

Saskatchewan Library Trustees Association

Executive Meeting

April 21, 2005

Quality Inn, Saskatoon

Present: Janet Wilkinson (Chinook), Karen Basky (Palliser), Donna Hartley (Southeast), Maureen McGirr (Wapiti), Elaine Kivisto (Regina), Louise Cochran (Lakeland), Kae Campbell (Wheatland), Bev Dubois (Saskatoon), Isabelle Butters (Multitype Representative), Merrilee Rasmussen (Secretary), Joylene Campbell (Provincial Librarian)

Regrets: PNLs, Parkland

Call to Order

Karen Basky called the meeting to order.

Minutes of February 5, 2005

It was moved by Janet Wilkinson, seconded by Elaine Kivisto, that the minutes of the February 5, 2005 meeting be adopted. Motion carried.

Business Arising from Minutes

Display table booked for conference - Judy & Kathy will work during sessions but need help at other times

Column in SLA Forum – Donna Hartley will contact Judith Silverthorne about a column, possibly on the history book project.

CLTA – Karen Basky and Maureen McGirr are both planning on attending the CLA conference in June in Calgary.

ALTA – Karen Basky is not able to attend.

Website - update is required and a membership application form.

Letter to MP's – All system representative should ensure that names and addresses are provided to the Secretary so that letters can be prepared for your signature.

Conference Speaker – Ken Haycock is not able to do the trustee governance sessions at the conference and will be replaced by Sam McCullough, as Saskatchewan lawyer.

SLTA commitment to Conference – SLTA will be covering some of the speaker's expenses.

Correspondence

The following correspondence was reviewed and it was moved by Elaine Kivisto, seconded by Maureen McGirr, that all correspondence be received and filed. Carried.

Correspondence received and filed:

Deputy Minister of Learning - re: office of ITO

Newsletter - Chinook Regional Library

Report - Saskatchewan Labour Market Trends

Allan Johnson - re- Learning Department's Performance Plan

SLA Conference Invitation

Invitation to pre-budget briefing & Budget Address

Invitation to Book Launch

2005/2006 Provincial Budget Performance Plan

University of Regina - re: Senate representation

Media Release from Coteau Books

New Business

Executive Expenses – The following resolutions were considered:

Moved by Maureen McGirr, seconded by Elaine Kivisto, that expenses allowed for supper be increased from \$10 to \$15. Carried.

Moved by Elaine Kivisto, seconded by Janet Wilkinson, that expenses allowed for dinner be increased from \$7.35 to \$10. Carried.

Appt of U of R representative –

It was moved by Elaine Kivisto, seconded by Maureen McGirr, that Merrilee Rasmussen be appointed the SLTA representative to the University of Regina Senate. Carried.

AGM

Learning Sector Policy Committee – Isabelle Butters will represent SLTA. This committee will address collaboration between libraries and other groups.

Reports

Financial – Maureen McGirr provided the financial report.

It was moved by Elaine Kivisto, seconded by Janet Wilkinson, that the financial report be accepted with the changes noted. Carried.

It was agreed that Maureen McGirr would send the list of members to the Secretary (Merrilee Rasmussen). It was noted that the Saskatchewan Archives Board is asking SLTA to provide them with our membership lists at an appropriate time.

Directors and Chairs Meeting - Karen Basky attended and was very pleased to have been able to participate in this meeting with Library Directors and Board Chairs and the Provincial Library. The possibility of developing for 2006 a library-specific session on board governance, including CEO evaluation, was discussed. Next year's Libraries Conference will be in the first week of May. It was noted that use of e-library services continues to increase and will be promoted during Saskatchewan Library Week in October.

SLA Library Week – Kae Campbell submitted a written report.

Multitype Library Board AGM – Kae Campbell submitted a written report.

It was moved by Elaine Kivisto, seconded by Bev Dubois, that the above reports be accepted. Carried.

Next Meeting

The Post-Conference Executive meeting will be held on Saturday, April 23, 2005 as soon as possible after the conclusion of the Trustee session on governance at approximately 3:00 pm, in the Conference Centre.

Motion to adjourn.

APPENDIX
Action Plan Review

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

| Objective | Action | Who? | When? |
|--|---------------|-------------|--------------|
| Develop formal communications strategy | | | |

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

| Objective | Action | Who? | When? |
|--|--|-----------------------|-------------------------------------|
| Dialogue with Minister | meet with Minister and present brief | Officers | held Feb 2, 2005 |
| Dialogue with Provincial Chamber of Commerce | present Minister's brief | Officers | post Minister's meeting |
| Dialogue with SUMA/SARM | present Minister's brief letter to offer articles for newsletters | Officers President | post Minister's meeting ASAP |
| FSIN Vice-Chief Education | present Minister's brief/Aboriginal funding | Officers | post Minister's meeting |

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

| Objective | Action | Who? | When? |
|------------------|--|-------------|--------------|
| Advertise | *communate with municipal councils re specific issues as need arises | | |
| | *newsletter both of these to the Provincial Library listserve | | |
| Develop PSAs | | | |
| Image & Attitude | Highway signs History Book | | |

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

| Objective | Action | Who? | When? |
|------------------|--|-------------|--------------|
| funding | | | |
| membership drive | *accomplishments of SLTA summary to all systems for distribution to AGMS | President | Jan/Feb |
| | *solicit memberships from municipal councils | system rep | annually |

| | | | |
|------------------------------|---|------------|--------------------|
| | *revamp membership application form - on website | Secretary | ASAP |
| | *benefits of membership? Website- why should I be a member? | Karen | Jan/Feb |
| | *letter to each library in region with invoice + membership form | Treasurer | Jan/Feb |
| | *SLTA rep to follow up no response | | |
| | *meet with local boards | system rep | annually |
| executive handbook | keep up to date | Secretary | as required |
| SLTA handbook | review and update | | |
| modules for trustee training | *governance *advocacy *Aboriginal awareness *legislation | | |
| Communiques to members | summary of each Executive meeting | Secretary | after each meeting |
| newsletters | | | |

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 | *library directors | *two months prior to finalization |
| | *attend Library Directors meetings | *President SLTA | |
| | *meet with library director regularly about SLTA business | *system rep | *before/after each SLTA executive meeting |
| | *discuss Minister's brief with library director | *system rep | *annually |
| Relationship with Provincial Library | Provincial Librarian attends executive meetings | | |
| Relationship with Multitype Library Board | *attend MLB's AGM | anyone able | Feb. 10, 2005 |
| Relationship to Learning Sector Steering Committee | *request report/attendance of public library director on Steering Committee | | |

Meet with Federal, Provincial and Local Politicians