

**Saskatchewan Library Trustees Association
EXECUTIVE MEETING
Regina, Saskatchewan**

MINUTES

Friday February 1, 2008

Present: Darryl Lucke, Marilyn Jenkins, Donna Hartley, Colleen Christopherson-Cote, Maureen McGirr, Isabelle Butters, Sharon Armstrong, Dennis Taylor, Kae Campbell, Allan Johnson, by phone: Faye Charles and Audrey Mark.

1. Call to Order

Bev Dubois called the meeting to order at 7:00p.m.

Donna Hartley proposed to add the following items to the agenda:

1. Honorary Life Membership
2. Signing Authority
3. Nomination Committee
4. Resolution Committee

Colleen Christopherson-Cote moved, seconded by Kae Campbell, that the agenda be amended to include these additions. Carried.

2. Welcome new members, brief update on Board of Directors

3. Integrated Library System

Allan Johnson and Marilyn Jenkins each made presentations on the SILS project. Please see attached handouts.

4. Executive Director - Update/Work Plan

The hiring committee (Isabelle Butters, Donna Hartley, and Bev Dubois) have selected Ciara McIlwaine to be contracted as Executive Director of the Saskatchewan Library Trustees Association at a rate of pay of \$1,000.00 per month. A contract is being prepared for a one-year period.

The duties of the Executive Director will include, but not be limited to the following:

1. Prepare materials for Executive meetings
2. Prepare materials for the AGM
3. Maintain membership list and send out membership renewal forms
4. Manage web site
5. Assemble, format, and facilitate delivery of the *Trustee* Newsletter.
6. Other administrative duties

Maureen McGirr moved, seconded by Faye Charles, that Ciara McIlwaine be contracted as Executive Director at a rate of \$1,000.00 per month for the period of 1 year. Carried.

5. Signing Authority

Colleen Christopherson-Cote moved, seconded by Dennis Taylor, that Bev Dubois, Donna Hartley, and Darryl Lucke have signing authority for the Association's bank account. Carried.

6. Elect Acting Vice President

Donna Hartley nominated Colleen Christopherson-Cote to serve as Acting Vice President of the Saskatchewan Library Trustees Association.

Dennis Taylor moved, seconded by Faye Charles, that Colleen Christopherson-Cote be appointed Acting Vice President. Carried.

7. Adjournment

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Saturday February 2, 2008

Present: Darryl Lucke, Marilyn Jenkins, Donna Hartley, Colleen Christopherson-Cote, Maureen McGirr, Isabelle Butters, Sharon Armstrong, Dennis Taylor, Kae Campbell, Ciara McIlwaine, by phone: Faye Charles and Audrey Mark.

8. Call to Order

Bev Dubois called the meeting to order at 8:50a.m. Bev Dubois moved, seconded by Colleen

Christopherson-Cote, that the agenda be approved. Carried.

9. Welcome new Executive Director

Bev Dubois welcomed Ciara McIlwaine, the newly contracted Executive Director of the Association.

10. Adoption of Minutes of the September 21 and 22, 2007 Executive Meeting

Sharon Armstrong moved, seconded by Maureen McGirr, that the Minutes of the September 21 and 22, 2007 be approved as amended. Carried.

11. Business arising from Minutes:

11.1 Honorary Life Membership

Dennis Taylor reported that Lakeland has nominated Louise Cochrane to receive an Honorary Life Membership. There was a problem with the original submission and the revised version has been resubmitted. Bev Dubois reported that the revised submission has not been received by the Executive.

Isabelle Butters reminded the Executive that according to the SLTA bylaws, the deadline for nominations for the Honorary Life Membership is January 31. As that deadline has now passed, Dennis Taylor moved, seconded by Colleen Christopherson-Cote, that the Honorary Life Membership for 2008 be awarded to Louise Cochrane for her many years of service to the Lakeland system.

11.2 Resolutions Committee

Maureen McGirr reported that Wapiti will be submitting a resolution.

Colleen Christopherson-Cote reported that Palliser will be submitting 4 resolutions.

Bev Dubois appointed herself and Sharon Armstrong to form the resolutions committee.

The SLTA bylaws state that the deadline for resolutions may be no later than 1 month prior to the AGM. Therefore it was agreed that the deadline be set as April 1, 2008.

Bev Dubois noted that it will be necessary to advise the membership of this deadline. It was agreed that this point would be discussed further during discussions on the Newsletter.

11.3 Nomination Committee

Bev Dubois appointed Maureen McGirr and Kae Campbell to form the nomination committee.

12. Correspondence

The SLTA has received correspondence from SUMA regarding their annual conference. Bev Dubois will attend the SUMA conference.

13. Reports

13.1 President - Bev Dubois

13.2 Treasurer - Donna Hartley

The Treasurer presented the financial statement for year ending December 31, 2007 as well as the budget for 2008.

It was moved by Donna Hartley, seconded by Dennis Taylor, that the budget for 2008 be approved as amended. Carried.

Colleen Christopherson-Cote moved, seconded by Faye Charles, to transfer necessary funds from reserves in order to fill any gap in financing in 2008. Carried.

13.3 Systems - from each system's representative on the Executive

13.4 Provincial Library - Marilyn Jenkins

13.5 Multitype Library Board - Isabelle Butters

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

14. SLA Conference

This year, the SLA Conference will be held in association with the Manitoba Library Association and will be called "Prairie Partnerships". The dates of the conference will be May 1, 2, and 3, 2008.

Donna Hartley reported that there is a website set up for the conference, www.prairiepartnerships.com, where individuals will be able to download registration forms and information.

Donna Hartley reported that the information for exhibitors was now up on the conference website

and that the early bird deadline to apply is March 24. The Executive agreed that the SLTA should have an exhibit at the conference.

Bev Dubois noted that she had already had brochures prepared and that it would be possible to order more brochures. The Executive discussed changes to the brochures and they agreed that the back page listing the Executive should be replaced with a membership form. Bev Dubois will arrange for the changes to be made and for more brochures to be printed.

Donna Hartley noted that, for a fee, the SLA will insert material into conference packages. The Executive discussed this possibility and decided not to make use of this service.

Donna Hartley also noted that the exhibitor package for the conference includes one banquet ticket. This ticket is normally given to the recipient of the Honorary Life Membership. Donna Hartley proposed buying an additional banquet ticket so that the recipient may bring their spouse/significant other to the banquet. Agreed.

15. Newsletter

The Executive agreed that the spring edition of Trustee should be mailed by March 31, 2008. In light of this date, the deadline for submitting resolutions previously set at April 1, 2008 was moved to March 15, 2008.

The newsletter will contain system reports of 1-2 paragraphs, outlining the highlights of September 2007 to February 2008 in each system. These reports should be sent to Ciara McIlwaine no later than Friday February 15, 2008 to ensure their inclusion in the newsletter.

Bev Dubois will prepare a short column welcoming the new Executive Director.

The Executive agreed that Allan Johnson should prepare a brief column on the SILS project.

16. Column in SLA Forum

Donna Hartley noted that the deadline to submit to the Forum is Monday February 11, 2008. The Executive agreed that the column should contain information regarding the SLTA AGM, the presentations at the SLA Conference, and a welcome to the new Executive Director.

17. CLTA Appointee

Kae Campbell moved, seconded by Maureen McGirr, that Bev Dubois represent the SLTA on the Canadian Library Trustees Association.

18. Brief to the new Minister

Dennis Taylor suggested that the Executive should be authorized to present whatever is appropriate to the new Minister. Agreed.

19. \$10,000 Grant

Donna Hartley moved, seconded by Maureen McGirr, that Colleen Christopherson-Cote will make contact with Jan Smith and pass on the contact information for the Alberta Library/Global Calgary to Bev Dubois. Carried.

Sharon Armstrong moved, seconded by Dennis Taylor, that the balance of the \$10,000 be allocated to the modification of the ads and spot purchasing. Carried.

20. Website

Ciara McIlwaine will be in contact with the current website administrator. She will facilitate updates to the website.

The website will be updated to include contact information for each of the Executive, news on the SLA Conference and SLTA AGM, and the new newsletter and membership form.

Bev Dubois noted that it would be nice to have photos and biographies for each of the Executive members. The members should provide this information to Ciara McIlwaine in order to add it to the website.

Dennis Taylor moved, seconded by Sharon Armstrong, that the total budget amount for the website be authorized to be spent. Carried.

21. New Business

21.1 U of R Senate Representative

It was noted that Merrilee Rasmussen has completed two consecutive terms as the SLTA's representative to the U of R Senate. Therefore, a new representative is needed.

Sharon Armstrong moved, seconded by Donna Hartley, that Darryl Lucke

represent the SLTA on the U of R Senate.

21.2 Retirement of Elaine Kivisto

It was noted that Elaine Kivisto will be retiring as President and as a member of the Executive. It was moved by Sharon Armstrong, seconded by Kae Campbell, that the Executive acknowledge its sincere gratitude for all of Elaine's hard work as President. Carried.

Dennis Taylor moved, seconded by Kae Campbell, that Elaine Kivisto be presented with a framed certificate to recognize her commitment and service to the SLTA. Carried.

Ciara McIlwaine will prepare a certificate which Bev Dubois will present to Elaine Kivisto at the AGM.

21.3 Contract for Executive Director

Donna Hartley thanked the Southeast Regional Library for providing the hiring committee headquarters and the Regina Public Library for providing rooms to conduct interviews.

Dennis Taylor moved, seconded by Colleen Christopherson-Cote, that Bev Dubois be authorized to sign Ciara McIlwaine's contract on behalf of the SLTA. Carried.

22. Meeting Communique

Ciara McIlwaine will prepare the meeting communique.

23. Next Meeting

The next meetings of the SLTA Executive will be as follows:

Thursday May 1, 2008 - 2:30pm to 3:30pm - Pre-AGM Executive meeting

Saturday May 3, 2008 - 1:30pm - AGM

Saturday May 3, 2008 - 3:00pm - Post-AGM Executive meeting

24. Adjournment

Bev Dubois called for adjournment. Dennis Taylor moved, seconded by Darryl Lucke, that the meeting be adjourned. Carried.