcome of challenges to intellectual freedom in publicly funded Canadian libraries. The Challenges Survey is active all year. The Survey can be found here: <https://form.simplesurvey.com/f/s.aspx?s=9bc157ea-ad8f-4b72-94b7-77687abbe3a1&lang=EN>. Information gathered in the Challenges Survey will provide information for an article in the Freedom to Read magazine. The article from last year can be found here: <http://www.freedomtoread.ca/wordpress/wp-content/uploads/kit2019.pdf>
- In October CFLA-FCAB hosted a webinar that shared what it means to be an Intervenor in a supreme court of Canada court case.
- In October, K. McColgan participated in a panel discussion entitled "Decoding Sustainability and Social Responsibility Programs" that shared what libraries are doing in support of Canada's sustainable development goals.
- In October CFLA-FCAB advocated in support of the Toronto Public Library to proceed with a speaking event.
- CFLA-FCAB hosted a webinar of a panel discussion about the *All for All Canada* project currently underway.
- In September and October, the Elections Platforms Campaign provided tools for our members to support discussions with candidates and government officials regarding infrastructure funding, copyright, accessibility, and Indigenous languages. More here: <https://www.votelibraries.ca/>
- In March, members of CFLA-FCAB met with several members of the Open Government secretariat, Treasury Board of Canada Secretariat about Crown Copyright, and with Fred Lagrandeur, Senior Policy Assistant, Canadian Heritage to discuss Crown Copyright, to discuss general copyright matters, and e-books licensing.

- Also in March, K. McColgan attended the Canadian Consortium of Research Funders' Breakfast that brings together leaders and senior staff of the funding councils to discuss programs and funding to support research in Canada.
- K. MacLeod attended The Partnership Meeting, hosted by OLA, to discuss what activities associations across the country are engaged in to support their members during this crisis.
- In April, the CFLA-FCAB circulated fair dealing guidance for library services during the COVID-19 pandemic.
- In May, the CFLA-FCAB circulated recommended copyright guidelines for online storytime services in Canadian public libraries, during the COVID-19 pandemic.

Committee Updates

Cataloguing and Metadata Standards Committee (CMS)

- The Cataloguing Ethics Steering Committee is working on a draft of the cataloguing ethics document and plans to have a draft posted for public comment this summer.
- The BIBFRAME Task Force issued a survey in November 2019 to a random selection of 1500 libraries across the country. As per research ethics application, the survey closed on February 1, 2020. There was a presentation on the project at the OLA Super Conference in January 2020. The task force will write the final report in April/ May 2020 and June 1 is the scheduled end date of the task force. In addition, CFLA-FCAB maintains representatives on the Canadian Committee for Metadata Exchange (CCM), the Canadian Committee for Cataloguing (CCC), and work continues on updating the RDA Toolkit.
- More here on the CMS Committee: <http://cfla-fcab.ca/en/about/committees/cms-committee/>
- More on the BIBFRAME Task Group here: <http://cfla-fcab.ca/en/about/committees/cms-committee/canadian-bibframe-readiness-task-force/>

Copyright

- A Canadian version of Guidelines for Canadian Libraries in Implementing the Marrakesh Treaty has been prepared and will be made available on the CFLA-FCAB website.
- CFLA-FCAB, CARL, and CCA have partnered in a new working group on Crown Copyright and have been engaged in various discussions with government officials to work towards the removal of Crown Copyright on government documents.
- A working group on Controlled Digital Lending continues to work on a white paper and a risk matrix, a working group was struck to explore issues related to AI and copyright, a working group is tasked with preparing a proposal on the effects of CUSMA and the extension copyright to life +70, and the committee is keeping a watching eye on the impacts of COVID-19 on presses (mainly academic).
- A call went out this Fall to fill two vacancies in the copyright committee membership. CFLA-FCAB would like to thank APLA members for their service on the committee.
- More can be found about these and other copyright activities on the CFLA-FCAB website: <http://cfla-fcab.ca/en/copyright/>

Indigenous Matters Committee (IMC)

- The IMC has been using a survey to monitor and record progress of encouraging libraries, archives and cultural memory institutions to implement the Truth and Reconciliation Commission of Canada 94 Calls to Action.
- The Working Group on Space, Design and Collection is releasing a report on recognizing and supporting Indigenous cultures, languages and knowledge through culturally appropriate space planning, interior design, signage, art installations, territorial acknowledgements of geographic-specific traditional territories and public programming.

- The Indigenous Languages Working Group, as part of the Green Team, put together an Indigenous Language Events Portal Guide for the UNESCO International Year of Indigenous Languages.
- The Committee organized six sessions at OLA on cataloguing and Indigenous matters, concluding with an open discussion session. They are working toward a special issues of "Open Shelf", the mandate and committee structure is currently being examined, a session on open government data is being developed, and the committee is looking at forming a joint task force with the CFLA-FCAB Cataloguing and Metadata Standards Committee.
- The IMC-CQA responded to the release of the Missing and Murdered Indigenous Women and Girls report and created a statement for public release through CFLA-FCAB to create awareness in cross-sectorial libraries.
- More about the IMC here: http://cflafcab.ca/en/about/committees/indigenous_matters_committee/

Intellectual Freedom Committee (IFC)

- The committee engaged in a number of activities both nationally and internationally throughout the fall. It reviewed the IFLA Statement on Censorship, documenting the budget cuts to libraries across Canada, created a social media presence to inform the public about libraries being targeted for censorship, developed a CFLA-FCAB Statement on Workplace Speech consistent with the CFLA-FCAB Code of Ethics, and continues to manage the Annual Challenges Survey, developing an Information Freedom Toolkit.
- The committee also reviewed the Intellectual Freedom Award in December 2019 and discussions continue.

Revenue Development Committee (RDC)

- The Revenue Development Committee was struck in the spring and it has been working on ways in which CFLA-FCAB can increase and diversify revenues to create a more sustainable organization moving forward. The main topics discussed have been creating various categories of supporters, exploring charitable status, and reviewing the existing membership fee structure.



NSCC Library and Information Technology Program Year End Review 2019-20 [May 2020]

**Kristina Parlee: Faculty, NSCC Library and
Information Technology Program**

The 2019 fall term began as any other with full-time Library and Information Technology (LIT) program faculty Harvey Ratchford, Bruce Ross and Kristina Parlee meeting an eager group of new and returning students ready to learn about Library and Information work and workplaces. We were fortunate once again this year to have Brent Robson return as adjunct faculty for the Records Management courses for the LIT students.

COVID-19 Response

This year, it seems appropriate to start at the end with the event that has been significantly impacting all institutions across Atlantic Canada and the world: COVID-19.

In the normal course of the Winter term, NSCC had Study Break Scheduled for March 16-20, 2020. Classes wrapped on campus on Friday March 13, and over the next week it was determined that courses would not continue on-campus following break. On March 15, NSCC announced it would suspend classes for two weeks following March Break in order to facilitate a move to online learning.

The Library and Information Technology program maintains two streams of students: on-campus and online. As such, faculty in the program were very quickly able to adapt to the new environment and offer our students a seamless transition to the online environment. Core library course work was available to on-campus students immediately after March Break, and both on-campus and online streams were able to continue with studies uninterrupted and complete the semester on-time. Students in the on-campus stream showed remarkable adaptability in facing this new learning environment, quickly becoming comfortable with new technologies and displaying exactly the kind of flexibility and willingness to embrace change that libraries and information focused workplaces want to see in their future employees.

Although the program had arranged work placements with a wide variety of organizations for May 2020, with many libraries closed, alternate arrangements needed to be made. We would like to recognize the work that had gone into planning these initial placements at diverse locations including Halifax Public Libraries, Dal Libraries, The Halifax Regional Centre for Education, Pier 21, several departments of the Government of Nova Scotia, the Municipality of Chester and the Shearwater Aviation Museum.

NSCC determined that due to the COVID-19 State of Emergency, the work placement would not be required to graduate this year, however the LIT program was able to offer placements to 8 students who were interested and available for placements. These placements were offered entirely remotely at NSCC Libraries, Nova Scotia Department of Labour & Advanced Education, the West Hants Historical Society and The Heritage Trust of Nova Scotia.

As we move toward the end of the academic year, Award and Graduation ceremonies have been postponed until fall, but students who have completed all requirements will receive their credentials at the end of June.

Teaching/Student Highlights

Fall 2019 started with 27 new Ivany Campus and 34 new eCampus students. Overall the program has approximately 150 active students in the on-campus and online streams (including full and part-time students) with 30 of those scheduled to complete the program in June.

Second-year students in the Introduction to Management in Libraries course once again participated in Ivany Campus Games at the Library events under the guidance of Library Assistant Jen Devlin, gaining practical, hands on experience with program planning and hosting. Programs included two games tables in separate locations on campus, a Laughter Therapy improv program, and the very popular Mini-golf and bowling in the stacks of the Ivany Campus Library. Attendance at Games at the Library events increased three-fold over the previous year's events.

Second-year students in the Information Services 2 course, participated in a paired assignment with students in a course on Applied Entrepreneurship. LIT students provided reference support to students in the business course who were creating a business plan. The focus was on conducting reference interviews and showing NSCC Library resources. Students in the LIT program were able to practice their own skills while promoting the existing services of NSCC libraries.

Graduating LIT Student Arthur Kidston was selected as student appointee on the NSCC Board of Governors for 2020, a role that began in the Winter semester and will continue through to November 2020.

Program Updates

We continue to implement changes outlined after our 2018 program review, including these for Fall 2020.

- Removal of the Organizational Behaviour course as a required course for the program. This business course will still be available as an elective course to students in the program.
- Title change of the Introduction to Management in Libraries course to Introduction to Programming in Libraries to better reflect course content.
- Expansion of course hours in the Introduction to Libraries and Library Acquisitions and Circulation courses. This additional time will allow for relevant library content from

Organizational Behavior to be folded into Introduction to Libraries, and for expanded focus on ILS in Circulation, digital processes in Acquisitions as well as the reality of expanded formats needing to be considered in both circulation and acquisitions.

- Ongoing alignment of the Introduction to Libraries, Information Services 1 and Information Services 2 courses to better reflect current practice and provide students with opportunity to build on their skills over the course of the program.

In addition to these changes, we are currently developing a new Introduction to Archives course with the aim that this will return to the course roster in January 2021.

LIT students continued to have a presence across NSCC with students working in support positions with the Ivany Campus IT Department, with NSCC Libraries in information desk positions and on an ongoing digitization project and with Novanet Live help. Other students volunteered in libraries across HRM including school libraries, the Cambridge Military library and other projects.

2019 Student Award Winners

The following awards were presented in June 2019.

Industry Awards

- APLA Award: Jakob Roberts
- NSLA Award: Joshua Creelman
- ARMA Nova Scotia Chapter Award: Laura Craig

NSCC Awards

- Highest Recognition Award: Carolyn Boyd
- Library and Information Technology Department Award: Myke Nicolas
- School of Business First Year Student Award: Sharyn Larter

As the 2019-2020 comes to a close, we recognize this as an uncertain time for our industry and the world as a whole. We look forward to continuing to work with our students and to keep them abreast of the innovative ways that libraries are working with their communities in these unprecedented times.

We look forward to continuing to work with established and new partners and encourage you to reach out to the program faculty with your questions and comments.

Kristina Parlee – Faculty: Library and Information Technology, NSCC kristina.parlee@nsc.ca