

DRAFT - FOR DISCUSSION PURPOSES ONLY

**Saskatchewan Library Trustees Association
EXECUTIVE MEETING
Saskatoon Inn
Saskatoon, Saskatchewan**

MINUTES

Friday, September 21, 2007

Present: Elaine Kivisto, RPL (President), Colleen Christopherson-Cote, Palliser, Gail Beuhler, Chinook, Dennis Taylor, Lakeland, Donna Hartley, Southeast (Treasurer), Maureen McGirr, Wapiti, Sharon Armstrong, Parkland, Kae Campbell, Wheatland, Joylene Campbell, Provincial Librarian, Merrilee Rasmussen, Secretary, Isabelle Butters, Multitype Library Board Representative and Past President.

1. Call to Order

President Elaine Kivisto called the meeting to order at 7:10 p.m. Elaine welcomed Dennis Taylor, the newly appointed representative from Lakeland and extended congratulations to Colleen Christopherson-Cote on receiving the Council of the Federation Literacy Award for Saskatchewan.

2. Department of Learning Grant

The President noted that the \$10,000 grant received from Provincial Library must be spent on promoting libraries prior to March 31, 2008. The meeting considered the written report of the ad hoc library grant committee struck to consider possible uses of these funds, and the recommendations contained in it.

It was moved by Sharon Armstrong, seconded by Kae Campbell, that the SLTA acquire, at a cost of approximately \$5,000, the public service announcement spots developed for television by the Alberta Library, and modify them for use in Saskatchewan. Carried Elaine Kivisto will take responsibility for ensuring that acquisition and modification occurs prior to March 31, 2008 in order that the SLTA can report to Provincial Library at that time.

Dennis Taylor moved, seconded by Donna Hartley, that other proposal contained in the report be tabled. Carried.

3. Provincial election materials

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(Note: Joylene Campbell, Provincial Librarian, absented herself from the meeting during discussion of this item).

Isabelle Butters presented a poster, questions for candidates and statistical information relating to provincial funding for public libraries for use in the provincial election, which is expected to be called very soon.

It was moved by Donna Hartley, seconded by Colleen Christopherson-Cote, that the materials be approved as presented. Carried.

Members of the Executive were urged to make sure they and other trustees attend public meetings and ask these questions and post the posters in every branch library.

Donna Hartley agreed to ask Allan Johnson, Library Director at Southeast, to work with Isabelle Butters to produce a press release.

4. Shared ED position for SLTA / SLA

The meeting considered a report presented by the President summarizing the options for the addition of staff support for the SLTA. Various options were considered.

It was moved by Dennis Taylor, seconded by Maureen McGirr, that a proposal for the contracting of a 25% Executive Director be developed for presentation of the library systems and that it include a listing of duties, job requirements, qualifications, anticipated costs and break down per capita to be presented to the systems. Carried.

The Secretary prepared a posting for an Executive Director that was presented to the meeting on Saturday morning and she pointed out that a 25% position, at the rate of no more than \$20,000 annually, could be funded out of the SLTA's existing resources, including membership fee increases already approved at the 2007 AGM and to take effect on each of January 1, 2008, January 1, 2009 and January 1, 2010.

It was therefore moved by Dennis Taylor, seconded by Maureen McGirr, that the motion above be rescinded. Carried.

It was moved by Dennis Taylor, seconded by Maureen McGirr, that the SLTA proceed with contracting for the services of a quarter time Executive Director for 2008. Carried.

It was moved by Dennis Taylor, seconded by Maureen McGirr, that Elaine Kivisto, Donna Hartley, Bev Dubois and Merrilee Rasmussen be constituted a committee to screen resumes, interview applicants and enter into an employment contract for no more than \$20,000 per year on a one-year trial basis. Carried.

Saturday, September 22, 2007

5. Call to Order – Additions to Agenda

The president called the meeting to order at 8:25 a.m. It was moved by Maureen McGirr, seconded by Donna Hartley, that the agenda as circulated be approved with the addition of an item of new business related to the honorary life membership award. Carried.

6. Minutes of May Executive Meeting for approval
Minutes of May AGM for review

It was moved by Bev Dubois, seconded by Donna Hartley, that the Minutes of the May 2007 pre and post AGM meetings of the Executive on May 3 and 5, 2007 be approved as amended. Carried

The 2007 AGM minutes were reviewed by the Executive for presentation at the 2008 AGM.

7. Business Arising from Minutes – None identified.

8. Correspondence

The President reported on the introduction of a private member's Bill relating to the Library Book Rate on June 4, 2007 and her correspondence to him and to other Mps, the Prime Minister and the Minister responsible for Canada Post encouraging them to support the Bill. It was noted that because Parliament has been prorogued, the Bill will have died on the order paper and it will be necessary for it to be re-introduced in the new session of Parliament.

The President received correspondence from PNLs on this issue; from the University of Saskatchewan re the SLTA's vacant Senate seat.

The Treasurer received correspondence from SLA in relation to the Library Conference.

It was moved by Sharon Armstrong, seconded by Donna Hartley, that all correspondence be received and filed. Carried.

9. Reports

- 9.1 President – *Elaine Kivisto*
- 9.2 Treasurer – *Donna Hartley*

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The Treasurer presented her report indicating that expenditures to date are in line with the budget and said that the audited statement for the year will be available for the Executive's February meeting prior to the AGM.

It was moved by Colleen Christopherson-Cote, seconded by Maureen McGirr, that the Treasurer's financial report be approved as presented. Carried.

It was moved by Donna Hartley, seconded by Colleen Christopherson-Cote, that the \$1000 in the 2007 budget for promotion be put towards the public awareness campaign to supplement the Provincial Library grant. Carried

9.3 Systems – *from each system's representative on the Executive*

It was moved by Maureen McGirr, seconded by Kae Campbell, that the written reports listed above, as supplemented by the verbal comments at the meeting, be accepted. Carried.

9.4 Provincial Librarian – *Joylene Campbell*

The Provincial Librarian provided an extensive verbal description of the Single Integrate Library System project, which has been approved at the level of the Department of Learning, and agreed to provide the Executive with a concise one-page description.

It was moved by Gail Beuhler, seconded by Bev Dubois, that the Provincial Librarian's report be accepted. Carried.

9.5 Multitype Library Board – *Isabelle Butters*

Isabelle Butters described the multitype issues also referred to in th Provincial Librarian's report, including the database licensing committee meeting held last week, the information meeting re San Jose online library program to be held on Thursday this week (September 27) and noted that the Multitype Board is requesting the SLTA to ask the minister to extend highspeed internet access to all public libraries.

It was moved by Colleen Christopherson-Cote, seconded by Donna Hartley, that the report of the SLTA's representative on the Multitype Library Board be accepted. Carried.

10. Newsletter

It was agreed that it was essential that a newsletter be distributed this fall, prior to obtaining the services of an Executive Director, and that the newsletter could include the following:

- President's report or message;

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- very brief system reports;
- advance notice of 2008 conference dates;
- call for nominations for the life membership award;
- call for resolutions (Bev Dubois volunteered to serve as chair of the resolutions committee) ;
- posting for the ED position
- Single Integrated library system

It was agreed that the newsletter should be in the mail before the end of October and therefore **each member of the Executive must provide a brief report from their system on or before October 1, 2007.**

Donna Hartley volunteered to double check the membership lists to make sure they are correct.

11. Column in SLA *Forum*

Donna Hartley volunteered to provide information to the SLA re the Executive Director position and trustee sessions at the 2008 Library Conference, which is a joint conference with Manitoba. The Conference theme is, "Prairie Partnerships, Expanding our Horizons".

12. Website

The Executive Director posting will be added to the website.

13. New business

13.1 U of S and U of R Senate representatives

It was moved by Sharon Armstrong, seconded by Colleen Christopherson-Cote, that Bev Dubois be appointed as the SLTA representative to the University of Saskatchewan Senate.

When the University of Regina representative position is open, the SLTA will look for a nominee who is in Regina or nearby.

13.2 Life Membership Award

The President received an inquiry from Louise Shah, Library Director at Lakeland, requesting information on the nomination process.

13.3 Minister's Brief

It was agreed that an updated version of last year's brief should be readied for presentation

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to the new minister after the provincial election.

14. Meeting Communique

The Secretary will email a communiqué to members of the Executive as soon as possible, and will include date of next meeting and conference 2008 dates.

15. Next Meeting

February 1 and 2 in Regina

16. Adjournment

Bev Dubois moved adjournment.