

## **Saskatchewan Library Trustees Association**

### **Executive Meeting**

**October 22-23, 2004**

**Parktown, Saskatoon**

**Present:** Janet Wilkinson (Chinook), Louise Cochran (Lakeland), Karen Basky (Palliser), Donna Hartley (Southeast), Maureen McGirr (Wapiti), Brian Suetta (PNLS), Merrilee Rasmussen (Secretary), Joylene Campbell (Provincial Librarian)

**Regrets:** Charlotte Thies (Parkland), Elaine Kivisto (Regina)

### **Friday Call to Order**

Karen Basky called the meeting to order at 7:20 pm on October 22, 2004.

Joylene Campbell, Provincial Librarian, explained her role this evening in relation to the discussion of the Minister's Brief as being to provide factual information only. Members of the Executive were comfortable with her being present in that role.

Allan Johnson reported on his replacement of Bruce Cameron on Department's strategic planning committee representing public libraries. Allan reported that the groundwork Bruce had laid about the role of libraries in the informal lifelong learning function as opposed to the formal learning processes has allowed him to move forward and develop on that foundation. The committee is developing goals and objectives to be integrated into the budget process, including performance measures, to form the basis for evaluating whether or not the department is doing its job. The department is very open to and supportive of public libraries and striving to help us to find a place in the department.

The Executive spent the balance of the evening discussing the Minister's Brief. Revisions to the Brief will be prepared by the Secretary and circulated. Any changes should be directed to the Secretary as soon as possible so that the Brief can be finalized in preparation for meeting with the Minister.

### **Saturday Call to Order**

The meeting was called to order by Brian Suetta, in the absence of the Chair, at 9:15 am Saturday October 23.

## **Agenda**

It was moved by Kae Campbell, seconded by Louise Cochran, that the agenda as amended be adopted. Motion carried.

## **Minutes of May 6 to 8, 2004**

It was moved by Janet Wilkinson, seconded by Donna Hartley, that the minutes of the May 6 to 8, 2004 meetings be adopted. Motion carried.

## **AGM Minutes**

Corrections to the minutes were noted. The minutes will be presented to the 2005 AGM for approval.

## **Business Arising from Minutes**

3A The Executive Handbook was distributed. It is a looseleaf binder that will be maintained and updated by the Secretary as the need arises.

3B Audit requirements under *The Non-profit Corporations Act*. These are described at Tab 7 of the Executive Handbook. It was agreed that we should amend our bylaws to remove the requirement for a formal "audit" and pass a resolution to that effect at each AGM, as permitted by the Act.

3C Library Book Rate. It was agreed that the President should send a letter to all Saskatchewan Mps. Kathy Evans volunteered to prepare this letter for Karen's signature. It was also agreed that all should collect stories from people who would be affected and meet with MPs concerning this issue.

## **Correspondence**

4A Digitization forum. Joylene Campbell provided a description of the forum, which was held in September in both Regina and Saskatoon (see also the Provincial Librarian's report). The objective is to create a province-wide strategy re digitization of Saskatchewan information. A pilot project is likely to be developed.

#### 4B Regular column in SLA *Forum*

The SLTA was pleased to take up the offer from the SLA for a regular column in SLA's newsletter (*Forum*). There will be an article in the next issue about the library history book. Other topics discussed as possible subjects for future columns:

- \* post meeting with minister re issues in brief and reaction
- \* library book rate update
- \* convention report - re SLTA oriented sessions, post conference, news from systems
- \* explaining relationship between SLTA and CLTA

#### 4C The following additional correspondence was received:

- \* SLA invitation
- \* thankyou from Isabelle Butters
- \* thankyou from Karen Basky
- \* brochures from Protocol Offices
- \* email from Joy Campbell to Michael Keaschuk re John Humphreys founding member of board in Maple Creek

**Follow up from Watrous strategic planning session** – See Appendix

## 7. Reports

A) President – no report

B) Treasurer – Kathy Evans moved, seconded, by Janet Wilkinson, acceptance of the Treasurer's report. Carried.

C) System Reports:

*P-NLS* – held its last meeting by videoconference

*Parkland* – Yorkton Library renovating \$500,000; will be back in the bldg soon.

*Chinook* – financial contracts signed with employees; re-advertising for city librarian position

*Wheatland* – will discontinue bookmobile on December 30; two vans traveling continually to keep the books moving; staff now unionized UFCW; headquarters building is now renovated and is beautiful; new CEO November 1.

*Southeast* – service to Aboriginal people hired two summer students (one Aboriginal); prepared a manual for branch librarians for planning programs for Aboriginal peoples; also 12 different posters featuring Aboriginal individuals as role models with the message "Information is for Everyone".

*Lakeland* – advertising campaign weekly in News Optimist, also in Aboriginal section

*History book* – the book is at the publisher. The committee is planning a book launch – probably a lunch at the 2005 library conference. It was mentioned that SLA gifts for each speaker will be a copy of the book.

*SLA/SLTA Conference* – The conference will be held Friday April 22 and Saturday 23, 2005 at the Saskatoon Sheraton Hotel. It was agreed that a "Trustees Forum Parts I and II" should comprise the trustee programming for the conference. Effective Lobbying and Effective Board Governance were the two topics discussed for the Forum.

*CLTA resolutions* – copyright information is available on the CLA website

*Provincial Library's Promotional Steering Committee* – Maureen McGirr is SLTA representative on this committee. Its objective is to create a strategy for all types of libraries for Sask Library week 2005, with an emphasis on e-library services

Janet Wilkinson, seconded by Donna Hartley, moved receipt of all reports. Carried.

## **8. Newsletter**

A discussion of possible content for the newsletter included:

Minister's Brief  
Library Book Rate  
CLTA Karen is now Treasurer  
Isabelle's Award from CLTA

Did You Know?? Amounts invested in libraries by various levels  
Explain that newsletter is available on the website

It was also agreed that we should issue a meeting communique after each meeting that could be distributed via the library listserve. The Secretary will prepare the communique and provide to everyone for review prior to forwarding to Provincial Library for distribution

### **Proposal from Art Battiste re Board and Trustee Training**

Art Battiste presented his proposal which was received with interest. It was agreed that a letter be sent to Art from Karen as President, to thank him for his valuable contribution, although we are unable to proceed with his proposal at this time.

### **Next Meeting**

The next meeting will tentatively be held on February 12, 2005 in Saskatoon, at a place to be arranged by the incoming President, Karen Basky.

Motion to adjourn at 1:00 p.m.

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## **APPENDIX**

### **Action Plan Review**

#### **Goal 1: Develop Communications Plan (Karen, Kathy, Charlotte)**

<b>Objective</b>	<b>Action</b>	<b>Who?</b>	<b>When?</b>
Develop formal communications strategy			
Communiques to members	summary of each Executive meeting	Secretary	after each meeting

**Goal 2: Develop or Expand External Relationships (Merrilee, Kathy)**

<b>Objective</b>	<b>Action</b>	<b>Who?</b>	<b>When?</b>
Dialogue with Minister	meet with Minister and present brief	Officers	to fit Minister's schedule
Dialogue with Provincial Chamber of Commerce	present Minister's brief	Officers	post Minister's meeting
Dialogue with SUMA/SARM	present Minister's brief	Officers	post Minister's meeting
FSIN Vice-Chief Education	present Minister's brief/Aboriginal funding	Officers	post Minister's meeting

\*PNLS has been invited to work with PA Grand Council who are planning to review how their libraries are in northern Saskatchewan in their schools

**Goal 3: Develop SLTA Promotional Plan (Brian, Janet)**

<b>Objective</b>	<b>Action</b>	<b>Who?</b>	<b>When?</b>
Advertise	*communicate after each meeting also to municipal councils		
	*newsletter		

	both of these to the Provincial Library listserve		
Develop PSAs	Corner Gas		
Image & Attitude			

**Goal 4: Develop SLTA Organization (Maureen, Kae, Louise)**

<b>Objective</b>	<b>Action</b>	<b>Who?</b>	<b>When?</b>
funding			
membership drive	<p>*accomplishments of SLTA summary to all systems for distribution to AGMS</p> <p>*solicitation of memberships via the listserve</p> <p>*solicit memberships from municipal councils</p> <p>*revamp membership application form B on website</p>		

	<p>*benefits of membership? Website- why should I be a member?</p> <p>*letter to be prepared by treasurer</p> <p>*SLTA rep to distribute letters and membership forms to local boards and follow up no response</p>		
executive handbook			
SLTA handbook	review and update		
modules for trustee training	<p>*governance</p> <p>*advocacy</p> <p>*Aboriginal awareness</p> <p>*legislation</p>		

### Goal 5: Expand Public Library System Relationships

Objective	Action	Who?	When?
Relationship with SLA	*participate in annual joint		



	conference		
Relationship with Library Directors/Board Chairs	*input to Minister's brief *attend Library Directors meetings	*library directors *President SLTA	*two months prior to finalization
Relationship with Provincial Library			
Relationship to Learning Sector Steering Committee	*request report/attendance of public library director on Steering Committee		