

Annual General Meeting of
The Ottawa Valley Health Libraries Association /
Association des Bibliothèques de la santé de la Vallée de l'Outaouais

Virtual Call via Zoom Monday, November 25, 2024
4:00 – 5:30pm EST

Meeting Minutes

Attendees:

Renée de Gannes-Marshall
Cait Ford
Eva-Marie Neumann
Danielle MacDougall
Nan Bai
Robyn Hocking
Lindsey Sikora
David Kaunelis
Nigèle Langlois
Jennie Horton
Debbie Ayotte
Angelique Roy
Jeff Mason
Robin Featherstone

Minutes:

- 1.0 Welcome and introductions
 - Renee de Gannes-Marshall opened with land acknowledgement
 - Confirmation that the meeting could proceed as quorum was met
- 2.0 Approval of agenda
 - Motion to approve agenda, approved by unanimous vote
- 3.0 Approval of draft AGM Minutes from December 6, 2023
Available here: [OVHLA AGM 2023 Minutes - Google Docs](#)

- Minutes approved

4.0 Reports from the OVHLA Executive

- President's Report – Renee de Gannes-Marshall
 - 3 in-person socials this year, two in Ottawa and one in Kingston
 - Participated in the CHLA May exercise challenge, OVHLA took first prize with 246km traveled. Jesse McGowan won the gift card draw for social media contest
 - Review and new draft of constitution and bylaws (thanks to Robyn Hocking, Eva-Marie Neumann, and Sandra McKeown)
 - Thanks to other executive members, Jennie, Jeff, and Danielle. Jeff and Danielle are completing their terms and Renee expresses gratitude to them for their great work
- Treasurer's Report – Jeff Mason
 - Running a planned deficit to pay down balance. Under budget for the year – close to \$1100 in expenses. Mini-symposium donation to the Ottawa Trans Library (\$150)
 - First time paying out professional development award
 - Prizes paid out for membership drive
 - Presidents' award to be paid out
 - Closing balance is \$5,316.53 as of November 17
- Membership Report - Jeff Mason
 - 40 total members, 39 individuals and 1 student. Increase of 1 member from 2023.
 - Jeff poses question of whether numbers will be sustained when membership dues are reinstated
 - Membership drive - 10 new members. Four current members qualified for referral prize, Erin Stienstra and Sarah Visintini were the winners this year.
- Secretary's Report – Jennie Horton
 - Investigating Wordpress update and features to decide whether to migrate OVHLA site to new version.
- CE Coordinator's Report – Danielle MacDougall
 - OVHLA Mini-symposium was held May 9th
 - 4 presentations, 17 attendeesFeedback survey results show continued support for holding the event virtually
 - 2024 Professional Development Grant was awarded to Melissa Severn, who is participating in the MLA CE Passport program and will provide an overview of her experience at a later date

5.0 OVHLA Executive Elections

- Treasurer
 - Nominee: Robyn Hocking
 - Acclaimed and accepted
- CE Coordinator
 - Nominee: Nigele Langlois
 - Acclaimed and accepted

6.0 Proposal to waive membership fees for 2025

- Proposal to continue to waive membership fee for a third year after two successful years
- No questions from membership
- Eva-Marie Neumann put forward a motion, Cait Ford seconds
- No oppositions to motion

7.0 OVHLA Professional Development Award

- Call for Volunteers for Award Selection Committee
 - Volunteers - Cait Ford and Angelique Roy, Eva-Marie Neumann as an alternate

8.0 Updated [Constitution and By-Laws](#)

- First full review in ~5 years. Borrowed language and ideas from other regional chapters and CHLA by-laws
- Special thanks to the committee (Robyn Hocking, Eva-Marie Neumann, and Sandra McKeown) for their work on this project.
- Renee highlighted specific changes:
 - Removed outdated references to Ontario Health Libraries Association
 - Clarified purpose and membership criteria
 - Membership open to all persons located in the Ottawa River Valley and adjoining regions without limitations and at the discretion of the executive
 - Added clauses around membership termination
 - Added additional information on executive positions
 - Added greater clarity under elections and meetings, including 14 day notification period for general meetings and adjustment of quorum (8 members representing 3 different institutions, or 25% of members in good standing, whichever is lesser)
 - Call for review of bylaws every 5 years
 - Membership year set to January - December 31st
 - Dissolution clause - if association were dissolved, any debts are to be paid and all assets remaining must be transferred to CHLA
- No membership feedback on changes

- Motion to support revised bylaws and constitution made by Cait Ford, Nan Bai seconds
- Unanimous approval from attendees

9.0 President's Award winner

- Renee awards the President's Award to Sandra McKeown

10.0 Roundtable Updates

- CDA-AMC (Canada's Drug Agency)
 - Robin Featherstone
 - Adjusting to new team structure
 - Success of previous team members
 - Evolving methods work to fit with the CDA's new areas of work (Canada's Drug Agency, Essential Medicines List, Canada's Pharmacare)
 - Professional development in bibliometrics, RWE
 - Endnote upgrade
 - AI search tools project
 - Inventory of tools
 - Published evaluation instrument
 - Continued testing of three tools
 - ABP finalized
 - Continued work in AI and indigenous health knowledge
- CHLA
 - Jeff Mason
 - June 3-6 is the CHLA annual conference in Vancouver, hosted at UBC. Call for submissions going out on Dec 6 and closing Jan 17
 - On campus hotel contracted by CHLA, look out for more details
 - CHLA has done advocacy work across the country related to staffing changes/cuts
 - JCHLA to publish an editorial piece on the organization's advocacy work.
 - Renee de Gannes-Marshall
 - Consolidation to Sante Quebec may also elicit library cuts and staffing changes. This topic was discussed at the last chapter presidents' meeting.
- CMA
 - Nan Bai
 - Two-team structure
 - Policy library archive team
 - Knowledge management team
 - KM and mobilization working group formed this year

- Supported launch of CMA Digital Library
 - 8000+ visitors and 20,000+ page visits
 - New knowledge product development process guidelines
 - Librarians embedded in various research teams providing support
 - Working with ethics team to review CMA's code of ethics
 - Posted blogs for Canadian Library Month
 - Health Canada
 - Robyn Hocking
 - Two reorganizations this year
 - Monitoring federal return to office and hiring restrictions
 - Remains digital only service
 - No new services or expansions planned but also no cuts forecasted
 - Continued response to 2023 client survey
 - New LibGuides and training materials
 - Eva-Marie Neumann
 - Successful lunch and learn on full text retrieval, outreach and engagement win
 - Heart Institute
 - Lindsey Sikora
 - Sarah Visintini wrote a 5-year report highlighting the level of service
 - Working to ensure smooth transition with new research officer
 - Outreach efforts to connect with physicians, nurses, and pharmacists
 - Queens
 - No one present to report
 - uOttawa
 - Lindsey Sikora
 - Hired new contract librarian
 - Active KS community of practice, considering a centralized group to address this

11.0 Other business

- No other business

12.0 Adjournment

- Cait Ford motions to adjourn, Dave Kaunelis seconds(5:00 PM EST)