

# **Saskatchewan Library Trustees Association**

## **Executive Meeting**

April 12-13, 2002

## **MINUTES**

### **Call to Order**

The meeting was held in the Regina Inn and was called to order by the Chair at approximately 5:30 p.m. on April 12, 2002. The meeting adjourned about 6:15 p.m. to allow members to attend the conference banquet and resumed at 10:00 a.m. on April 13, 2002.

Members Present: Kae Campbell, Wheatland, Myra Sutter, Chinook, Brian Suetta, PNLs, Merrilee Rasmussen (Secretary), Regina, Karen Basky (Treasurer), Palliser, Louise Cochran, Lakeland, Charlotte Thies, Parkland, Isabelle Butters (President), Southeast, Kathy Evans, Saskatoon, Cindy Smith, Regina.

Also Present: Joylene Campbell, Provincial Library.

### **Webpage**

Eric Jenkins presented a demonstration of the proposed SLTA Webpage to the meeting and invited any comments or questions. The meeting was of the view that the SLTA pin logo should be used on the webpage and was very pleased with the demonstration. Merrilee Rasmussen advised that she will continue to work with Eric to complete the webpage and have it up and running as quickly as possible. Content relating to particular systems will be forwarded to the system representatives for their review and approval.

### **Executive Members**

The President advised that all systems have paid their membership fees for 2002-03. Letters of appointment for the system representatives to the

executive are required as soon as possible. Each of the system representatives should ensure that their letter of appointment is forwarded to the Secretary.

### **Treasurer and Secretary**

Kae Campbell reported for the Nominations Committee that Karen Basky had agreed to continue as Treasurer and Merrilee Rasmussen agreed to continue as Secretary.

In accordance with the Bylaws, it was moved by Kae Campbell, seconded by Myra Sutter, that the Executive appoint a secretary from outside its members. Carried.

It was then moved by Cindy Smith, seconded by Charlotte Thiess, that Merrilee Rasmussen be appointed Secretary to the SLTA. Carried.

### **CLTA Representative**

It was moved by Myra Sutter, seconded by Kae Campbell, that President Isabelle Butters be named as the SLTA's representative to the Canadian Library Trustees Association.

### **Auditor**

It was moved by Charlotte Thies, seconded by Kathy Evans, that Carolyn Swanson be appointed as auditor for 2002-2003.

### **Part-time Position**

As a result of Resolution 5 from the Annual General Meeting, a sub-committee was established to explore the matter of a part-time position for the Association and to prepare a report for the 2003 AGM. The sub-committee consists of Kathy Evans, Myra Sutter and Isabelle Butters.

## **Retention and Disposal of Documents**

The Provincial Librarian reported that the Provincial Library may not be able to continue to house historical records of the SLTA due to space limitations. It was suggested that a policy be developed relating to the retention and disposal of documents and that the Provincial Archives be contacted in this connection.

## **Brief to the Minister**

It was moved by Myra Sutter, seconded by Brian Suetta, that Merrilee Rasmussen be paid an honorarium of \$1,000 to prepare the brief to the Minister. Carried.

The meeting discussed a number of issues that should be touched on in the brief and agreed that an initial draft would be circulated by email to members of the Executive with the objective of securing a meeting with the Minister in early July. The President, Isabelle Butters, undertook to contact the Minister's office as soon as possible to secure a meeting date.

It was moved by Charlotte Thies, seconded by Cindy Smith, that President, Isabelle Butters, Vice-President, Kathy Evans, Treasurer, Karen Basky and Secretary, Merrilee Rasmussen attend the meeting with the Minister. Carried.

## **SLTA Newsletter**

Kathy Evans agreed to co-ordinate the post-conference issue of the SLTA Newsletter, which will include highlights from each system and the opening of the new headquarters building in PNL. Each system representative is responsible for submitting appropriate material to Kathy **NO LATER THAN APRIL 30, 2002**. If Kathy receives nothing from a system, there will be nothing about that system in the newsletter. The newsletter should also note that an SLTA website is under construction and that members will be advised of the URL as soon as it is available.

## **Other Business**

### ***Digital Camera***

It was moved by Brian Suetta, seconded by Karen Basky, that the Executive purchase a digital camera for the purpose of recording important events in all of the library systems and to publish this visual record in newsletter issues and on the SLTA webpage, and that funds for this purpose be transferred from the life award budget line which will be underspent this year because of the inability of the recipient to attend the conference due to illness. Carried.

The Secretary was instructed to purchase a digital camera for a price of about \$500.

### ***Logo and Letterhead***

It was moved by Kathy Evans, seconded by Brian Suetta, that the SLTA price out and acquire a logo and letterhead and jackets for newsletters. Carried.

### ***Permanent Address***

It was moved by Kathy Evans, seconded by Charlotte Thies, that the SLTA acquire a permanent mailing address. Carried.

## **Next Meeting**

The next meeting of the Executive will be held on September 6-7, 2002 in La Ronge, or in Saskatoon if sufficient rooms are not available.

## **Adjournment**

It was moved by Charlotte Thies, seconded by Kathy Evans, that the meeting adjourn. The meeting then adjourned at approximately noon on April 13, 2002.