



**CANADIAN ASSOCIATION OF PROFESSIONAL ACADEMIC LIBRARIANS (CAPAL)
ASSOCIATION CANADIENNE DES BIBLIOTHÉCAIRES EN ENSEIGNEMENT SUPÉRIEUR (ACBES)
Annual General Meeting
JUNE 2ND, 2025**

Note: All enclosures attached and will be archived in the [CAPAL2025 AGM Enclosures](#). For a full list of enclosures, see Appendix.

Meeting Minutes

Chair: Aneta Kwak

Meeting minutes by: Yeliz Baloglu Cengay (Secretary)

1. *Call to order:*

Aneta started the meeting and welcomed all in-person and online participants at 12:38 pm EDT. She asked the regular members to join the zoom session through a zoom application or web browser to be able to participate in the voting.

2. *Approval of the agenda:*

The AGM agenda was approved by Helen Power and seconded by Jennie Fallis.

3. *Approval of the minutes of the AGM held June 18th, 2024. (Enclosure #1):*

The minutes of the AGM held as presented was approved by Kyle Feenstra and seconded by Jeff Newman.

4. Welcome and introduction of the directors, officers, standing committee chairs, and community of practice facilitators:

Aneta introduced the current CAPAL Board as follows:

DIRECTORS:

- Aneta Kwak (University of Toronto), the chair
- Courtney Lundrigan (University of Victoria)
- Richard Hayman (Mount Royal University)
- Kyle Feenstra (University of Manitoba)
- Katie Harding (McMaster University)
- Carol Leibiger (University of South Dakota)
- Amanda Wills (Northwestern Polytechnic)
- Sarah Wood-Gagnon (University of Rochester), the vice chair

OFFICERS:

- Marta Samokishyn (Saint Paul University), the treasurer
- Yeliz Baloglu Cengay (University of Toronto), the secretary

COMMITTEE CHAIRS:

- Sarah Wood-Gagnon (University of Rochester), **Administration Committee**
- Laura Koltutsky (University of Calgary), **Advocacy Committee**
- Helen Power (University of Saskatchewan), **Awards Committee and Education and Professional Development Committee**
- Carol Leibiger (University of South Dakota), **Communications Committee**
- Douglas Fox (University of Toronto) and Tara Mawhinney (McGill University), **Membership Committee**
- Jeffrey Newman (University of Toronto), **Nominations Committee**
- Mark Schwartz (Queens university), **Publication Committee**
- Maureen Babb (University of Manitoba), **Research and Scholarship Committee**
- Megan McKinnon (University of Ottawa) and Ben Mitchell (Thompson Rivers University), **Social Justice Committee** (previously called the Diversity and Equity Committee)
- Tianyang (Joe) Qiu (Western University alumni), **Student Committee**

Aneta also introduced the **COMMUNITIES OF PRACTICES (CoP):**

- **Artificial Intelligence** facilitated by Amanda Wheatley (McGill University)
- **Climate Action** facilitated by Michael Lines (University of Victoria)
- **Data Visualization** co-facilitated by Alexandra Wong (York University) and Subhanya Sivajothy (McMaster University)
- **Digital Accessibility in Academic Libraries (DAAL)** co-facilitated by Mark Weiler (University of Waterloo) and Aneta Kwak (University of Toronto)
- **Displays, Outreach and Engagement** co-facilitated by Anna Flak (McMaster University) and Carolyn Caseñas
- **Game-based Learning** facilitated by Martha Attridge Bufton (Carlton University)
- **Information Literacy** co-facilitated by Helen Power (University of Saskatchewan) and Carol Leibiger (University of South Dakota)
- **International Student Services** facilitated by Michael Dudley (University of Winnipeg)
- **Research and Writing** co-facilitated by Lydia Zvyagintseva (University of Alberta) and Margaret Hoogland (University of Toledo)
- **Scholarship of Teaching and Learning** co-facilitated by Kelly Keus (Keyano College) and Sarah Brown (University of Waterloo)

Aneta expressed her gratitude for the contributions and outstanding work of the Board members, officers, committee chairs, and CoP facilitators, who have created a supportive space where all of our capital members and their diverse interests can grow and thrive.

5. *Board of Directors Annual Report. (Enclosure #2)*

The report of the board as presented was approved by Ben Mitchell and seconded by Michelle Pettis.

6. *Financial Report.*

a. *Report of the Treasure (as per Bylaw 3.8). (Enclosure #3)*

Marta Samokishyn was not able to attend the meeting to present the financial report.

b. *Approval of the projected budget for 2025. (Enclosure #4)*

Aneta returned to previously skipped item regarding the 2025 projected budget. Members indicated they had reviewed the budget in advance.

Motion to approve the projected 2025 budget as presented was moved by Kyle Feenstra and seconded by Jeffrey Newman. No vote required.

7. *Business arising.*

Aneta opened the floor for any business arising from members in attendance. Participants were invited to submit questions via the Zoom Webinar chat or request permission to speak. No questions or items were raised by attendees. Aneta confirmed that there was no business arising and proceeded to the next agenda item.

8. *New business:*

a. *Results of election of directors and the introduction of the new Board members. (Nominations Committee) (Enclosure #5)*

As per bylaw 6.5, "Directors shall be elected annually by the members. The Nominations Committee will conduct online elections during the first three weeks of March of each year. Results of the election will be announced at the Annual General Meeting and at each succeeding annual meeting at which an election of directors is required."

The Nomination Committee presented the results of the CAPAL online election for the Board of Directors (term: 2025–2028).

The following individuals were elected:

- Victoria Lavang (St. Clair College)
- Jennie Fallis (McGill University)
- Cody Fullerton (University of Manitoba)

Aneta extended congratulations to the newly elected Board members. She also thanked Courtney Lundrigan and Richard Hayman for stepping in and filling

CAPAL's two vacancies, and for all the work that they've done serving on the Board.

The motion to ratify the election results is approved by Ben Mitchell and seconded by Kyle Feenstra.

b. Presentation of the Terms of Reference for the CAPAL Conference Planning Committee (Enclosure #6)

Aneta announced the proposal to establish a **standing Conference Planning Committee** to support continuity and improve information retention for future conferences, reducing the need for a full learning curve each year. Aneta invited questions from members regarding the Terms of Reference. No questions were raised.

A motion was presented to approve the Terms of Reference for the Conference Planning Committee as circulated. Voting was conducted via Zoom poll for virtual attendees and QR code access for in-person attendees.

Aneta reminded that voting eligibility was limited to regular members; student and associate members were not eligible to vote.

Motion to approve the Terms of Reference for the Conference Planning Committee as presented has passed with 96% approval.

c. CAPAL Awards Ceremony

Helen announced the inaugural year of the CAPAL Awards, noting that the awards program was developed following approval at the previous AGM (2024). A working group (established December 2023) developed three awards, including terms of reference and evaluation rubrics (details available in the AGM package).

Appreciation was extended to members of the working group (Susie Breier, Andrea Johnston, Courtney Lundrigan, Jennifer Shrepel (?), and Connor Sin-Chan) and Awards Committee (Susie Breier, Carolyn Carpan, Caitlin Keenan, Helen Power, and Lea Sansom) for their contributions.

Awards Presented:

• **Student Research Paper Award**

- Awarded to Jeein Park (McGill University) for her paper on factors affecting student retention.
- This award recognizes research excellence in an unpublished paper written while completing a master's of library and information, science or equivalent program.
- Jeein's paper is recognized as an outstanding example of student research, demonstrating strong engagement with the broader scholarly literature and clear evidence of learning. The Committee highlighted the significance and potential impact of her work, particularly in its analysis of

trends in social media post styles and levels of user engagement. The paper also offers practical insights for improving the promotion of academic programming.

- o Jeein was unable to attend due to her convocation ceremony.

- **Early Career Researcher Award**

- o Awarded to Tina Liu (McGill University) for [her paper](#) “The Economics of Identity: How EDI Initiatives Treat Racialized Identities as Currency in Academic Libraries”.

- o This award is designed to encourage excellence in research and early career professional academic librarians.

- o The work was recognized for its critical insight and growing impact within the profession. Its incorporation into MLIS coursework less than six months after publication speaks to its strong potential for a lasting and meaningful impact on the academic library profession.

- o Tina delivered brief remarks expressing gratitude and reflecting on the significance of the award.

- **Contribution to the Association Award**

- o Awarded to Kristin Hoffmann (Western University) for her significant and lasting contributions to CAPAL and academic librarianship.

- o Noted contributions included her role as founding editor of the *Canadian Journal of Academic Librarianship* and her leadership in its development and growth.

- o Kristin provided remarks acknowledging collaborators and the broader impact of the journal.

- The ceremony concluded with thanks to Helen and the Awards Committee for their work in establishing and administering the awards.

Motion to publicly announce and honor the CAPAL Awards recipients in recognition of their accomplishments was approved by Helen Power and seconded by Ben Mitchell.

d. *CAPAL By-Laws Updates (Enclosure #7 and #8)*

Sarah Wood-Gagnon as the chair of Administration Committee presented the proposed amendments.

Proposed Amendments:

i. *French acronym has been updated. The entire document will be translated into French.*

ii. *5.2 Place of Members' Meetings*

- *Explicit online meeting option has been added.*

*Updated section: Subject to compliance with Section 159 (1) ([Place of Members' Meetings](#)) of the Act, meetings of the members may be held at any place within Canada **and online** determined by the board*

iii. *7.3 Notice of Meeting of Directors*

- *Explicit language for reasonable notice has been added.*

*Updated section: **Reasonable notice of a minimum of 48 hours** and place for the holding of a meeting of the board shall be given as prescribed by a resolution of the board.*

iv. *8.2 Appointment of Officers*

- *Webmaster has been added as an officer as they should be in attendance for board meetings.*

*Added section: **Webmaster: The Webmaster, if appointed, who need not be a director, shall have such powers and duties as the board may specify by resolution.***

v. *9.1.1 Nominating Committee*

- *Language has been changed for clarity and to accommodate fewer members.*

Original version: "The Nominating Committee will be comprised of the chair, the past chair, a director (as liaison with the board), and five (5) regular members of the Corporation."

*Updated version: "The Nominating Committee will be comprised of the chair **of the committee**, a director (as liaison with the board), up to five (5) regular members of the Corporation, **and the past chair of the Nominating Committee if available.**"*

vi. *10.1 Student chapters*

- *Minimum number has been changed from 5 to 2 to accommodate fewer members.*

*Updated section: "**Any group of two (2) or more students** who are student members including one designated as a coordinator may petition the board for recognition as a student chapter."*

Aneta invited questions and comments; none were raised by members in attendance or online.

Motions to approve the bylaw amendments were grouped and voted on via Zoom poll for virtual attendees and QR code for in-person attendees. Voting was limited to regular members.

Decision: All proposed bylaw amendments were approved.

Aneta thanked the Administration Committee for their extensive work in reviewing and updating the bylaws to better reflect current practices.

9. *Reports of the standing committees.*

a. *Update to Editors of CJAL Terms of Reference (Enclosure #9)*

Mark Swartz, who prepared the updates, was not in attendance to provide additional context.

Members were invited to ask questions; none were raised.

Motion: To receive the CJAL Editors' Terms of Reference as presented.

Voting was conducted via Zoom poll and QR code for in-person attendees; voting was limited to regular members.

Decision: Motion to receive the CJAL Editors' Terms of Reference as presented has been carried.

b. *Presentations, questions, and answers. (Enclosures #10-19)*

Aneta invited questions for Committee Chairs regarding submitted reports:

- i. *Administrative Committee (Enclosure #10)*
- ii. *Advocacy Committee (Enclosure #11)*
- iii. *Awards Committee (Enclosure #12)*
- iv. *Communications Committee (Enclosure #13)*
- v. *Education & Professional Development Committee (Enclosure #14)*
- vi. *Membership Committee (Enclosure #15)*
- vii. *Publications Committee (Enclosure #16)*
- viii. *Research & Scholarship Committee (Enclosure #17)*
- ix. *Social Justice Committee (Enclosure #18)*
- x. *Student Committee (Enclosure #19)*

No questions were raised by members.

Motion to receive the reports of the standing committees as presented was moved by Ben Mitchell and seconded by Cody Fullerton. No vote required.

10. *Other business.*

Aneta opened the floor for any additional business. No items were raised.

11. *Closing remarks.*

Aneta thanked all members (in-person and online) for their contributions and participation in CAPAL.

An announcement was made regarding the upcoming CAPAL Census (expected June/July), encouraging members to participate. Appreciation was extended to those involved in organizing the census.

12. *Adjournment.*

The meeting was formally adjourned at **1:17 pm EDT.**

Access to enclosures listed for the AGM 2024 are available in the [CAPAL2025 AGM Enclosures.](#)

Enclosures:

| Enclosure | Filename | Description |
|------------------|---|--|
| Encl. #1 | 1_CAPAL AGM 2024_Minutes | Minutes of the CAPAL2024 AGM. |
| Encl. #2 | 2_2025_CAPAL_Board of Directors Annual Report | Report of the Board, 2024-2025 |
| Encl. #3 | 3_2025_CAPAL_Financial Report for Fiscal Year 2024 | Report of the Treasurer to the 2025 AGM |
| Encl. #4 | 4_2025_CAPAL_Proposed Budget | Projected budget for 2025 |
| Encl. #5 | 5_2025_CAPAL_Nominations Committee Annual Report | Report of the Nominations Committee to the 2025 AGM |
| Encl. #6 | 6_CAPAL_TOR Standing Committee on Conference Planning | Terms of Reference for the CAPAL Conference Planning Committee |

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| Encl.# 7 | 7_CAPAL_By-Laws_2025 Changes Highlighted | CAPAL By-Laws Update (changes are highlighted in the document) |
| Encl. #8 | 8_CAPAL_2025_List of By- Laws Changes | List of the changes done in CAPAL By-Laws |
| Encl. #9 | 9_CAPAL_TOR CJAL Editors_August 2024 | Update to Editors of CJAL Terms of Reference |
| Encl. #10 | 10_2025_CAPAL_Administrat ive Committee Annual Report | Report of the Administrative Committee to the 2025 AGM. |
| Encl. #11 | 11_2025_CAPAL_Advocacy Committee Annual Report | Report of the Advocacy Committee to the 2025 AGM. |
| Encl. #12 | 12_2025_CAPAL_Awards Committee Annual Report | Report of the Awards Committee to the 2025 AGM. |
| Encl. #13 | 13_2025_CAPAL_Communica tions Committee Annual Report | Report of the Communications Committee to the 2025 AGM. |
| Encl. #14 | 14_2025_CAPAL_Education and Professional Development Committee Annual Report | Report of the Education & Professional Development Committee to the 2025 AGM. |
| Encl. #15 | 15_2025_CAPAL_Membershi p Committee Annual Report | Report of the Membership Committee to the 2025 AGM. |
| Encl. #16 | 16_2025_CAPAL_Publication s Committee Annual Report | Report of the Publications Committee to the 2025 AGM. |

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| Encl. #17 | 17_2025_CAPAL_RSC Committee Annual Report | Report of the Research & Scholarship Committee to the 2025 AGM. |
| Encl. #18 | 18_2025_CAPAL_Social Justice Committee Annual Report.docx | Report of the Social Justice Committee to the 2025 AGM. |
| Encl. #19 | 19_2025_CAPAL_Student Committee Report | Report of the Student Committee to the 2025 AGM. |

Current STANDING COMMITTEES:

Advocacy Committee (confirmed by the Board, 2015-10-16)

The Advocacy Committee is a standing committee of CAPAL/ACBES with a mandate to advocate for the rights, professional autonomy and interests of academic librarians; to research and develop informed opinions which may be used in communications with members and the public; and to work with the standing committees, the Board of Directors and external organizations in the promotion and advancement of issues and causes.

Awards Committee (confirmed by the Board, 2024-04-23)

The Awards Committee is a standing committee of CAPAL/ACBES with responsibility for and oversight of the CAPAL/ACBES annual Awards: The Early Career Researcher Award, the Student Paper Award, and the Contributions to the Association Award.

Communications Committee (confirmed by the Board, 2017-04-21)

The Communications Committee is a standing committee of CAPAL/ACBES. The Committee coordinates both internal and external communications related to the activities of the Association. The Committee also shares information of interest to professional academic librarians in Canada. The Committee strives to provide communications in both official languages, French and English.

Education and Professional Development Committee (confirmed by the Board, 2017-04-21)

The Education and Professional Development Committee is a standing committee of CAPAL/ACBES, with a mandate to share educational and professional development opportunities with current library students and academic librarians in Canada, to raise awareness of issues regarding the current state of library education in Canada, and to monitor accreditation process in Canadian library education and seek out opportunities for CAPAL/ACBES involvement.

Membership Committee (confirmed by the Board, 2016-07-15)

The Membership Committee is a standing committee of CAPAL /ACBES responsible for the development of the association's membership at large.

Publications Committee (confirmed by the Board, 2017-09-12)

The Publication Committee is a standing committee of CAPAL/ACBES with responsibility for and oversight of the official external CAPAL/ACBES publications. The committee shall oversee the publication of the *Canadian Journal of Academic Librarianship / Revue canadienne de bibliothéconomie universitaire*; collect and post conference proceedings to the CAPAL/ACBES website, and undertake other externally focused, publication-related activities, as determined.

Research and Scholarship Committee (confirmed by the Board, 2017-01-13)

The Research and Scholarship Committee is a standing committee of CAPAL/ACBES, with a mandate to support, advance and promote the diverse research, scholarship and creative activities of Canadian professional academic librarians, and the right of all such librarians to engage in these activities, which are essential contributions to the advancement of knowledge and society.

Social Justice Committee (formerly Diversity and Equity Committee) (confirmed by the Board, 2016-05-20)

Social Justice Committee is a standing committee of CAPAL /ACBES dedicated to diversity and equity in academic librarianship and is committed to creating and maintaining an atmosphere of inclusion and respect in a safe and nurturing environment. It shall work to identify and address issues of social justice encompassing but not limited to race, sexuality, religion, mental health, and ability as they relate to the library profession and its multiple constituencies.

Student Committee (confirmed by the Board, 2016-07-15)

The National Student Committee is a standing committee of CAPAL /ACBES Board, representing, supporting and advocating for student members of CAPAL/ACBES as well as emerging professionals.